



Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule

Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai - Agra Highway, Dhule. ☎ (02562) 297801, 660633
✉ iotdhule@svkm.ac.in, www.svkm-iot.ac.in

Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date: 09/10/2019

Faculty Promotion Policy

- All promotions shall be considered based on merit- cum –seniority basis or as decided by the management from time to time.
- The Management member shall appoint a selection committee for promotion, comprising of a Management member, with the Principal, administrator, and experts in the respective area whoever is available.
- The Committee shall consider the promotion of teaching staff to the next higher position based on the fulfillment of guidelines prescribed by AICTE time to time, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- The staff shall be considered for promotion to the next higher level, position subject to completion of probationary period mentioned in their appointment order on the present position and should have obtained AICTE prescribed minimum qualification.
- Special preference to the Assistant Professor who Completed Ph. D.
 1. Level 10: Minimum 5 Research publications in SCI journals / Scopus/Web of Science/UGC/AICTE approved list of journals, being in the author's area of specialization for the promotion to the post of Associate professor and Minimum of total 11 years' experience in teaching/research/ industry
 2. Level 11: Minimum 2 Research publications in SCI journals / Scopus / web of Science / UGC / AICTE approved list of journals, being in the author's area of specialization for the promotion to the post of Associate professor and Minimum of total 4 years' experience in teaching/research/ industry.
 3. Level 12: Minimum 1 Research publication in SCI journals / Scopus / web of Science / UGC / AICTE approved list of journals, being in the

author's area of specialization for the promotion to the post of Associate professor and Minimum of a total 3 years' experience in teaching/research/ industry.

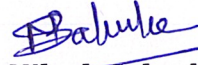
4. Minimum 5 Research publications in SCI journals / Scopus/Web of Science/UGC/AICTE approved list of journals, being in the author's area of specialization for the promotion to the post of Associate professor and Minimum of total 5 years' experience in teaching/research/ industry.

subjected to a condition that, they fulfill the AICTE requirement.

- Level 13A1: Minimum of 16 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Associate Professor and possess a Ph.D. degree in the relevant discipline and have a minimum of 4 Research publications in SCI journals / Scopus / web of Science / UGC / AICTE approved list of journals shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
- No teacher other than those with a Ph.D. shall be promoted, appointed, or designated as Associate Professor and Professor
- The following information is required in the CV for reappointment and promotion of candidates:
 - ✓ Educational background
 - ✓ Academic and other relevant employment history
 - ✓ Awards and appreciation if any
 - ✓ Research and/or creative works, publications journals, conference proceedings, textbook publications, etc.
 - ✓ Teaching accomplishments: List classes taught with results, list any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list, etc.
 - ✓ Contribution to Institute.
- All decisions on promotions shall be taken up for the month of June-July every year

- All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.




Dr. Nilesh Salunke
Principal
SVKM's Institute of Technology, Dhule

Copy to:

1. Local Management committee members
2. Faculty members (for circulation)



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Out. No. : SVKM/IOT/2017-18/ 12

Date:- 01/09/2017

Scholarship Policy Document

For Reimbursement of Scholarship and Free ship to Eligible Students as per the norms and guidelines of State Government & Central Government.

Introduction:

- a. Purpose: This policy outlines the guidelines and procedures for the administration and awarding of scholarships and free ships to students.
- b. Scope: This policy applies to all the students who are eligible for beneficiary of scholarship and free ship.

1. Definitions:

- a. Scholarship: Financial aid awarded to students based on social category and merit, or specific criteria set by various schemes run by state or central government.
- b. Freeship: Complete or partial exemption from tuition fees or other academic expenses awarded to students based on social category and merit, or specific criteria.

2. Eligibility:

- a. Students who meet the predetermined criteria set by the various social and welfare schemes run by state government and central government for reimbursement of scholarship & free ship are eligible to apply.
- b. The criteria can include social category, income criteria.

3. Application Process:

- a. Students interested in scholarships and free ships must submit a completed application form by the specified deadline.
- b. Application forms may require supporting documents i.e. all the necessary documents required as per the guidelines of various scholarship and free ship schemes run by various statutory bodies of state and central government.
- c. The student who applied for various scholarship and free ship schemes and meets all the criteria laid down for reimbursement, his application form will be forwarded for approval to various statutory bodies of state and central government for necessary action.

The list of various scholarship and free ship schemes run by state and central government are enclosed herewith.




Dr. Nilesh Salunke

Principal
SVKM's Institute of Technology, Dhule

No.	Name of Department	Category	Name of The Scheme	Eligibility	Income Limit	Scheme Benefit
1	Directorate of Technical Education	For Open, EWS Category Students	Rajesh Chhatrapati Shahu Maharaj Shiksha Shulk Shishyavrutti Yojna (EBC Scholarship)	Students Admitted Under General & SEBC Category.	Parents Annual Income Up To Rs. 08 Lakh	50% Tuition Fees, 50% Exam Fees
			Dr. Panjabrao Deshmukh Vasatigruh Nirvaha Bhatta Yojna.	1. For Child of Registered Labour, Aplaabdhatrik (Marginal Land Holder). 2. Students Admitted Under General & SEBC Category. 3. Students Native Place Should not be Dhule, Dhule District.	Parents Annual Income Up To Rs. 08 Lakh	Rs. 20000 For 10 Months
			Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education Courses (DTE)	1. Students Admitted Under General & SEBC Category. 2. For Hosteller Students or Student Staying @ Rented Room / House	Parents Annual Income Up To Rs. 08 Lakh	Rs. 8000 For 10 Months
2	Minority Development Department	For Minority Category (Christian, Jain, Muslim, Parsi, Sikh, Buddhist, Jews)	Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education Courses (DTE)	For Students Admitted Under CAP Round or Institute Level, Student Belongs to Minority Community	Parents Annual Income Up To Rs. 08 Lakh	Rs. 50000
3	Social Justice & Special Assistance Department	For Students Belongs to SC Category	Government of India Post-Matric Scholarship.	Students Admitted Under SC Category.	Family Annual Income Up To Rs. 2.5 Lakh	100% Tuition Fees, 100% Development Fees 100% Exam Fees Maintenance Allowance For 10 Months 1. For Day Scholar 550 Rs Per Month. 2. For Hosteller 1200 Rs Per Month
			Post-Matric Tuition Fee and Examination Fee (FreeShip)	Students Admitted Under SC Category.	No Annual Income Limit	100% Tuition Fees, 100% Exam Fees 100% Development Fees
			Post-Matric Scholarship for persons with disability.	Handicapped Student and Persons With Disability 40% and More	No Annual Income Limit	100% Tuition Fees, 100% Development Fees 100% Exam Fees Maintenance Allowance For 10 Months 1. For Day Scholar 550 Rs Per Month 2. For Hosteller 1200 Rs Per Month
4	OBC, S-BC, SBC, VJNT Welfare Department	For Students Belongs to OBC/SEBC/ VJNT/SBC Category	Post Matric Scholarship to OBC Students	Students Admitted Under OBC Category.	Family Annual Income Up To Rs. 1.5 Lakh	50% Tuition Fees, 50% Exam Fees Maintenance Allowance For 10 Months
			Post Matric Scholarship to SBC Students	Students Admitted Under SBC Category.	Family Annual Income Up To Rs. 1.5 Lakh	100% Tuition Fees, 100% Exam Fees Maintenance Allowance For 10 Months
			Post Matric Scholarship to VJNT Students	Students Admitted Under VJNT Category.	Family Annual Income Up To Rs. 1.5 Lakh	100% Tuition Fees, 100% Exam Fees Maintenance Allowance For 10 Months
			Tuition Fee and Examination Fee to OBC Students	Students Admitted Under OBC Category.	Family Annual Income More Than 1.5 Lakh To Rs. 8 Lakh	50% Tuition Fees 50% Exam Fees
			Tuition Fee and Examination Fee to SBC Students	Students Admitted Under SBC Category.	Family Annual Income More Than 1.5 Lakh To Rs. 8 Lakh	100% Tuition Fees 100% Exam Fees
5	Tribal Development Department	For ST Category Students	Tuition Fee and Examination Fee to VJNT Students	Students Admitted Under VJNT Category.	Family Annual Income More Than 1.5 Lakh To Rs. 8 Lakh	100% Tuition Fees 100% Exam Fees
			Post Matric Scholarship Scheme (Government Of India)	Students Admitted Under ST Category.	Family Annual Income Up To Rs. 2.5 Lakh	100% Tuition Fees, 100% Exam Fees Maintenance Allowance For 10 Months 1. For Day Scholar 550 Rs Per Month 2. For Hosteller 1200 Rs Per Month
			Tuition Fee & Exam Fee for Tribal Students (FreeShip)	Students Admitted Under ST Category.	No Annual Income Limit	100% Tuition Fees, 100% Exam Fees 100% Development Fees
6	Tribal Development Department	For ST, SC, Category Students	Pandit Dindayal Upadhyay Swayam Yojna	1. Students Admitted Under ST Category 2. Student not admitted to Institute of his Native Place. 3. Admitted To Educational Institutions, at the Municipal Corporation, Divisional Cities and District level	Family Annual Income Up To Rs. 2.5 Lakh	Financial Assistance of Rs. 43000 For Students Admitted To District Level Institutes For Higher Education 1. Food Allowance of Rs. 25000 2. Nirvaha Bhatta (subsistence allowance) of Rs. 6000 3. Nivasa Bhatta Rs. 12000
			Website : https://swayam.mahonline.gov.in	4. Students who does not got Accomodation in Government Hostels	Family Annual Income Up To Rs. 2.5 Lakh	Financial Assistance of Rs. 43000 For Students Admitted To District Level Institutes
				1. Students Belongs to SC, NAVBUDHA Category 2. Student who doesnot got admitted to Government /Private / Institute Hostel 3. Student not admitted to Institute of his Native Place. 4. Admitted To Educational Institutions at the Municipal Corporation, Divisional Cities and District level	Family Annual Income Up To Rs. 2.5 Lakh	1. Food Allowance of Rs. 25000 2. Nirvaha Bhatta of Rs. 6000 3. Nivasa Bhatta Rs. 12000 (Beside this Students Admitted to Engineering or Medical Institute will get Rs. 5000 Assistance For Purchasing of Educational Materials)
7	Social Justice & Special Assistance Department	For Students Belongs To SC, NAVBUDHA Category.	Bharatratna Dr. Babasaheb Ambedkar Swadhar Yojana (Offline Applications)		Family Annual Income Up To Rs. 2.5 Lakh	Financial Assistance of Rs. 43000 For Students Admitted To District Level Institutes

SHRI VILE PARLE KELAVANI MANDAL'S INSTITUTE OF TECHNOLOGY, DHULE

Scholarship Scheme's of Government of India					
National Scholarship Portal 2.0 Website : https://scholarships.gov.in					
No.	Name of Department	Category	Name of The Scheme	Eligibility	Income Limit
1	All India Council For Technical Education			1. Candidate must admitted First Year Degree / Diploma Course Approved by AICTE through CAP Process of State or Central Government.	
		For The Girls Pursuing Technical Education	Pragati Scholarship Scheme For Girls Student Website : https://scholarships.gov.in/	2. Selection of Candidate on the Merit Basis on the qualifying examination of Pursuing Degree / Diploma. 3. Two Girls From family are eligible. Total No of Scholarship=4000 (Diploma - 2000 & Degree 2000)	Family Annual Income Up To Rs. 8 Lakh
		For Specially Abled Student i.e. Handicapped Student (Person With Disability)	Saksham Scholarship Scheme For Specially Abled Student Website : National Scholarship Portal 2.0 https://scholarships.gov.in/	4. Reservation-15% for SC, 7.5% for ST and 27% for OBC candidate/applicant. 1. Candidate must admitted First Year Degree / Diploma Course Approved by AICTE through CAP Process of State or Central Government. 2. Selection of Candidate on the Merit Basis on the qualifying examination of Pursuing Degree / Diploma. 3. Specially Abled Student, having disability of not less than 40% 3. . Total No of Scholarship Per Annum =1000 (Diploma - 500 & Degree 500) 4. Reservation-15% for SC, 7.5% for ST and 27% for OBC candidate/applicant.	Family Annual Income Up To Rs. 8 Lakh
		Merit Cum Means Based Scholarship For Students Belonging To The Minority Communities	Merit Cum Means Based Scholarship For Students Belonging To The Minority Communities Website : National Scholarship Portal 2.0 https://scholarships.gov.in/	1. Candidate must admitted First Year Degree / Diploma Course Approved by AICTE through CAP Process of State or Central Government. 2. Student must belongs to Minority Communities (Muslims, Sikhs, Christians, Buddhists, Jain and Zoroastrians (Parasis)) 2. Must secure 50% Marks in Qualifying Examination 3. A student shall be eligible for only one scholarship out of all the available Scholarships of Central Government meant for SC/ST/OBC/minority.	Family Annual Income Up To Rs. 2.5 Lakh
				Financial Assistance 1. Scholarship : Rs. 30000 Tuition Fees or at actual whichever is less. 2. Incidental Charges Each Year Rs. 2000/Month (For 10 Months) In case of Tuition fee waiver/reimbursement, Rs. 30000 For Purchase of Books, Equipments, Software, Laptop, Desktop, Vehicle /fees paid towards competitive Exam / Forms.	Financial Assistance 1. Rs. 20,000/- per annum subject to actuals whichever is less (for both Hosteller & Day Scholar) 2. Maintenance Allowance : Rs. 1,000/- per month for Hosteller (10 Months) Rs. 500/- per month for Day Scholar(10 Months)



(Signature)

Principal

SVKM's Institute of Technology, Dhule

Department Name - Social Justice and Special Assistance

For SC Category Students

1) Government of India Post-Matric Scholarship

- 1) Benefits of 100% of Tuition Fees, Exam Fees and Maintenance Allowance
- 2) Candidate family income should be \leq 2.50 Lakh Rs.

2) Post-Matric Tuition Fee and Examination Fee (Freeship)

- 1) Benefits of 100% Tuition Fees, Exam Fees
- 2) Candidate family income should be above 2.50 Lakh Rs. (No Income Limit)

Documents Required

- Admission Receipt
- Cap Allotment / Admission Confirmation Letter
- SSC Mark sheet , HSC Mark sheet.
- First Year B. Tech Mark sheet for Second Year Admitted Students
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Diploma Final Semester Marksheet for Direct Second Year Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Domicile Certificate
- Nationality Certificate
- Caste Certificate
- Caste Validity Certificate
- Income Certificate of Competent Authority
Husband Income Certificate(if girl is married) / Fathers/ Mothers Death Certificate if applicable
If change in name on certificate then submit affidavit certificate
- Ration Card Xerox (Name of applicant should be mentioned)
- Aadhar Card Xerox having updated mobile no & email id
- Bank Pass Book Xerox linked with Aadhar card no
- Gap Certificate if applicable
- Hostel Receipt / Certificate if admitted to hostel



Department Name - VJNT,OBC & SBC Welfare Department

For OBC Category Students

1) Post Matric Scholarship to OBC Students.

- 1) **Benefits of 50% of Tuition Fees and 50% Exam Fees for OBC Category**
- 2) **100% Maintenance Allowance**
- 3) **Candidate family income should be \leq 1.5 Lakh Rs.**

2) Tuition Fees and Examination Fees to OBC Students.

- 1) **Benefits of 50% of Tuition Fees and 50% Exam Fees for OBC Category**
- 2) **Candidate family income should be > 1.5 Lakh and ≤ 8 Lakh Rs.**

Documents Required

- Admission Receipt
- Cap Allotment / Admission Confirmation Letter
- SSC Mark sheet , HSC Mark sheet, First Year B. Tech Mark sheet.
- First Year B. Tech Mark sheet for Second Year Admitted Students.
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Diploma Final Semester Marksheet for Direct Second Year Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Domicile Certificate
- Nationality Certificate
- Caste Certificate
- Non-creamy Layer Certificate
- Caste Validity Certificate
- Income Certificate of Competent Authority
Husband Income Certificate(if girl is married) / Fathers/ Mothers Death Certificate if applicable
If change in name on certificate then submit affidavit certificate
- Ration Card Xerox (Name of applicant should be mentioned)
(Child No greater than 2 not eligible for boys but Girls has no such condition)
- Aadhar Card Xerox having updated mobile no & email id
- Bank Pass Book Xerox linked with aadhar card no
- Gap Certificate if applicable
- Hostel Receipt / Certificate if admitted to hostel



Department Name - VJNT,OBC & SBC Welfare Department
For SBC / VJNT Category Students

1) Post Matric Scholarship to SBC/VJNT Students.

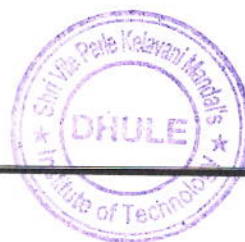
- Benefits of 100% of Tuition Fees & 100% Exam Fees for SBC/VJNT Category Students
- 100% Maintenance Allowance
- Candidate family income should be \leq 1.5 Lakh Rs.

2) Tuition Fees and Examination Fees to SBC/VJNT Students.

- Benefits of 100% of Tuition Fees and 100% Exam Fees for SBC/VJNT Category Students
- Candidate family income should be $>$ 1.5 Lakh and \leq 8 Lakh Rs.

Documents Required

- Admission Receipt
- Cap Allotment / Admission Confirmation Letter
- SSC Mark sheet , HSC Mark sheet
- First Year B. Tech Mark sheet for Second Year Admitted Students
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Diploma Final Semester Marksheet for Direct Second Year Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Domicile Certificate
- Nationality Certificate
- Caste Certificate
- Non-creamy Layer Certificate
- Caste Validity Certificate
- Income Certificate of Competent Authority
Husband Income Certificate(if girl is married) / Fathers/ Mothers Death Certificate if applicable
If change in name on certificate then submit affidavit certificate.
- Ration Card Xerox (Name of applicant should be listed)
(Child No greater than 2 not eligible for boys but Girls has no such condition)
- Aadhar Card Xerox having updated mobile no & email id
- Bank Pass Book Xerox linked with aadhar card no
- Gap Certificate if applicable
- Hostel Receipt / Certificate if admitted to hostel



Department Name - Tribal Development Department

For ST Category Students

1) Post Matric Scholarship Scheme (Government Of India).

Eligibility :- Applicable for ST only

If Family Income \leq 2,50,000, he will get the scholarship

Benefits :- Benefits of 100% of Tuition Fees, Exam Fees, Maint. Allowance
Benefits of 100% Development Fees.

2) Tuition Fees and Examination Fees to ST Students.

Eligibility :- Applicable for ST only

If Family Income $>$ 2,50,000, (No Income Upper Limit)

Benefits :- Benefits of 100% of Tuition Fees, Exam Fees, Development Fees

Documents Required

- Admission Receipt
- Cap Allotment / Admission Confirmation Letter
- SSC Mark sheet , HSC Mark sheet
- First Year B. Tech Mark sheet for Second Year Admitted Students.
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Diploma Final Semester Marksheet for Direct Second Year Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Domicile Certificate
- Nationality Certificate
- Caste Certificate
- Caste Validity Certificate
- Income Certificate of Competent Authority
- Husband Income Certificate (if girl is married) / Fathers/ Mothers Death Certificate if applicable. If change in name on certificate then submit affidavit certificate.
- Ration Card Xerox (Name of applicant should be listed)
(Child No greater than 2 not eligible for boys but Girls has no such condition)
- Aadhar Card Xerox having updated mobile no & email id.
- Bank Pass Book Xerox linked with Aadhar Card.
- Gap Certificate if applicable
- Hostel Receipt / Certificate if admitted to hostel.



Department Name – Directorate of Technical Education
Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh
Shishyavrutti Yojna.

Scheme For students belonging OPEN Category Students

Economically Backward Class Students who have admitted to Diploma / Degree Post Graduate Professional Courses through Centralized Admission Process (CAP Round)

Benefits :- Benefits of 50% of Tuition Fees & 50% of Examination Fees

Eligibility

1. (As per the GR Dated 07th Oct 2017, 01st March 2018, 31st March 2018)
2. Applicant should have Nationality of India.
3. Candidate should be Domicile of Maharashtra State.
4. Candidate should be admitted through Centralized Admission Process (CAP).
5. For current A.Y, Only 2 child from family are allowed for benefit of scheme.
6. The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
7. Minimum 50 % attendance in previous semester
(Exception for fresh admitted in College).
8. During course duration, candidate should not have a gap of 2 or more than 2 years.

Documents Required

- Admission Receipt of Institute
- Cap Allotment / Admission Confirmation Letter
- All Mark sheets onwards to SSC
- i.e. HSC, DIPLOMA, B.Tech Ist Year Marksheet
- First Year B. Tech Mark sheet for Second Year Admitted Students.
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Family Income Certificate of Competent Authority
Husband Income Certificate (if girl is married) / Fathers/ Mothers Death Certificate if applicable. If change in name on certificate then submit affidavit certificate.
- Ration Card Xerox (Name of applicant should be listed)
- If Child no more than two then Undertaking "In current year, not more than 2 beneficiary from family".
- Proof of permanent residence: - Copy of Domicile Certificate / Election Card etc.
- Aadhar Card Xerox having updated mobile no & email id.
- Bank Pass Book Xerox linked with Aadhar Card.
- Gap Certificate if applicable.



Department Name – Minority Development Department
Scheme For students belonging to State Minority Communities
Pursuing Higher Professional Education (DTE All Post HSC Courses)
(Muslim, Buddhist, Christian, Sikh, Parsi, Jain & Jews Community)

Benefits :- For Technical Course

- Scholarship Amount Maximum Rs.25,000/- Per Annum
- Or
- Actual Fees whichever is less.

Eligibility:-

- Applicant should have Nationality of India.
- Candidate should be Domicile of Maharashtra State.
- Candidates should have pass SSC from Maharashtra State.
- Applicant should be "Bonafide Student of Institute" and admitted for Professional and Technical course Diploma / Graduation / Post Graduation Degree) as mentioned in GR
- Candidate should be admitted through Centralized Admission Process (CAP) / Institute Level. (Against CAP)
- Applicant should not avail any other scholarship/stipend.
- The Total Annual Income of Family / Guardian should not be more than 6 Lakhs.

Documents Required

- Admission Receipt of Institute
- Admission Confirmation Letter (CAP / A-CAP Letter)
- All Mark sheets onwards to SSC
i.e. HSC, DIPLOMA, B.Tech Ist Year Marksheet
- First Year B. Tech Mark sheet for Second Year Admitted Students.
- First Year & Second Year B. Tech Marksheet For Third Yr Admitted Students
- Diploma Final Semester Marksheet for Direct Second Year Admitted Students
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Income and Minority declaration – Affidavit on Non-Judicial Stamp Paper or Income certificate from the employer, if any. School leaving certificate can also be considered as Proof of Minority) or Self Declaration.
- Ration Card Xerox (Name of applicant should be listed)
- Proof of permanent residence: - Copy of Domicile Certificate / Election Card etc.
- Aadhar Card Xerox having updated mobile no & email id.
- Bank Pass Book Xerox linked with Aadhar Card.
- Gap Certificate if applicable.



Department Name – Directorate of Technical Education
Dr. Panjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojna.

Scheme For students belonging to childs of
Registered Labor / Alpabhudharak (Marginal Land Holder)

Benefits

- For child of Registered Labor / Alpabhudharak (Marginal Land Holder).
For institute in other area Rs.20,000/- for 10 months.
- For Annual Family income up to 8 Lakhs.
For Institute in other area Rs.8,000/- for 10 months.

Eligibility

(As per the GR Dated 07th Oct 2017, 22nd Feb 2018 , 01st March 2018, 18th June 2018)
Applicant should have Nationality of India.

- Candidate should be Domicile of Maharashtra State.
- Candidate should be admitted through Centralized Admission Process (CAP).
- For current A.Y, Only 2 child from family are allowed for benefit of scheme.
- The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
- Minimum 50 % attendance in previous semester (Exception for fresh admitted).
- During course duration, candidate should not have a gap of 2 or more than 2 years.

Documents Required

- Admission Receipt of Institute
- Cap Allotment / Admission Confirmation Letter
- Domicile & Nationality Certificate
- Register Labor Certificate / Alpabhudharak (Marginal Land Holder) Certificate
(In case of not a child of Alpabudharak or Registered Labour then family Annual Income Certificate).
- All Mark sheets onwards to SSC i.e. HSC, DIPLOMA, B.Tech Ist Year Marksheet
- Leaving Certificate / Transfer Certificate (Last School / College / Institute)
- Family Income Certificate of Competent Authority

Husband Income Certificate (if girl is married) / Fathers/ Mothers Death Certificate if applicable. If change in name on certificate then submit affidavit certificate.

- Ration Card Xerox (Name of applicant should be listed)
- If Child no more than two then Undertaking "In current year, not more than 2 beneficiary from family".
- Aadhar Card Xerox having updated mobile no & email id.
- Bank Pass Book Xerox linked with Aadhar Card.
- Proof of Biometric attendance (Interface UIDAI).
- Hosteller documents (In case of private hostel or Paying Guest, Agreement with owner will be required.



भारतरत्न डॉ. बाबासाहेब आंबेडकर स्वाधार योजना

अनुसुचित जाती व नवबौद्ध विद्यार्थ्यांसाठी (SC Category Students)

अनुसुचित जाती व नवबौद्ध विद्यार्थ्यांना शासकीय वसतीगृहात प्रवेश न मिळालेल्या व शासकीय वसतीगृहात प्रवेश न घेतलेल्या तसेच निवास, भोजन व अन्य सुविधा उपलब्ध करून घेण्यासाठी अनुदान आधार सलग्र बँक खात्यावर थेट जमा करणेकरिता शासनाने सामाजिक न्याय विभागामार्फत भारतरत्न डॉ. बाबासाहेब आंबेडकर स्वाधार योजना सुरू केलेली आहे.

या योजनेसाठी पात्रतेचे निकष

१. विद्यार्थी अनुसुचित जाती व नवबौद्ध प्रवर्गातील असावा
२. विद्यार्थ्याचा पालकांचे उत्पन्न २५००००/- पेक्षा जास्त नसावे
३. विद्यार्थी स्थानीक नसावा
४. विद्यार्थ्याने स्वतःचा आधार क्रमांक राष्ट्रीयकृत बँकेशी सलग्र केलेला असावा
५. विद्यार्थी १० वी, १२ वी, पदवीका, पदवी परिक्षांमध्ये ५०% व दिव्यांगांसाठी ४० % गुण किंवा त्या प्रमाणात ग्रेडेशन CGPA असण आवश्यक आहे.
६. विद्यार्थी जिल्ह्याच्या ठिकाणी म्हणजेच धुळे महानगर पालीका हद्दीपासून ५ कि.मी. परिसरातील महाविद्यालयात शिक्षण घेणारा असावा.
७. विद्यार्थ्याची महाविद्यालयातील उपस्थिती किमान ७५ टक्के आवश्यक राहिल.
८. सामाजिक न्याय विभागाच्या वसतिगृहात वास्तव्यास असलेल्या विद्यार्थ्यांना ही योजना लागू नाही.

धुळेसाठी लाभाचे स्वरूप

१. भोजन भत्ता	२५०००/- रूपये
२. निवास भत्ता	१२०००/- रूपये
३. निर्वाह भत्ता	६०००/- रूपये
प्रति विद्यार्थी एकूण अनुदान	४३०००/- रूपये

वरील रकमेच्या व्यतीरीक्त वैद्यकीय व अभियांत्रिकी शाखेतील विद्यार्थ्यांसाठी प्रतिवर्षी रू. ५०००/- इतकी रक्कम शैक्षणिक साहित्यासाठी अतीरीक्त स्वरूपात देण्यात येते.

भारतरत्न डॉ. बाबासाहेब आंबेडकर स्वाधार योजना Scholarship Documents

आधार कार्ड, राशन कार्ड, जात प्रमाणपत्र, जन्माचा दाखला, कुटुंबाचा वार्षिक उत्पन्नाचा दाखला, मोबाईल क्रमांक, ई-मेल आयडी, पासपोर्ट साईज फोटो, विद्यार्थी अपंग असल्यास अपंगाचे प्रमाणपत्र, बँक खात्याची माहिती, डोमिसाईल सर्टिफिकेट, बोनाफाईड, १०वी १२वी उत्तीर्ण मार्कशीट



पंडित दिनदयाळ उपाध्याय स्वयंम योजना

अनुसूचित जाती, अनुसूचित जमाती तसेच अल्पसंख्यांक व मागास वर्गातील विद्यार्थी

राज्यातील विद्यार्थ्यांना उच्च शिक्षणासाठी स्वतःच्या घरापासून दुसऱ्या शहरात जावे लागते लागते राज्यात वसतिगृहांपेक्षा प्रवेश घेणाऱ्या विद्यार्थ्यांची संख्या जास्त आहे त्यामुळे विद्यार्थ्यांसमोर शिक्षणासोबत राहण्याची सोय नसते तसेच त्यांना भोजनाची सुविधा उपलब्ध नसते तसेच उच्च शिक्षणासाठी लागणारा खर्च त्यांना परवडणारा नसतो परिणामी त्यांना विविध समस्यांना तोंड द्यावे लागते या सर्व कारणांमुळे अनुसूचित जाती/जमाती च्या विद्यार्थ्यांना **PANDIT DINDAYAL UPADHYAY SWAYAM YOJANA** च्या माध्यमातून उच्च शिक्षणाकरिता, भोजन, निवास व शैक्षणिक खर्चासाठी थेट रक्कम विद्यार्थ्यांच्या बँक खात्यात DBT च्या सहाय्याने जमा केला जातो.

या योजनेसाठी पात्रतेचे निकष

- अर्जदार विद्यार्थी महाराष्ट्र राज्याचा रहिवाशी असणे आवश्यक आहे.
- अर्जदार विद्यार्थी अनुसूचित जाती, अनुसूचित जमाती, आदिवासी जमात व इतर मागास वर्ग जातीचा असणे आवश्यक आहे., अर्जदार विद्यार्थ्याने अर्जासोबत जात पडताळणी प्रमाणपत्र सादर करणे आवश्यक आहे.
- अर्जदार विद्यार्थ्याच्या कुटुंबाचे वार्षिक उत्पन्न 2.50 लाखांपेक्षा जास्त नसावे.
- विद्यार्थ्याने ज्या शिक्षण संस्थेत प्रवेश घेतला आहे ती शिक्षण संस्था विद्यार्थ्याच्या घरापासून दूर म्हणजे दुसऱ्या शहरात असणे अनिवार्य आहे.
- विद्यार्थ्याने ज्या शहरातील शिक्षण संस्थेत प्रवेश घेतला आहे त्याच शहरात विद्यार्थ्याला राहणे बंधनकारक आहे.
- एका विद्यार्थ्याला फक्त एकदाच आणि एकाच शाखेची पदवी किंवा पदव्युत्तर अभ्यासक्रमासाठी लाभ दिला जाईल.
- विद्यार्थ्याची शालेय संस्थेमध्ये / महाविद्यालयामध्ये 80 टक्के उपस्थिती असणे अनिवार्य आहे.
- एका विद्यार्थ्याला जास्तीत जास्त 7 वर्षे या योजनेचा लाभ दिला जाईल.
- अर्जदार विद्यार्थ्याचे वय 28 वर्षांपेक्षा जास्त नसावे.
- लाभार्थी विद्यार्थी त्याच्या शैक्षणिक काळात नोकरी किंवा व्यवसाय करत नसावा जर अशी बाब सरकारच्या निदर्शनात आल्यास त्याला या योजनेमधून रद्द करण्यात येईल व कायदेशीर कारवाही करण्यात येईल.
- या योजनेअंतर्गत अनुसूचित जाती आणि आदिवासी वर्गातील अपंग विद्यार्थ्यांना प्रथम प्राधान्य देण्यात येईल.
- विद्यार्थ्या मागील वर्षात 60 टक्के गुणांनी उत्तीर्ण झालेला असावा.

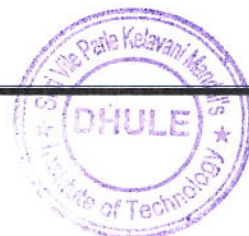
धुळेसाठी लाभाचे स्वरूप

• भोजन भत्ता	२५०००/- रूपये
• निवास भत्ता	१२०००/- रूपये
• निर्वाह भत्ता	६०००/- रूपये
• प्रति विद्यार्थी एकूण अनुदान	४३०००/- रूपये

वैदयकीय व अभियांत्रिकी शाखेतील विद्यार्थ्यांसाठी प्रतिवर्षी रु. ५०००/- , अन्य शाखेतील विद्यार्थ्यांना प्रतिवर्षी रु. २०००/- इतकी रक्कम इतकी रक्कम शैक्षणिक साहित्यासाठी अतीरीक्त स्वरूपात देण्यात येते.

Pandit Dindayal Scholarship Documents

आधार कार्ड, राशन कार्ड, जात प्रमाणपत्र, जन्माचा दाखला, कुटुंबाचा वार्षिक उत्पन्नाचा दाखला, मोबाईल क्रमांक, ई-मेल आयडी, पासपोर्ट साईज फोटो, विद्यार्थी अपंग असल्यास अपंगाचे प्रमाणपत्र, बँक खात्याची माहिती, डोमिसाईल सर्टिफिकेट, बोनाफाईड, 10वी 12वी उत्तीर्ण मार्कशीट



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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 03/05/2020

E- Governance Policy

SVKM's IoT E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies.

The broad areas of e-governance are in the area of examinations, admissions, day to day operation of departments, academics, placements and stake holder's inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

Vision:

To be socially sensitive engineering institute of excellence adding value to the nation.

Mission:

1. To provide resources of excellence with a focus on nurturing and developing the society.
2. To strive to be an institute of global recognition.

Objectives:

1. Implementation of E-Governance in various functioning of the institute.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities if the institution.
6. Providing easy access to the information.
7. To maintain the data on secure environment
8. Making the institution visible globally

Policy:

1. In order to provide simpler and efficient system of the governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of implementation:

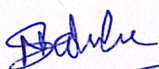
1. Website and Social media
2. Student Administration
3. Academics
4. Internal and External Examinations
5. Communication system
6. Finance and Accounts
7. Library
8. Payment systems



E-Governance in following areas: For convenience purpose, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website and social media:** the website of the institute to be continuously updated taking into account the new changes. The website should act as a mirror of the institute activities and information about all activities, important notices etc. should be made easily available. Website is hosted and deployed by third party on secure platform. Along with it, training should be given to the existing staff and person should be identified who will undertake the responsibility of website administration and updating at the institute level. Important information and achievements will be posted in the social media.
2. **Students administration including hostels:** Institution to process admissions for the programs, hostel, transport etc. Students also must be able to obtain transfer certificates bonafide certificates etc. on an online mode.
3. **Academics:** Institution to manage student academics using suitable ERP solution with real time communication to parents with respect to student progress.
4. **Internal & External examination:** As per the directions of the University, it is mandatory to handle remedial examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, uploading of marks etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examination and work need to be done utmost care and caution. Examination coordinator need to supervise the entire process of examination under the guidance of Principal of the institute. Regular updates of the student internal performance to be maintained and communicated to the parents.
5. **Communication:** Regular update about students to be communicated with respect to student on fees, updates and other academic matters.
6. **Finance and Accounts:** For ease of maintaining accounts & Finance suitable accounting and Finance software package to be implemented.
7. **Library:** Entire library system with respect to issue, reference to be automated and staff & students to access the library resource in and outside the campus. Access to e-journals and e-resources to be provided within the campus.
8. **Payments:** Parents and staff to make payments using debit/credit card & UPI platforms.
9. **Placements:** Placement to maintain student info and provide access to placement information on their fingertips




Dr. Nilesh Salunke

Principal

SVKM's Institute of Technology, Dhule



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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 03/05/2020

Leave Policy

1. Objective

- 1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

2. Eligibility & Applicability

- 2.1 All employees on regular rolls of the Institute.

3. Policy & Procedure

- 3.1 Categories of leave available to the employees are Casual Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay.
- 3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st July and ending 30th June.
- 3.3 All leaves shall accrue effective 1st July of every Year, except the Casual Leave.
- 3.4 Employees shall apply for leave on prescribed formats. The leave application shall be made prior to actual days of leave.
- 3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only. Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

- 4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.
- 4.2 Employee on CL cannot be absent from duty continuously for more than 5 days including intervening holidays.
- 4.3 Employees may avail CL for half-day also.
- 4.4 CL may be prefixed or suffixed to intervening holidays or weekends.
- 4.6 CL cannot be prefixed or suffixed to any other category of Leave.
- 4.7 Un-availed CL will automatically lapse at the end of the year.

5. Earned Leave (EL)

- 5.1 All Non-Vocational teaching staff & Non-Teaching Administrative staff who are on Confirmed and Probation are eligible for 30 days of Earned Leave.



- 5.2 Employees joining the organization shall have their Earned Leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following July 1st, January 1st which they can avail only after the confirmation of their services.
- 5.3 Earned Leave may be availed for one day also.
- 5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.
- 5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- 5.6 Earned Leave with may not be prefixed or suffixed with any other type of leave.

6. Sick leave (SL) / Half Pay leaves (HPL)

- 6.1 All Employees are eligible Sick Leaves for 10 days (Full Pay)/ 20 days (Half pay leave).
- 6.2 The employee needs to submit Medical certificate from registered medical practitioner in case of accruing Sick leave or half pay leave more than 3 days.

7. Maternity Leave (ML)

- 7.1 The Institute permits Maternity Leave of 180 days, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 7.2 All confirmed female employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 7.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 7.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 7.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

8. Duty Leave (DL)

- 8.1 All teaching and non-teaching faculty is eligible for 15 days Duty leave.
- 8.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.
- 8.3 DL may also be considered for the following reasons:
 - 8.3.1 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc.
 - 8.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.



- 8.4 Teaching faculty wishing to avail duty Leave should get their leave approved by the HOD at least 2 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.
- 8.5 Academic leave may neither be accumulated nor combined with any other type of leave.

9. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

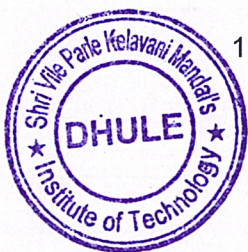
- 9.1 LWP shall not be treated as break in-service.

10. Compensatory Off (CO)

- 10.1 If an employee is called upon to work during the weekend or a public holiday or during vacation for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.
- 10.2 Compensatory off shall be availed within Six month. Else, it shall lapse.

11. Summer and Winter Vacation

- 11.1 All Probation & Confirmed teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.
- 11.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- 11.3 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.
- 11.4 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 11.5 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their HOD.
- 11.6 Summer vacation cannot be prefixed or suffixed with any other leave.
- 11.7 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.
- 11.8 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/ SDPs/ Seminars/ Conferences. However, such activities shall not count for any set-off against the



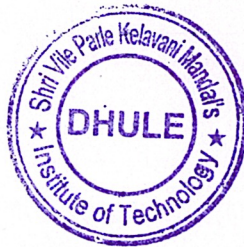
summer vacation.

11.9 The summer and winter vacations will be in adherence with the University Almanac.

12. Special leave for pursuing research

- 12.1 This leave shall be given, on a case-to-case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.
- 12.2 The leave needs to be approved by the Principal.
- 12.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.
- 12.4 The unutilized Special Leaves can be carried neither forward nor uncashed.

The above-mentioned leave policies are subject to revision and change time to time as per recommendations of statutory bodies.



Daluke
Principal
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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 02/05/2020

Time and Attendance Policy

1. Objective:

- 1.1 To communicate the general office / college timings of the institute
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2 Applicability

- 2.1 All employees on regular rolls are covered under this policy

3 Procedure

- 3.1 The timings of the institute are from 10.00 AM to 5.00 PM on all days of the week, except Sunday.
- 3.2 Employees shall mark attendance in muster at administrative office.
- 3.3 **Grace Period:** Up to 5 minutes after the designated starting time is considered as "grace period" per working day. The marking of attendance beyond grace period is permissible only thrice a week for a maximum time of another 10 minutes. From the third instance of such late arrival to the workplace, half-day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of leave without pay to the credit will be debited. The names of the employees exceeding the number of instances of grace period in a month will be notified to the Head of the Department.
- 3.4 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work manually in a register kept at Office. The intimation of this should be provided to the Office after approval of HOD.



Balulu.
Principal
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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 11/04/2020

Recruitment Policy

1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability

All new recruits in all grades.

3. General Criteria Governing Recruitment

- The minimum age for recruitment is 18 years. SVKM's IOT does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Service of retired hands may be leveraged by the College by giving appropriate contracts with maximum duration of 3 (three) years at a time. Age limit of up to 58 years for teaching staff and 58 years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.
- SVKM's IOT reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

4. Internal Appointments

In order to avoid stagnation of the competent employees and encourage career growth, Management has develop mechanism for creating avenues for growth/promotion.

5. Advertisement

The SVKM'S IOT will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or SVKM'S IOT website (www.svkm-iot.ac.in).

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 30 days between the date of publication of the advertisement and interview.



- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

6. Short listing

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

7. Assessment process

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills through the interviews.

8. The Assessment and Interview Panel

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

09. Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

10. Checking of References

The Institute shall make reference checks with the referees given/ obtained from the candidate. As a policy, SVKM'S IOT will contact the current employer as a part of reference check.



11. The Offer Letter

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing.

12. Letter of Appointment

The selected candidate must bring the relieving order\ from the previous organization before joining duty.

An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks.

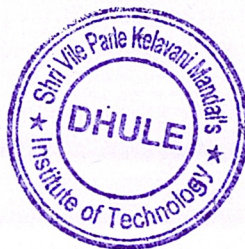
The Appointment letter should contain:

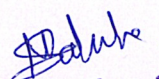
- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of head of the department.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

13. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the head of the Department and Principal.




Principal
SVKM's Institute of Technology, Dhule



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Hon. Shri. Amrish R. Patel

(President)

Dr. Nilesh P. Salunke

(Principal)

Ph.D., M.E., LMISTE

Date : 11/04/2020

Probation Policy

1. Objective

1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

2. Eligibility & Coverage

2.1 All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation

- 3.1 All new employees will be on probation for a period of 12 months/24 months from the date of joining.
- 3.2 While the formal probation appraisal shall be at the end of 12 months/24 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.
- 3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.
- 3.4 HR Department will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period.
- 3.5 The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.
- 3.6 Duly completed Probationary Appraisal Form with the recommendation of the HOD for confirmation, will be sent to HR Department at least one week before the completion of the probation period for the issue of Confirmation Letter.

Extension of Probation Period

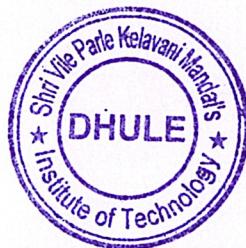
In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.



- 3.8 Probation period may be extended under any of the following circumstances:
1. Performance of the probationer is not up to expectations
 2. The role and the skills of the probationer are not aligned
 3. Probationer's values are not aligned with the institute's values
- 3.9 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.
- 3.10 Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD
- 3.11 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- 3.12 If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

Confirmation of services

- 3.14 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 3.15 HR shall send the confirmation to the employee through the Administration within one week of the end of probation.
- 3.16 Upon confirmation, the notice period on either side will be three months.
- 3.17 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.




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Hon. Shri. Amrish R. Pati
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 15/04/2020

CODE OF CONDUCT FOR STUDENTS:

PREAMBLE

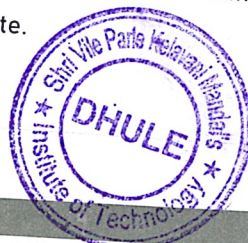
Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may constitute violations of the code. Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.
10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.





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ACADEMIC MISCONDUCT

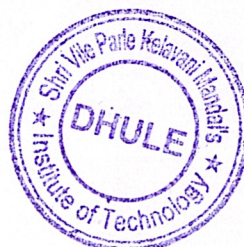
1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of DBATU, Lonere.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.
6. Not to form any formal and informal groups based on caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance & attempt the end semester exam (Subject to approval form Authorities).
8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.





9. Violation of University/Institute rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the Programme of actions, which may be taken when a student has been found to have violated the student code of conduct.

CODE OF CONDUCT FOR TEACHERS:

This Code of Conduct applies to the teaching members of the institute.

Introduction:

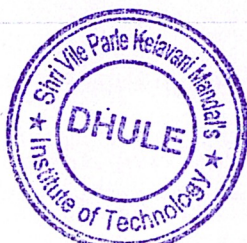
Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is striving for academic excellence, and progress of Engineering. Education, research has been conducted in alignment with our national needs and priorities and ensures that our mission, objectives contribute to global needs.

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT

TEACHERS

1. Shall read, understand and comply with institutes' policies.
2. Shall abide by the institutes' policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
3. Shall be in time to the institute.
4. Shall be regular and punctual to the classes.
5. Must conduct the scheduled period of class and take attendance in the beginning of class.
6. Daily lesson should be planned ahead and taught in the most effective and innovative way.
7. Class should be well-structured, interactive and involving student cohort.
8. Notes of units should be included in the course file.





TEACHERS AND THE STUDENTS

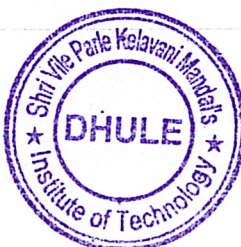
1. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the DBATU, Lonere.
2. Syllabus completion should be according to academic calendar.
3. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
4. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
5. Mentorship shall be fulfilled in order to enhance students' academic performance.
6. Do not show partiality or hold grudges towards students/colleagues.
7. The teacher is In-charge of students during the class.
8. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to, encouraging students, and radiating enthusiasm.
9. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of un-suits of the behavior if it is against the code then the matter should be discussed with deans, HOD or principal.
10. Shall be a springboard for the students' academic success, personal growth and placement in the national and global arena.

TEACHERS AND THE PARENT

Shall attend to the parents' queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

1. Follow Dress code-Shall be in respectable attire, befitting the society's expectations.
2. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and maintain personal hygiene at all times.
3. Staff members shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
4. Shall endeavor to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
5. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.





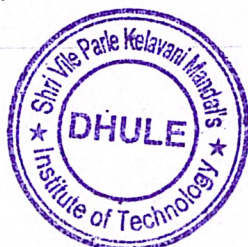
6. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
7. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
8. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
9. In-charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
10. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
4. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
5. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
6. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
7. Promote sustainability and reduce the impact on environment in all our actions.
8. Teachers are expected to align their behavior with the institute's Code of Conduct. Violations will lead to seeking of explanations, warnings and eventually penalties.

Code of Conduct for Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule Employees:

The term employee includes non-teaching staff and other staff that come under this purview. The following code of conduct applies to all of the employees mentioned above:





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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

General Rules:

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
6. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

Confidentiality:

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
2. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

Gifts:

Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

Private employment or trade and investment:





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No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

Attendance at Meeting:

An employee who is appointed as a member of any duly constituted committee of the Institute/University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

Consumption of intoxicating drinks and drugs:

An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

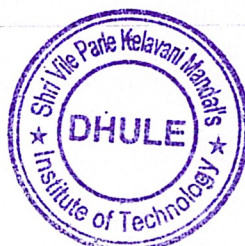
Misconduct:

1. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
2. Acting in a manner prejudicial to the interests of the Institution.
3. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
4. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
5. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
6. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
7. Damage to any property of the Institution.

Explanation:

1. For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:
2. Physical contact and advances;
3. Demand or request for sexual favors;
4. Sexually colored remarks;
5. Showing any pornography; or
6. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.





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Representations:

Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.

Interpretation:

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

CODE OF CONDUCT FOR ADMINISTRATORS:

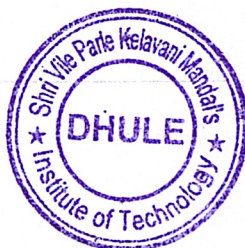
Introduction and Purpose

1. As members of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
2. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community, all members can access opportunities that allow for their full participation in that community.
4. The institute will not tolerate harassment(and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to align their behavior with the institute's Code of Conduct.
5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including color, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.





6. **Prevention and Resolution of Campus Ragging/Bullying** The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
7. **Sexual harassment** is unwelcome, unsolicited and unreciprocated conduct with a sexual component, which offends, intimidates, embarrasses or humiliates a person.
8. **Academic freedom** is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
9. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
10. Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
11. **Personal and Professional Responsibility**
12. The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
13. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
14. **Recruit with a commitment to diversity and inclusion.**
15. **Communicate opinions to others in a fair and constructive manner.**
16. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.





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17. All college accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

MEMBERS OF COMMITTEE OF CODE OF CONDUCT

Code of conduct members is same as Anti-Ragging Committee and Anti-Ragging squad members.

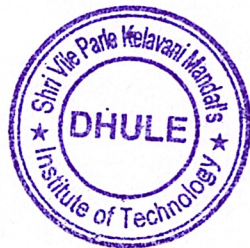
FUNCTIONS:

The functions of the code of conduct committee:

Code of conduct of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

FACILITY:

Any noncompliance with the code of conduct should be reported to grievance cell.



Daluke
Principal
SVKM's Institute of Technology, Dhule



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Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 15/04/2020

CONSULTANCY POLICY

This policy is intended to provide guideline as well as framework for the consultancy assignment being undertaken by faculty member(s) of SVKM's IoT, Dhule.

CONCEPT OF CONSULTANCY

Consultancy is an activity performed by faculty members of SVKM's IoT in order to provide solution(s) to the problem(s) faced by Industry or other educational organization(s) and generating monetary revenue from it.

BENEFITS OF CONSULTANCY FOR STAKEHOLDERS

A. INSTITUTE

1. Institute is able to generate revenue in monetary terms.
2. Utilization of laboratory / equipment / instrument of the institute are improved.
3. Improved credibility of the institute among industrial community.
4. Essential aspect of evaluation during accreditation process.

B. FACULTY

1. Increased interaction with relevant industry and personnel.
2. Updating the domain knowledge.
3. Improvement in application based teaching and hence, the teaching skill.
4. Revenue generation in monetary terms.

C. STUDENTS

1. Good opportunity to learn about current working practices in industry.
2. Opportunity to work on live project for improvement / benefit of industry.
3. Opportunity to handle and use high quality instrumentation to record practical field observations.
4. Opportunity to learn data analysis and reporting methods necessary for industry.

SCOPE OF CONSULTANCY

Faculty members are encouraged to provide consultancy in an area of their expertise / interest. The scope of consultancy will vary depending upon the nature of services required by the client organization.

To simplify the concept, different categories of consultancies are decided as follows.



1. In-house Consultancy

1. This consultancy service will be provided within the scope of SVKM's Dhule campus only.
2. Faculty needs to make sure that his / her ***academic load has been adjusted properly and compensated*** later on for this consultancy assignment.
3. This being in-house consultancy, Office Duty (OD) leaves are not required for the faculty.
4. Faculty should maintain documented information with necessary details.
5. SVKM's IoT will make certain that measuring instruments have been maintained properly to ensure the correctness of the results obtained from them.

2. Field Work Consultancy

1. This shall include scientific, technical or other professional recommendations provided to a client on the basis of practical knowledge, expertise and experience of individual faculty.
2. It can also be rendered by a team of such faculties.
3. This consultancy service will be provided in the field or industry, outside the scope of SVKM's Dhule campus.
4. The institute, SVKM's IoT, shall provide Office Duty (OD) leave(s) to faculty engaged in such kind of consultancy.
5. ***The faculty has to make sure that his/her academic responsibility with respect to conduction of appropriate number of lectures and practical sessions do not get affected because of consultancy project.***
6. To ensure this, faculty can adopt following methods: -
 - a. Conducting the lectures / practical sessions with an advance schedule prior to consultancy project period with the help of suitable adjustment with other faculty members.
 - b. Conducting the lectures / practical sessions after completing the consultancy assignment in progress with the help of suitable adjustment with other faculty members.
 - c. Conducting the lecture sessions on Sundays / public holidays, as found suitable.
7. Faculty should maintain documented information with necessary details.

3. Laboratory practical's consultancy

1. This shall include services provided by SVKM's IoT to other educational institutes.
2. Objective of this type of consultancy is to help other educational institutes to conduct required set of practical using SVKM's IoT equipment / labs.
3. SVKM's IoT shall decide the charges for such practical conduction on a case to case basis, depending upon
 - a. Type of practical to be performed (Study practical, experimental / computational)



- b. Resources required (petrol, diesel, electricity, electronic circuits, specialized equipment of high cost)
 - c. No. of students per batch
 - d. No. of practicals to be performed.
 - e. Duration of individual / complete practical session.
 - f. Provision for food and accommodation of students and faculties from client institution.
4. Roles and responsibilities of each participant in this type of consultancy shall be defined properly.

4. Training to Industry / other educational institute

- 1. This type of consultancy service shall involve training given by SVKM's IoT faculty to persons in industry or other educational institute in
 - a. The area of expertise of faculty or
 - b. The domain required by client
- 2. Faculty shall design the necessary aspects/contents of such a training course.
- 3. Faculty shall prepare the necessary study material for such a training course.
- 4. SVKM's IoT may or may not charge for the study material separately.
- 5. The number of days required to complete this consultancy service shall be finalized based upon
 - a. Extent of training required client (e.g. only theoretical or combination of theoretical and practical session.)
 - b. Location of conducting such training (SVKM's IoT or client organization).
- 6. Faculty shall discuss the necessary resources to be allocated by SVKM's IoT for such training.
- 7. Faculty shall maintain necessary documentation for this consultancy service.

5. Manufacturing / fabrication consultancy

- 1. This type of consultancy service shall include design /development /manufacturing /fabrication or all of these for the client organization.
- 2. Faculty shall take necessary steps to ensure proper understanding of client requirements with regards to proper functioning of the manufactured product.
- 3. The number of days required to complete this consultancy service shall be finalized after discussion between client, faculty and governing council of SVKM's IoT.
- 4. Faculty shall discuss the necessary resources to be allocated by SVKM's IoT for such consultancy service.
- 5. Faculty shall maintain necessary documentation for this consultancy service.

GENERAL CONDITIONS

- 1. Total number of days to be dedicated by faculty for consultancy work shall be 120 days per year.

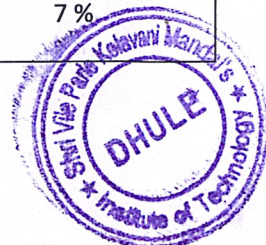


2. This number can be revised after discussion with governing council of SVKM's IoT, depending on
 - a. Scale and complexity of the consultancy service needed.
 - b. *Criticality* of the consultancy service for the client.
 - c. Other requirements / constraints from client organization's perspective such as scheduled shutdown, stringent project timetable, availability of resources (man, machine, material etc.)
 - d. Time of the year when consultancy service is required.
 - e. Flexibility to cope up the consultancy service tenure with academic schedule.
3. Information regarding consultancy services provided by SVKM's IoT shall be communicated to management body members at least once in a 6-month period and their suggestions shall be taken.
4. The governing council of SVKM's IoT will ensure that consultancy services are not limited to particular person(s) / team(s). Hence, the necessary laboratories / equipment / instruments, which are property of SVKM's IoT, shall be made available to faculties interested in delivering consultancy services and generating the revenue, upon prior request through application.
5. The terms of payments for consultancy services provided shall be negotiated between SVKM's IoT and client organization on a case to case basis.
6. Travelling requirements of faculty to locations out of the scope of SVKM's IoT campus should be communicated to higher authorities in advance.
7. It is expected that approvals required for travelling of faculty to locations out of the scope of SVKM's IoT campus should be given within two working days. This is necessary to ensure that commitments made to client by SVKM's IoT and consultant faculty are honored.
8. In case of *emergency requirement by the client*, immediate intimation and subsequent sanction can be considered as acceptable.

DISTRIBUTION OF CONSULTANCY INCOME

The income generated through consultancy service will be shared in the proportion as indicated in following table, after deduction of TA, DA and accommodation requirements of faculty during the tenure of this consultancy.

Sr. No	Title	Event/work which requires use of college Machinery/Kits	Event/work which is not requires use of college machinery/Kits
		% Distribution	% Distribution
1	College Share	45 %	30 %
2	Principal	7 %	7 %



3	Examination/Testing Coordinator	6 %	6 %
4	Faculty/Staff	37 %	55 %
5	Asst. Registrar	1 %	1 %
6	Accountant	1 %	1 %
7	Peon	3 %	0 %
	Total	100 %	100 %

- After completion of consultancy work, concerned department head will provide details regarding distribution of amount for consultancy team.



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12/05/2020

POLICY AND GUIDELINES FOR PREVENTION OF SEXUAL HARASSMENT AT THE WORK PLACE (INTERNAL COMPLAINT COMMITTEE)

1. Introduction

IOT recognizes that sexual harassment violates fundamental rights of gender equality, right to life, liberty and the right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offense and punishable under the relevant laws of the Country.

2. Policy against sexual harassment

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place.

"Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

3. Objective

1. To create awareness amongst students about the problems faced by women of all strata due to gender issues.
2. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
3. To create awareness amongst students about the issues related to the youth, girls in particular.
4. To disseminate knowledge about rights and laws related to women.



5. To create a sense of responsibility in the students and have healthy study and work culture in all schools of the University.
6. To enhance the self- esteem and self- confidence of girl students, women faculty and staff in the institute.

4. Applicability

This policy applies to all IOT employees, students. As a policy it applies to all locations, situations of IOT and to all Institute-sponsored social events.

5. Policy & Procedure

5.1 The Committee against sexual harassment will be represented by senior woman's faculties and the committee coordinator will also be a woman.

5.2 Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.

5.3 All complaints of sexual harassment shall be addressed in a confidential manner.

5.4 The Complaint will be investigated in a time-bound manner in accordance with the principles of natural justice and a detailed report shall be maintained.

5.5 Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.

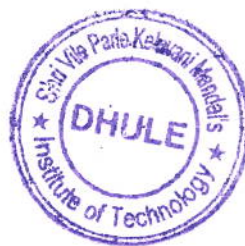
5.6 The committee will maintain Meeting Register, keeping a track of complaints received, when the process began, procedure followed and date of closure.

5.7 Actions will be taken based on the recommendation of the committee and will commensurate with the degree of offence.

5.8 The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.

6. Committee against Sexual Harassment

6.1 The Internal Complaint committee for resolving issues pertaining to sexual harassment comprise of the following members



Composition of committee.

Sr. No	Name of Person	Designation	Mobile No
1	Ms. Mayuri Kulkarni	Presiding Officer	8625876269
2	Ms. Prerana Ikhar	Teacher Representative	9923785207
3	Ms. Vijaylaxmi Bittal	Teacher Representative	8424887047
4	Ms. Rubi Mandal	Teacher Representative	9975762097
5	Ms. Farha Naz	Teacher Representative	9769540845
6	Dr. Makarand Shahade	Associate Professor / HOD	9422840240
7	Ms. Sheetal Patil	Non-Teaching Representative	9665904507
8	Ms. Swaleha Ansari	Non-Teaching Representative	9404317884
9	Ms. Kirti Shinde	Non-Teaching Representative	8975310762
10	Miss. Divya D. Ahire	Student Representative	02562 297801
11	Miss. Anjali A. Mahajan	Student Representative	02562 297801
12	Miss. Janhavi Khonde	Student Representative	02562 297801

Anti-sexual Harassment Squad

Sr. No	Name of Person	Designation	Contact No
1	Ms. Mayuri Kulkarni	Presiding Officer	8625876269
2	Ms. Prerana Ikhar	Teacher Representative	9923785207
3	Ms. Vijaylaxmi Bittal	Teacher Representative	8424887047
4	Ms. Rubi Mandal	Teacher Representative	9975762097
5	Ms. Farha Naz	Teacher Representative	9769540845
6	Ms. Sheetal Patil	Non-Teaching Representative	9665904507
7	Ms. Swaleha Ansari	Non-Teaching Representative	9420602721
8	Ms. Kirti Shinde	Non-Teaching Representative	8975310762



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11/05/2020

OMBUDSMAN & GRIEVANCE REDRESSAL COMMITTEE

(A) POLICY FOR GRIEVANCE REDRESSAL CELL FOR EMPLOYEES

1. Introduction

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

2. Objective

The objectives of the grievances process will be to settle:

- Grievances of the employees in the shortest possible time
- At the lowest possible management level
- With appellate stages so that it is fair, transparent and reasonable

3. Eligibility & Applicability

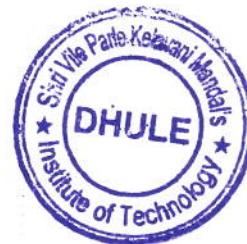
All employees on regular rolls of the institute including contract employees.

4. Scope and Coverage

4.1 Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

4.2 Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of Salary
- Recoveries of dues etc.
- Increment
- Working conditions/Health & Safety
- Leave
- Medical Insurance / facilities
- Promotion
- Administration or Academic issues
- HR Policy administration
- Compensation & Benefits
- Related to Appraisals



- Reimbursements
- Interpersonal Conflicts/Issues with the HOD or team members
- Only grievance affecting an individual employee may be raised.

5. Procedure for handling Grievances

The individual can raise grievance according to this procedure:

- The aggrieved employee may take up the grievance in writing with the HOD, who must try to resolve the grievance at that level.
- In case the employee is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the Principal
- The Principal will record comments on the grievance form after making necessary enquiries and discuss with HOD.
- The employee who is not satisfied with the decision of the Principal will have an option to appeal to Chairman with the detailed reasons for the appeal.
- The Chairman will take a decision and communicate the same and the decision will be final and binding.

6. The Composition of the Grievance Cell is as follows: –

Sr. No	Name of Person	Designation
1	Adv. Suresh Wagh	Advocate (Ombudsman)
2	Dr. Nilesh Salunke	Principal, Chairperson
3	Dr. Rajiv Junne	Assistant Professor (Applied Science) Coordinator
4	Mr. Lahu Aware	Assistant Professor (Applied Science)
5	Mr. Pratik Deore	Assistant Professor (Civil)
6	Miss. Divya D. Ahire	Student Representative



(B) POLICY FOR STUDENTS GRIEVANCE REDRESSAL CELL

1. Introduction

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the head of the institute. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the head of the institute.

2. Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

3. Scope:



The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

4. Functions:

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

5. Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin department and drop it in boxes or via sending e-mail at iotdhule@svkm.ac.in
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

6. The Composition of the Grievance Cell is as follows: –

Sr. No	Name of Person	Designation
1	Adv. Suresh Wagh	Advocate (Ombudsman)
2	Dr. Nilesh Salunke	Principal, Chairperson
3	Dr. Rajiv Junne	Assistant Professor (Applied Science) Coordinator
4	Mr. Lahu Aware	Assistant Professor (Applied Science)
5	Mr. Pratik Deore	Assistant Professor (Civil)
6	Miss. Divya D. Ahire	Student Representative



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11/05/2020

GENDER EQUITY POLICY

Introduction

The principle of Gender Equity is enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. Gender Equity is the state of the equal ease of access to resources and opportunities regardless of gender. It also includes economic participation and decision-making and the state of valuing different behaviors, aspirations and needs equally regardless of gender.

Objective:

- Creating a campus that promotes a culture of respect and equality among all without discrimination.
- To broaden the domain of knowledge and improve skills of women community.
- Strengthen efforts of institute Internal Complaints Committee (ICC) in bringing awareness around the issues of gender and sexual harassment in the institution.

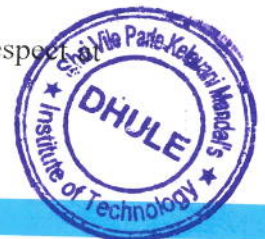
Scope:

The policy is applicable to all the staff and students of SVKM INSTITUTE OF TECHNOLOGY.

Policy

SVKM IOT upholds the commitment of the institution to provide an environment free of gender-based discrimination. The modality of functioning is given below. The staff members and students are accountable for the implementation of the principles and standards presented in this policy:

- The college provides opportunities for staff members and students to participate in learning opportunities that enable them to adopt good practices in maintain gender equality.
- The college provides an inclusive learning environment for both the genders.
- Staff members and students in the college are expected to treat others with respect all times.



- The college operates fair and transparent procedures for student assessment, progression, attainment of award and involvement in other college activities.
- The policy confirms that the staff members are offered equal opportunities within employment. Recruitment, selection and progression are determined only by merit.
- The institute provides fair and accessible opportunity for training and promotion of staff without gender discrimination.
- The Principal /The Heads of the Department actively promote gender equality at all levels of academic as well as administrative works.

Internal Compliant Committee(ICC)

ICC is constituted as per the guidelines of supreme Court,UGC, and Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, to provide protection against discrimination and sexual harassment of girls in institution and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The Internal Complaint Committee will be responsible for the Redressal of complaints made by students and ensure time-bound treatment of the complaints as provided in the Act.

SVKM IOT Internal Complaint Committee

Sr. No.	Name	Designation	Position
1	Ms.Prerna Ikhar	Assistant Professor	Presiding Officer
2	Ms.Vijaylaxmi Bittal	Assistant Professor	Member
3	Ms.Farha Naz	Assistant Professor	Member
4	Dr.Sameer Goyal	Non-Government Organisation	Member
5	CA. Atul Patwari	Non-Teaching Faculty Representative	Member
6	Mr.Rahul Sharma	Non-Teaching Faculty Representative	Member
7	Miss Anjali A Mahajjan	Student Representative	Member
8	Mr.Rushikesh Sonawane	Student Representative	Member
9	Mr.Vishal P.Patil	Student Representative	Member




Committee details Displayed in the Campus:

Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE				
INTERNAL COMPLAINT COMMITTEE				
Sr. No	Name of Person	Designation	Position	Mobile No
1	Ms. Prerana Ikhar	Assistant Professor	Presiding Officer	9923785207
2	Ms. Vijaylaxmi Bittal	Assistant Professor	Member	8424887047
3	Ms. Farha Naz	Assistant Professor	Member	9769540845
4	Dr. Sameer Goyal	Non-Government Organisation	Member	9552916993
5	CA. Atul Patwari	Non-Teaching Faculty Representative	Member	9075300073
6	Mr. Rahul Sharma	Non-Teaching Faculty Representative	Member	9405114982
7	Miss Anjali A Mahajan	Student Representative	Member	02562 297801
8	Mr. Rushikesh Sonawane	Student Representative	Member	02562 297801
9	Mr. Vishal P. Patil	Student Representative	Member	02562 297801

(Ref: AICTE Approval Process handbook 2023-24, Appendix 6.3.4)




Dr. Nilesh Salunke
Principal
SVKM's Institute of Technology, Dhule



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(President)

Dr. Nilesh P. Salunke

(Principal)

Ph.D., M.E., LMISTE

5/05/2020

ANTI RAGGING POLICY

(For Prohibition, Prevention & Punishment)

WARNING
Ragging is a crime



1. Background

RAGGING of students, physically or mentally, is a blackspot on society and is a cognizable offence. The students who have to face ragging can lose their mental stability and can spoil their lives. The institute is committed to "NO RAGGING" policy. Ragging is banned by Government as well as Supreme Court. Anyone indulging in acts of ragging, however minor, even in the form and garb of introduction of juniors is punishable act and attracts severe punishment leading to termination from college and imprisonment.

2. Objective:

- 1) To preserve a Culture of Ragging Free Environment in the college Campus
- 2) To aware the students of dehumanizing effect of ragging inherent in its perversity
- 3) To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence
- 4) To promptly and stringently deal with the incidents of ragging brought to our notice.
- 5) To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- 6) To root out ragging in all its forms from the institute by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging

3. Instructions to Freshers

- 1) You do not have to submit to ragging in any form
- 2) You do not have to compromise with your dignity and self-respect.
- 3) You can report incidents of ragging to the concerned.
- 4) You can contact the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.
- 5) The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
- 6) If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police and complaint with the civil authorities.
- 7) The college is in any case required to file FIR if your parents or you" are not satisfied with the action taken against those who '**ragged**' you.
- 8) Your complaint can be oral or written, and would be treated by the authorities in strict confidence.



- 9) Take active part in all institutional activities intended to end ragging on campus.

4. Anti-Ragging Initiatives of SVKM IOT

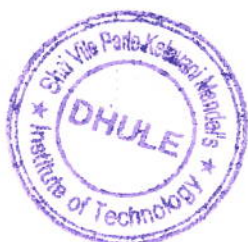
SVKM IOT has formed Anti-Ragging committee as per notification published by ALL India Council for Technical Education, New Delhi (AICTE, New Delhi) on July 1, 2009, as per F.No.37-3/Legal/AICTE/2009 and directions of the Hon. Supreme Court in SLP No.24295 of 2005, dated May 16, 2007 and in Civil Appeal number 887 of 2009, dated May 8, 2009 to prohibit, prevent and eliminate the scourge of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entailed to those indulging in ragging.

5. Setting up of Committees and their functions

Anti-Ragging committee is constituted at Institute level as per AICTE guidelines comprising of the following members.

Sr. No	Name of Person	Designation	Contact No
1	Dr. Nilesh Salunke	Principal	9881136769
2	Dr. Ajay Pasari	NGO Member	9823080500
3	Sub Inspector	Police Station, Mohadi	02562-288221
4	Circle Officer	Upper Tahsil, Civil Administration	02562-288721
5	Mr. Kishor Mali	Media Representative, Local Media	7588001662
6	Mr. Achal Agrawal	Faculty Representative Coordinator	7879142295
7	Dr. Namra Joshi	Faculty Representative	9179119207
8	Mr. Anmol Suryavanshi	Faculty Representative	9423713919
9	Ms. Sheetal Patil	Non-Teaching Representative	9665904507
10	Mr. Anil L. Mali	Parents Representative	02562 297801
11	Miss. Anjali A Mahajan	Student Representative	02562 297801
12.	Mr. Lokesh U. Patil	Student Representative Fresher	02562 297801



Anti-Ragging Squad

Sr. No	Name of Person	Designation	Contact No
1.	Dr. Nilesh Salunke	Principal	9881136769
2.	Mr. Achal Agrawal	Faculty Representative – Coordinator	7879142295
3.	Dr. Namra Joshi	Faculty Representative	9179119207
4.	Ms Prerana Ikhar	Faculty Representative	9923785207
5.	Mr. Sagar Badjate	Faculty Representative	9595407563
6.	Mr. Yogesh Sonawane	Faculty Representative	9975708447
7.	Mr. Umakant Mandawkar	Faculty Representative	7219559399
8.	Ms. Sheetal Patil	Non-Teaching Representative	9665904507

5.1 Function of Anti-Ragging committee

It shall monitor the Anti Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

5.2 Function of Anti-Ragging Squad

The Anti-Ragging Squad shall be nominated by the Head of the institution. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.

6. Awardable Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding/withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation Process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.



- vi. Suspension/ expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period



Salunke
Dr. Nilesh Salunke
Principal
SVKM's Institute of Technology, Dhule



Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule

Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai - Agra Highway, Dhule. ☎ (02562) 297801, 660633
✉ iotdhule@svkm.ac.in, www.svkm-iot.ac.in

Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

5/05/2020

POLICY FOR CO-CURRICULAR & EXTRA-CURRICULAR COMMITTEE

1. Introduction

Extracurricular (ECA) and co-curricular activities (CCA) emphasize the educational and social development and experiences of students and these activities forms an integral part of the overall learning experience. This committee encourages and supports student for participation in extracurricular/co-curricular activities without compromising the integrity and purpose of the education program.

2. Objective:

The objective of the co-curricular and extracurricular committee is to let the student discover their talents through co-curricular and extracurricular activities like sports, social work, technical event and cultural events.

Co-curricular and extracurricular committee is constituted to serve following objectives:

- To provide higher education in a technical environment and prepare students for leadership in nation building.
- To help in the development of a higher moral character through traditional and values with co-curricular and extracurricular activities.
- To let the student discover their talents through co-curricular and extracurricular activities.
- To provide opportunities for leadership through competition and co-operation and confidence building.
- To help in the development of skills needed to keep up with modern technology in a professional world.

3. Scope:

The scope of co-curricular and extracurricular is wide due to a nearly inexhaustible list of interests. Following are some important points which can be incorporated under co-curricular and extracurricular activities.

- Formation of some major groups includes Computer Club, Art Club, Dance Club, Swimming, Basketball and Photography Club.



- Uniformed groups include Red Cross, Scout Association, Girl Guides, and National Service Scheme (NSS).
- Performing arts groups are also included, with Orchestra, choirs, bands and Dance Clubs among such CCA and ECA.
- CCA and ECA are held outside standard curriculum hours and the activities partaken depend on the nature of CCA/ECA. For example, uniformed groups do foot drills and team-building exercises while competitive sportsmen spend most of the time training and learning techniques from their instructors.
- In the first year, the students are required to pick one or more interest group to join. While the choices of CCA and ECA are made available to meet national requirements for the different levels of education.

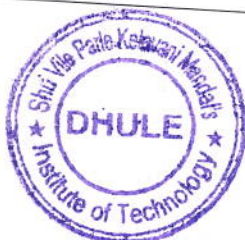
4. Functions:

Co-curricular & extra-curricular committee, as a standing committee of the Student activities, shall be responsible for

- Planning and coordinating technical events and social activities such as converges, concerts, gathering, novelty acts for the benefit of the campus.
- Aids in creating a community spirit among the student body through the wide variety of the events offered.
- Maintain an up-to-date file of a variety of CCA and ECA activities conducted in the college.
- To submit record of audit point under CCA and ECA of final year students to university.
- To instruct local guardian for creating awareness among students about CCA and ECA.

6. The Composition of the co-curricular & extra-curricular committee is as follows: -

S.N.	Name of the Member	Designation	Position
1	Dr. Nilesh P. Salunke	Principal	Chairman
2	Dr. Namra Joshi	Assistant Professor	Member
3	Ms. Mayuri Kulkarni	Assistant Professor	Member
4	Ms. Prerna Ikhar	Assistant Professor	Member
5	Mr. Manoj Sonar	Physical Instructor	Member



Pahle
Principal
 SVKM's Institute of Technology, Dhule



**Shri Vile Parle Kelavani Mandal's
Institute of Technology, Dhule**

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Hon. Shri. Amrish R. Patel

(President)

Dr. Nilesh P. Salunke

(Principal)

Ph.D., M.E., LMISTE

17/04/2020

INFORMATION TECHNOLOGY ASSET MANAGEMENT

POLICY DOCUMENT

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose to anyone outside of intended organization without the express written permission of Shri Vile Parle Kelavani Mandal

Introduction:

In an era where technology plays a pivotal role in education, research, and administration, SVKM's Institute of Technology, Dhule-424001 recognizes the importance of a robust and well-defined Information Technology (IT) Policy. This policy has been established to govern the use, management, and security of information technology resources within the institute. It aims to foster an environment that promotes innovation, collaboration, and the responsible use of technology for the advancement of the institute's mission.

Objective:

The primary objective of the SVKM's Institute of Technology - Information Technology Policy is to:

- Ensure the effective and secure use of information technology resources to support academic, research, and administrative functions.
- Safeguard the confidentiality, integrity, and availability of information and data.
- Facilitate the responsible and ethical use of technology by all members of the institute community.
- Provide guidelines for the acquisition, deployment, and maintenance of IT infrastructure and services.
- Foster a culture of continuous improvement and adaptability to emerging technologies.

Scope:

This policy applies to all individuals, including students, faculty, staff, contractors, and any other entities utilizing SVKM's Institute of Technology IT resources. It encompasses hardware, software, networks, data, and all technology-related services provided by or connected to the institute's infrastructure.

Key Principles:

Security: Information security is paramount. The institute is committed to implementing measures to protect information assets from unauthorized access, disclosure, alteration, and destruction.

Privacy: The institute upholds the privacy rights of individuals and is committed to collecting, storing, and processing personal information in compliance with applicable laws and regulations.

Access Control: Access to IT resources is granted based on roles and responsibilities. The principle of least privilege is employed to ensure that individuals have access only to the information and systems necessary for their duties.

Ethical Use: Users are expected to adhere to ethical standards and responsible use of IT resources. Activities such as hacking, software piracy, and unauthorized access are strictly prohibited.

Collaboration and Innovation: The institute encourages the use of technology to foster collaboration, innovation, and knowledge-sharing among its community members.

Compliance: All IT activities must comply with relevant laws, regulations, and institute policies. Non-compliance may result in disciplinary action.

Implementation and Governance:

The IT Director, SVKM Head Campus is responsible for the implementation, enforcement, and periodic review of this IT Policy. The authority will oversee the management of IT resources, assess emerging threats, and recommend updates to the policy to adapt to technological advancements.

By adhering to the principles outlined in this policy, SVKM's Institute of Technology seeks to create a technology-rich environment that enhances the institute's academic and research pursuits while maintaining the highest standards of security, ethics, and compliance.

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1. DOCUMENT SCOPE

The document covers all policies related with Management of all IT Assets.

2. STATEMENT OF POLICY

Shri Vile Parle Kelavani Mandal (SVKM) shall assess (evaluate) its IT assets for conformance to Company requirements. This policy aims to ensure that all SVKM owned IT assets are inventoried, tracked, and managed throughout each IT asset's lifecycle.

All employees and Personnel that have access to organizational IT assets must adhere to the IT asset management policy.

2.1 IT HARDWARE ASSET CONTROL

IT users, to include, employees, business partners, and contract personnel shall not remove IT assets supplied by SVKM from company premises, unless authorized to do so or specifically mentioned in their job responsibilities.

IT users are responsible for safeguarding any IT assets they remove from the company premises, including keeping these assets under their direct physical control whenever possible, and physically securing the assets (i.e. by means of lock and key) when they are not under the IT users direct physical control. The users are responsible for any damage to the asset under their possession. The recovery would happen as per HR / Finance policy.

IT users must immediately report loss or theft of any assigned IT assets to their supervisor and as appropriate, and also to IT Service Desk (ithelpdesk@nmims.edu) within 24 hours of a known occurrence.). The recovery for the lost asset is the responsibility of finance / HR. HR / department head can give the waiver on lost asset by taking necessary approvals.

IT users may use personal assets which would be governed by Institute's rules and regulations

All electronic media containing SVKM's data shall have all of that data securely removed from the electronic media before the electronic media is made surplus transferred, traded-in, otherwise disposed of, or replaced.

2.2 IT SOFTWARE ASSET CONTROL

IT users shall only use SVKM approved and appropriately licensed software on SVKM owned, leased or SVKM provided IT Assets.

Installation of software that is not approved or appropriately licensed on SVKM owned, leased, or SVKM provided IT Assets is prohibited. Strict action to be taken for any License violation reported.

Software inventory is maintained and tracked by the respective team.

On departure or asset handover the physical software license key or license is revoked under that users and added back to the software inventory.

2.3 CONFIGURATION MANAGEMENT AND CHANGE CONTROL

SVKM and its service providers are required to document IT asset configuration and changes to asset configuration at all stages of the system development life cycle.

All changes to IT assets used by SVKM shall be made in accordance with best practices as defined by the Information Technology Infrastructure Library (ITIL) framework and at a minimum include the following steps:

- Initiate change request
- Review and approve change
- Build and test change
- Create and document back up/back out plan
- Implement change
- Document change

3. INTRODUCTION & SCOPE

3.1 IT ASSET MANAGEMENT

IT Asset Management is an important business practice that involves maintaining an accurate inventory, licensing information, maintenance, and protection of hardware and software assets utilized by an organization. Understanding what IT assets are deployed at SVKM's environment will help optimize the use of IT assets throughout SVKM.

- a. In accordance with the policies of SVKM, we must do what we can to gather information about our existing IT environment to better understand what we are spending on IT and how those IT investments are performing over time.

Achieving goals will provide SVKM with enhanced abilities to:

- i. Make informed IT planning, procurement, investment and retirement decisions
- ii. Calculate IT asset value and understand the total cost of ownership (TCO) of those assets
- iii. Optimize software license usage and comply with software license requirements
- iv. Manage hardware and software maintenance contracts
- v. Monitor compliance with IT standards / regulations

- vi. Plan for technology migration projects
 - vii. Allocate support resources efficiently and effectively
 - viii. Protect and secure IT assets
 - ix. Provide timely and accurate financial reports
 - x. Ensure that adequate warranty / AMC coverage, and business continuity and recovery plans exist based on business needs and justifications
 - xi. Asset management audits (preparedness, periodicity, action items)
 - xii. Asset management life cycles
- b. The scope of IT Asset Management includes desk side computing devices like laptops, desktops, servers, Smart Boards, IP Phones and printers procured or rented by IT department. The scope also includes network devices and servers used to service the internal customer. The standard software's for day to day running of the business limited to core image and MS products and adobe acrobat writer. IT is responsible for what has been procured by IT. The ITAM is not responsible for software's and / or hardware bought for external customers / consultants and / or customer premises equipment. IT assets are categorized into the following Asset Types:
- 1. Desktop workstations
 - 2. Laptop mobile computers
 - 3. Smart Boards
 - 4. Printers
 - 5. Servers for internal customers
 - 6. Firewalls for internal network
 - 7. Routers for internal network
 - 8. Switches for internal network
- c. The roles and responsibilities for different IT assets are as per the KRA's of the respective IT managers and their teams.

4. ASSET MANAGEMENT LIFE CYCLE

The policy document, takes the following approach to handle the life cycle of the assets

- i. **Planning** – defining supporting processes, setting standards for configuration and retention, aligning purchase plans to business goals, collecting aggregate information on intended purchases, and negotiating volume discounts.
- ii. **Procurement** – requisitioning, approving requisitions, ordering, receiving and validating orders, tagging assets, entering asset information in a repository.
- iii. **Deployment** – configuring, installing (temporary / permanent), redeployment and asset movement.
- iv. **Management** – inventory/counting, monitoring usage (software tools), managing contracts for maintenance and support, and monitoring age and configuration.

- v. **Support** – adding and changing configurations, repairing devices, and relocating equipment and software.
- vi. **Disposition** – removing assets from service, deleting storage contents, disassembling components for reuse, terminating contracts, disposing of equipment, and removing asset from active inventory.
- vii. **Reports** – reporting on all the above showcasing daily, weekly, monthly, quarterly and yearly progress on the process. Also sharing the effectiveness of the processes in place

5. PLANNING & ELIGIBILITY

Planning ensures that correct and adequate products and services are ordered keeping in mind the current / projected requirements and also the future technology trends. Eligibility of the equipment to be given is arrived at by following the asset allocation process. IT store and Local IT team conducts verification of Assets, particularly Desktops and Smart Boards and all assets with ageing > 5 years are considered for tech refresh / replacement. For rest of the categories of assets the ageing is reviewed and appropriate action is taken to continue with AMC or tech refresh.

6. PROCUREMENT

After the budget is finalized, the final AOP (annual outlay Plan) is shared by the business with the IT team. All procurement is done strictly in accordance with the Procurement Process and involves the management / commercial team.

Once asset is delivered at SVKM, the receiving department must inform ITAM of delivery of IT Assets. ITAM must verify that asset has been delivered in accordance with the Purchase Agreement. Assets need to be tagged as per company's asset-tagging policy.

7. DEPLOYMENT

The primary objective is to ensure that all assets are deployed and redeployed in a manner that optimizes their usage, while complying with legal and regulatory requirements. All assets must be tagged and tracked. The inventory registers and / or Configuration Management Database (CMDB) must be logged and updated continuously.

Deployment of assets is done only after prior approval, in adherence to the approval matrix.

Changes to the status of assets must be updated in the asset registers. This would assist in knowing number of free and deployed assets at any point of time.

There would be certain cases where the deployment of the asset has not been performed in the intended manner and it needs to be reinstalled / redeployed. Such redeployment / reinstallation must be done by personnel of the IT department only. The same must also be documented for further reference in the asset registers.

8. MANAGEMENT

For effective management of the assets, the following approach would be taken:

- i. All assets will be physically inspected as per policy of the organization
- ii. Monitoring would be done using software tools (SCCM, NMS tools / other vendor tools)
- iii. AMC details and SLA would be maintained and tracked as per business needs
- iv. Complete inventory details would be maintained up to a predefined level for each category of hardware / software as described below:
 - a. For Hardware:
 - i. Asset type (Desktops, Laptops, Servers, Printers, Routers and Switches).
 - ii. Asset sub-type (e.g.: Printers – Inkjet, LaserJet, Impact etc.)
 - iii. Asset tag
 - iv. Serial number
 - v. Manufacturer
 - vi. Model
 - vii. Vendor
 - viii. Cost
 - ix. Purchase / Deployment / Retirement dates
 - x. Location of asset
 - xi. Maintenance / warranty related information
 - b. For Software:
 - i. Asset sub-type (e.g.: Database, Application, Web, OS etc.)
 - ii. Vendor
 - iii. Vendor Product Number
 - iv. Manufacturer
 - v. Manufacturer Product Number
 - vi. Product Name
 - vii. Quantity
 - viii. Version (e.g.: IBM – Lotus Client – Version 8.35X)
 - ix. License Agreements (e.g., EULA) or Media (eg. box for FPP)
 - x. License Type
 - xi. Cost
 - xii. Purchase / Deployment / Retirement dates
 - xiii. Location of asset
 - xiv. Maintenance / warranty related information
- v. Develop Competence in SAM:
 - a. Conduct annual training programs for relevant stakeholders. This would be done through organized SAM workshops (2 days) conducted by software vendors or other competent bodies.

- b. Ensure periodic monitoring of Proof of Licenses at document library. This is to be done in tandem with commercial / contracts team and monitoring is centralized through CMDB.
- c. Identified team to conduct internal SAM reviews, to apply these skills.

9. SUPPORT

SVKM IT would support the assets that have been procured via asset management function either through in-house support or third-party vendor or a hybrid model. Support would include adding and changing configurations, repairing devices, upgrading software, and relocating equipment and software. The support would be on best effort basis for assets not procured / available in a particular location / geography, keeping the user informed of the same.

For software, support will be provided only for approved software assets. Only personnel from the IT department would be allowed to deploy / install any software assets.

10. DISCARD AND DISPOSAL

SVKM's surplus or obsolete IT assets must be discarded according to legal and environmental requirements. Therefore, all disposal procedures for retired IT assets must adhere to company-approved methods. The disposal or discard needs to comply with company's waste management policy and / or e-disposal policy.

Where applicable, it is desirable to achieve some residual value of the IT asset in question through reselling, auctioning, donation, or reassignment to a less-critical function.

Asset discard and disposal is a special case since the asset must have sensitive data removed during or prior to discard or disposal. Below is listed the action for the device based on data sensitivity of the asset:

- i. None (Unclassified) - No requirement to erase data but in the interest of prudence normally erase the data using any means such as reformatting or degaussing.
- ii. Low (Sensitive) - Erase the data using any means such as reformatting or degaussing.
- iii. Medium (Confidential) - The data must be erased using an approved technology to make sure it is not readable using special hi technology techniques.
- iv. High (Secret) - The data must be erased using an approved technology to make sure it is not readable using special hi technology techniques.

The Asset discard and disposal process is to be followed for discard or disposal of assets.

11. REPORTS

To gauge the effectiveness and efficiency of the policy, certain reports will be prepared periodically:

- i. Fulfillment reports
- ii. SLA reports
- iii. Forecasting Vs. actuals
- iv. Any ad-hoc or periodic reports
- v. IT asset register

- vi. Asset tracker

12. APPROVALS

The policy would be approved by Management representative and Director IT and released for circulations.

13. REVIEW

This policy would be reviewed every year or as and when needed and edited. The changes would be documented in the appendices of the policy.

14. ABBREVIATIONS

IT:	Information Technology
ITAM:	IT Asset Management
SVKM:	Shri Vile Parle Kelavani Mandal
SAM:	Software Asset Management
ITIL:	Information Technology Infrastructure Library
TCO:	Total Cost of Ownership
MS:	Micro Soft
IP:	Internet Protocol
KRA:	Key Responsibility Area
AOP:	Annual Outlay Plan
CMDB:	Configuration Management Data Base
SLA:	Service Level Agreement
CIO:	Chief Information Officer
NMS:	Network Monitoring System
BYOD:	Bring Your Own Device
AMC:	Annual Maintenance Contract
SCCM:	System Center Configuration Manager



17/04/2020

POLICY OF PURCHASE PROCEDURE

Introduction:

This Purchase Policy has been established by SVKM's Institute of Technology, Dhule to provide clear guidelines and procedures for the acquisition of goods and services necessary for the effective functioning of the institute. The policy outlines the principles and standards that govern the purchase process to ensure transparency, efficiency, and accountability.

Objective:

The primary objective of this Purchase Policy is to:

- Ensure the procurement of high-quality goods and services that meet the Institute's needs.
- Promote fair and competitive practices in the selection of suppliers.
- Enhance cost-effectiveness and value for money in all purchasing activities.
- Maintain compliance with relevant laws, regulations, and ethical standards.

Authority:

The responsibility for the implementation and enforcement of this Purchase Policy rests with the Local Purchase Committee. The committee is empowered to make decisions regarding the selection of suppliers, approval of purchases, and the negotiation of contracts.

Procurement Principles:

The staff members have to follow the defined purchase procedure of material as below:

1. Requisition (indent) for the required item / consumables / material / maintenance / repairing should be raised by the staff/lab in charge and submitted to the Head of the Department for scrutiny and approval from the Principal.
2. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the purchase committee.
3. The approved requirement (indent) will be sent to store department through Head of the Department and Principal for calling quotations from various vendors/suppliers.

Refer Appendix:-I Quotation Format

4. The indenter will select best three quotations with the help of store department and will prepare comparison price statement and forward the same to the Head of the Department and Principal.

Refer Appendix:-II Comparative Price Statement Format

5. The indent or requirement, three quotations, comparative price statement and minutes of meeting of purchase committee will be forwarded to the Principal for approval and signature. After getting the approval from Principal, the same documents or purchase file will be sent for approval of purchase committee.

Refer Appendix:-III Format of Minutes of Meeting of Purchase Committee

6. Purchase order will be prepared of supplier or vendor after the approval from purchase committee.

Refer Appendix:-IV Purchase Order Format

7. Once the material is received at stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.

Refer Appendix:-V Payment Request Form

8. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.

9. While passing Invoice, following documents in original are compulsory:

- a) Purchase Order
- b) Invoice
- c) Delivery Challan
- d) Minutes of Meeting of Purchase Committee.
- e) Bank details of supplier or vendor.

Refer Appendix:-VI Important Notes and Procedure of Procurement

APPENDIX:-I

QUOTATION FORMAT

On Letter Head of Supplier / Quotation Sender
(Indicating Full Name, Address, Communication Number, E-mail etc.)

Reference:

Date:

To,

The Principal,
Shri Vile Parle Kelavani Mandal's Institute of Technology,
Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai Agra National Highway,
Dhule - 424 001
Dist: Dhule

Subject: Quotation for _____

Reference: Enquiry made by your (Name of Person) dated:

Dear Sir/Ma'am,

With reference to the above subject, we are herewith sending quotation for our products/services as per the enquiry made by your person, as follow;

SN	Name of Product/Material/Item	Specifications	Rate per Qty	Qty Demanded	Total Cost	Remark if any
1						
2						
3						
			Total Cost in Rs.			
			VAT/Taxes if any			
			Total Bill Amount in Rs.			

Terms and Conditions:

- 1) Prices: Validity period ----- Inclusive of all taxes: YES/NO
- 2) Delivery: Mention period -----
- 3) Transportation: Borne By: Supplier / Buyer Approximate cost of transportation
(if borne by client / buyer / customer)
- 4) Warrantee period (if any):
- 5) Free Service / Free visit Conditions (if any):
- 6) Payment: Advance / Full / After Delivery (mention with %)
- 7) Any other condition? -----
- 8) Contact Person with contact number (Supplier)

APPENDIX:-II

NAME OF DEPARTMENT:

NAME OF LABORATORY/SUBJECT/SECTION:

NAME OF ITEM(S):

[illegible]

SIGNATURE 1

SIGNATURE OF HOD WITH STAMP

APPENDIX:-III **MINUTES OF MEETING OF PURCHASE COMMITTEE FORMAT**

S N	Particulars of Items /Machines /Books/ Material	QTY	Rate per unit	Need for Procurement	Name of Supplier / Party recommended by concerned staff/ HOD/ Principal after verifying rates, discounts, type of service offering etc.	Reason for recommendation	Quotation or any other reference of supplier / party	Amount of Purchase Order in Rs. with terms and conditions	Budget Value	Remark (if any) by Purchase Committee
1										
2										
3										

Forwarded By: Principal, SVKM's IOT, Dhule

Approved By: Local Purchase Committee, SVKM's IOT, Dhule

Dr. Ajay Pasari

Mr. Santosh Agrawal

Mr. Ajay Agrawal

Copy to: 1) Accounts 2) Concerned HOD 3) Registrar copy for office

APPENDIX:-IV PURCHASE ORDER FORMAT

Out ward No.:

Date:

To,

_____ (Full name and address with PIN, State etc.)

Kind. Attention: Name of contact person, designation with mobile number

Subject: Purchase Order for ----- [write the name of item(s)]

Reference: Your Quotation ----- [write reference & date]

Dear Sir,

With reference to the above subject, we are pleased to place an order for -----
-----[write the name of item(s)] as per your quotation stated above with following details.

SN	Name of Product/ Material/ Item/ Service	Specifications	Rate per Qty	Qty Demanded	Total Cost	Remarks if any
1						
2						
3						
			Total Cost in Rs.			
			VAT/Taxes if any			
			Total Bill Amount in Rs.			

Terms and Conditions:

- 1) Prices: Validity period ----- Inclusive of all taxes: YES/NO
- 2) Delivery: Mention period -----
- 3) Transportation: Borne By:
- 4) Warrantee period (if any):
- 5) Free Service / Free visit Conditions (if any):
- 6) Payment: Advance / Full / After Delivery (mention %)
- 7) Any other condition? (like insurance / transit condition or any other)-----
- 8) Specific conditions as per quotation -----
- 9) Billing Name & Address: Shri Vile Parle Kelavani Mandal's Institute of Technology,
Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai Agra National Highway, Dhule - 424 001
- 10) Contact Person: (Write the name of HOD with contact number)

[Sign and Stamp of Principal]

APPENDIX:-V

PAYMENT REQUEST FORM

(NOTE: [1] Original is to be submitted to accounts office & Xerox copy is to be kept with Department after approval. [2] It is compulsory for the items sanctioned in Purchase Committee Meeting. [3] Bill must be sanctioned in prior if the request is made for Part/Balance/Full payment [4] This form is to be filled every time whenever the request of payment is made. [5] Attach PC minutes of meetings and Purchase order with this form)

Date:

To,
The Principal,
SVKM's IOT, Dhule

Subject: Release of Payment (Advance / Part / Full Payment against bill / Balance Payment)

Respected Sir/Ma'am,
I request you to release the payment as per the details given below;

1	Name of Department	
2	Name of Laboratory/Section	
3	Name of Supplier	
4	Address of Supplier (Full Address)	
5	Name of Contact Person	
6	Reference of Supplier Quotation with date	
7	Date of Purchase Committee Meeting	
8	Item Number of Purchase Committee Meeting	
9	Reference of Purchase order with date	
10	Details of Procurement (Attach list if required)	

For DSR Item / Service		For Consumable Item	
Name of Item(s)		Name of Item(s)	
DSR Number		Consumable Register Number	
Specification		Specification	
Rate per Unit/Qty		Rate per Unit/Qty	
Total Qty/Units purchased		Total Qty/Units purchased	
Amount of VAT/Taxes (if any)		Amount of VAT/Taxes (if any)	
Total Bill Amount		Total Bill Amount	
Terms of Transportation	Borne by us / For at Dhule	Terms of Transportation	Borne by us / For at Dhule
Whether warrantee cards received?		Whether warrantee cards received?	Not Applicable
State warrantee period		State warrantee period	Not Applicable
State the condition of free service (if any)		State the condition of free service (if any)	Not Applicable
State the condition of material received		State the condition of material received	
State the status of Installation / Placement / Fitting		State the status of Installation / Placement / Fitting	Not Applicable
State whether received material is as per specification stated in Purchase order & quotation?		State whether received material is as per specification stated in Purchase order & quotation?	
Full Name of Person to whom responsibility of this item will be given		Name of Person to whom responsibility of this item will be given	
Designation of this person		Designation of this person	
Signature of this person for receiving this item		Signature of this person for receiving this item	
11	Amount to be released (in Rs.)		
12	State whether is it a Advance Payment / Part Payment / Full Payment against bill / balance Payment		
13	State the date* (on or before) for the release of Payment [* min 10 days will be required]		
14	Payment Address		
15	State remarks (if any)		

I further declare that material received is as per the specifications & terms and conditions of the purchase order and I have no objection for the release of above requested payment for the supplier.

Name of HOD:
Date:

Sign with Stamp:

For office use:

I have seen this request made by the HOD. I have verified the bill (with VAT/Taxes) and its amount. I have no objection for the release of above requested payment for the supplier as per the terms and conditions of the purchase order.

Name of Accounts Officer/Registrar:

Sign with Stamp:

Date:

Remark of Principal (if any):

Sign with Stamp:

Date:

(This form is to be printed on back to back page)

APPENDIX:-VI

IMPORTANT NOTES AND PROCEDURE OF PROCUREMENT

- 1] Three quotations should be invited and one lowest should be finalized with Principal/PC. The quotation invited must be in a prescribed format given by office. **Final quotation shall be negotiated again.**
- 2] Purchase order must be prepared (**with outward number**) and placed with all terms and conditions in **prescribed format** given by office duly signed by the Principal.
- 3] Every Bill when submitted to accounts office must be supported **by following documents**;
 1. Original Bill with entry of DSR code if any, duly signed by the concerned In-charge. Mention condition of item, satisfactory results, installation etc. It should be signed by the Principal. Also submit Delivery Challans wherever is applicable.
 2. Purchase order placed for the item
 3. Quotation finalized for same.
 4. Purchase committees Minutes of Meetings for the item.
- 4] Extra items / stock must be kept in **Central Store only**. Issue the same as per requirement. Take the receipt of these items from store.
- 5] All warrantee / guarantee cards must be submitted to **Central Store only**.
- 4] For the release of payment or advance payment you must fill **Payment Request Form** and get it approved by the Principal and submit it to Accounts Office. Bill must be approved before the release of payment.
- 5] Collect photocopy of **receipt /statement of payment** made to the party/supplier from accounts office after a period of 2/3 weeks



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(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 15/04/2020

CODE OF CONDUCT FOR STUDENTS:

PREAMBLE

Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may constitute violations of the code.

Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.
10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.





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ACADEMIC MISCONDUCT

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of DBATU, Lonere.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.
6. Not to form any formal and informal groups based on caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance & attempt the end semester exam (Subject to approval form Authorities).
8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.





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9. Violation of University/Institute rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the Programme of actions, which may be taken when a student has been found to have violated the student code of conduct.

CODE OF CONDUCT FOR TEACHERS:

This Code of Conduct applies to the teaching members of the institute.

Introduction:

Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule is striving for academic excellence, and progress of Engineering. Education, research has been conducted in alignment with our national needs and priorities and ensures that our mission, objectives contribute to global needs.

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT

TEACHERS

1. Shall read, understand and comply with institutes' policies.
2. Shall abide by the institutes' policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
3. Shall be in time to the institute.
4. Shall be regular and punctual to the classes.
5. Must conduct the scheduled period of class and take attendance in the beginning of class.
6. Daily lesson should be planned ahead and taught in the most effective and innovative way.
7. Class should be well-structured, interactive and involving student cohort.
8. Notes of units should be included in the course file.





TEACHERS AND THE STUDENTS

1. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the DBATU, Lonere.
2. Syllabus completion should be according to academic calendar.
3. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
4. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
5. Mentorship shall be fulfilled in order to enhance students' academic performance.
6. Do not show partiality or hold grudges towards students/colleagues.
7. The teacher is In-charge of students during the class.
8. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to, encouraging students, and radiating enthusiasm.
9. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of un-suits of the behavior if it is against the code then the matter should be discussed with deans, HOD or principal.
10. Shall be a springboard for the students' academic success, personal growth and placement in the national and global arena.

TEACHERS AND THE PARENT

Shall attend to the parents' queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

1. Follow Dress code-Shall be in respectable attire, befitting the society's expectations.
2. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and maintain personal hygiene at all times.
3. Staff members shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
4. Shall endeavor to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
5. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.





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6. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
7. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
8. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
9. In-charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
10. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

1. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
2. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
3. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
4. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
5. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
6. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
7. Promote sustainability and reduce the impact on environment in all our actions.
8. Teachers are expected to align their behavior with the institute's Code of Conduct. Violations will lead to seeking of explanations, warnings and eventually penalties.

Code of Conduct for Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule Employees:

The term employee includes non-teaching staff and other staff that come under this purview. The following code of conduct applies to all of the employees mentioned above:





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General Rules:

1. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
3. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
4. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
5. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
6. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
7. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

Confidentiality:

1. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
2. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

Gifts:

Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

Private employment or trade and investment:





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No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

Attendance at Meeting:

An employee who is appointed as a member of any duly constituted committee of the Institute/University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

Consumption of intoxicating drinks and drugs:

An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

Misconduct:

1. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
2. Acting in a manner prejudicial to the interests of the Institution.
3. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
4. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
5. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
6. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
7. Damage to any property of the Institution.

Explanation:

1. For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:
2. Physical contact and advances;
3. Demand or request for sexual favors;
4. Sexually colored remarks;
5. Showing any pornography; or
6. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.





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Representations:

Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.

Interpretation:

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

CODE OF CONDUCT FOR ADMINISTRATORS:

Introduction and Purpose

1. As members of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
2. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community, all members can access opportunities that allow for their full participation in that community.
4. The institute will not tolerate harassment(and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to align their behavior with the institute's Code of Conduct.
5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including color, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.





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6. **Prevention and Resolution of Campus Ragging/Bullying** The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
7. Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component, which offends, intimidates, embarrasses or humiliates a person.
8. Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
9. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
10. Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
11. **Personal and Professional Responsibility**
12. The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
13. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
14. Recruit with a commitment to diversity and inclusion.
15. Communicate opinions to others in a fair and constructive manner.
16. Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.





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17. All college accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

MEMBERS OF COMMITTEE OF CODE OF CONDUCT

Code of conduct members is same as Anti-Ragging Committee and Anti-Ragging squad members.

FUNCTIONS:

The functions of the code of conduct committee:

Code of conduct of Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

FACILITY:

Any noncompliance with the code of conduct should be reported to grievance cell.



Dhule
Principal
SVKM's Institute of Technology, Dhule



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03/06/2021

Strategic Plan

(A.Y. 2018-19 to A.Y. 2023-24)

Vision- To be socially sensitive engineering institute of excellence adding value to the nation.

Mission-

1. To provide resources of excellence with a focus on nurturing and developing the society.
2. To strive to be an institute of global recognition.

For developing the next generation of graduates who will combine the highest level of technical competence with creativity, innovation, and leadership skills, the institute has the plans in the following areas:

1. Enhancing Quality of Education: For enhancing the quality of education imparted the institute will

- a. Understand education system at higher institutes in India and International level and collaborate with them to reinforce its teaching and learning process and research.
- b. Work on development of teaching plan as per OBE, continuous assessment to measure outcomes, implementation of PBL, development of quality manuals students, development of e- learning resources, adoption of ICT, providing mentoring and personal support, create fair feedback system, conduct training, evaluation parameters and benchmarking, performance development through credit system.
- c. Undergo accreditation such as NBA, NAAC etc.

2. Industry Institute Interaction: In order to strengthen Industry Institute Interaction, the institute plans to:

- a. Sign MoU's with industries in the respective areas for projects, In-plant training, expert talk, industry visits, laboratory development, technology transfer, consultancy, curriculum design and development, etc.
- b. Strengthen industrial advisory board as well as industry experts regularly meet and deliberate upon matters related to improve quality of education in terms of industry aligned curriculum, as well as training, skill based teaching learning, engineering economics, challenges etc.

3. Strengthening Research Culture: For strengthening the research culture, the institute plans to

- a. Motivate faculty and students to carry research work and recognize and reward the research work carried by them.
- b. Organize international conferences, workshops, STTP's on various themes, and depute faculty to attend various conferences, workshops, STTP's.
- c. Inculcate research culture, encourage faculty for applying research proposal to DBATU etc.



- e. Start research center for attracting research scholars.

4. Entrepreneurship Development: In order to train the students to become entrepreneurs, the institute plan to

- a. Strengthen development cell under which workshops, seminars and inspiring talks will be arranged.
- b. Create environment in institute which will help the students to opt for entrepreneur as career.
- c. Increasing the scope of PMKVY to impart training to budding entrepreneurs.
- d. Establishing incubation cell.


5. Strengthening alumni association: The institute plans to strengthen alumni association by

- a. b. Regular interactions /invitations
- b. Recognize successful alumni.
- c. Leverage for guest lecturers/internships/placements.
- d. Establish global chapters and networking.
- e. Call them as academic advisors.

6. Inculcating social culture: To make students more socially aware and to make the use of their education for the welfare of the society, the institute would take the following steps:

- a. Identify the local social issues time to time
- b. Design assignments/projects to get students involved
- c. Make students find the solution through these assignments/projects
- d. Presentation of outcomes through PPT/Posters/Role Plays/Project Reports etc.




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SVKM's Institute of Technology, Dhule



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PLACEMENT POLICY NORMS

03/06/2021

Rules and Regulations

1. Eligibility Conditions

- 1.1. Final year students are eligible to participate in the placement activities if the student meets the requirements/eligibility criteria specified by the Company as well as Training and Placement Cell.
- 1.2. Institute follows a '1 student 1 offer' policy. Each student is entitled to only one offer.
- 1.3. Assistance for internship will only be given to students who register with Training and Placement Cell.
- 1.4. Students who are interested in placements must participate in all aptitude, technical and soft skill preparatory classes/sessions/trainings.
- 1.5. Summer or Winter Internship in Pre-final year is a prerequisite for them to qualify for placement assistance in Final Year.

2. Registration

- 2.1. All students who will be graduating from SVKM's Institute of Technology by the end of the academic year and are seeking employment must register for campus placement assistance with Training and Placement Cell.
- 2.2. Only registered students will get placement assistance facility.
- 2.3. Registration for the campus placement or internship does **NOT guarantee a placement or an internship.**
- 2.4. Students will not be allowed for Placement Assistance if they are involved in any undisciplined activities at any stage of the academic year.

3. Placement Guidelines for students

The placement guidelines are applicable to all students registered for campus placements assistance and internships and is to be followed during the entire duration of placement season.

- 3.1. Placement is driven by students, the Placement Office facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavor to get companies to offer internships/recruit students.
- 3.2. The selection process specified by the company is followed.
- 3.3. The Student Placement Committee of students are actively involved in the placement activities – contacting/visiting companies located in metros & major cities for placement presentations and also coordinate various activities during the placement processes.
- 3.4. The Placement Office devises placement guidelines that are in the larger interest of the institute and students, in consultation with students and faculty.
- 3.5. Students are expected to maintain decorum and abide by the guidelines during placement processes.



- 3.6. In the event of non-conformance to the placement guidelines, the institute reserves the right to initiate corrective action.
- 3.7. Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. Placement should **not** be considered as a **backup arrangement** as against any competitive exams/admissions abroad. A bit of clarity will help students land a good internship/job.
- 3.8. Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 3.9. Training and Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

4. Comprehensive Training Program

The Comprehensive Training Program is to enhance the suitability of candidates and orient them to industry practices and expectations. **These Training Programs may include extra cost and all the student registering for Placement Assistance must accept to pay the same.**

- 4.1. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- 4.2. Interaction with seniors who have undergone internships in companies.
- 4.3. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- 4.4. Guest or Expert talks/Webinars/ Seminars and workshops on various topics from corporates.
- 4.5. Resume building as per guidelines, based on the guidelines, Students should prepare their resumes in the prescribed format and submit this to the Training and Placement Office.
- 4.5.1. Information on the resume should be accurate and honest viz the complete name of the program, CGPA – as it appears in the transcript, academic and corporate projects as approved by the University, contribution made as a part of various committees and cells etc. Placement Office reserves the right to regulate this activity. Any discrepancy will lead to immediate expulsion of the candidate from the Placement Process.



4.6. Aptitude Preparation, Communication Skill Development, Employability enhancement sessions, Soft Skills Trainings etc.

4.7. **Pre-final year / Final year students are required to participate in Workshops / Training Programs/Guest or Expert talks/Webinars/ Seminars organized by Training & Placement Cell compulsorily.**

4.8. It is the responsibility of the student to check announcements/notices/ updated information on the notice boards of Training and Placement Cell. Student may be disallowed for campus placement process for not attending the Workshops / Training Program.

5. Internships/Projects

5.1. The Training and Placement Cell makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on one's interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

5.2. You will be informed through the proper channel as soon as the Training and Placement Cell gets confirmation that a company is visiting the campus to offer internships. You have to register for the company as per the guidelines.

5.3. If you apply for an internship off-campus, it is mandatory to send a copy of the offer letter to the Training and Placement Cell as soon as possible. The subject of your internship needs to be verified by the Faculty Advisor. Only after the approval and after the completion of your internship you will be awarded with credits.

5.4. Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. Institute too encourages candidates to work towards such offers that are based on internship performance.

5.5. Pre-Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre-Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.

5.6. While feedback from the company is sought, the internship is also evaluated by institute that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

6. Final Placements

6.1. PPO's and PPI's Regulations



- 6.1.1. As a placement policy, institute encourages students to work towards PPOs / PPIs. Pre-Placement Offers (PPO's)/ Pre-Placement Interviews (PPI's) made by the companies are routed through the Placement Office.
- 6.1.2. Students getting PPO/PPI offer directly from companies are required to convey the same to the Placement Cell via a formal letter or a mail, students found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action.
- 6.1.3. The PPOs obtained from internships from the campus shall be considered as campus placements job offers and normal placement rules would follow.
- 6.1.4. The acceptance of the offer has to be communicated in writing to the Training and Placement Cell. In case a student fails to inform the Placement Assistance Office before the stipulated date he/she would be considered to have accepted the PPO and this will be final and binding upon the student.
- 6.1.5. As institute follows a '1 student 1 offer' policy. Each student is entitled to only one offer. Hence, if the candidate accepts the offer made, he/she has to sign out of the placements.
- 6.1.6. In case of declining of PPO, the student will not be allowed to participate in final placements with certain conditions. Final decision will be based with institute authorities.

6.2. Pre-placement Talks (PPT)

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The company officials invest time and effort to disseminate info and the interactive session will make them feel visiting our campus was worth it. Hence students must participate and ask relevant questions. It is mandatory to all students who have registered for placements to attend PPT.

6.3. Placement Process

- 6.3.1. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly
- 6.3.2. The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies.
- 6.3.3. A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. **Any student who withdraws deliberately in the middle of a selection process will be disallowed from placements for the rest of the academic year.**
- 6.3.4. In case the student does not join the company, he/she was selected for, or deliberately creates problems there, he will be liable for disciplinary action including debarment from Final Placements.



- 6.3.5. The selection process will generally be held in the campus, however in some cases the student may have to go to the company's office for the same. **Students will not be able to back out of the process on this account.**
- 6.3.6. Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues, work timings etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.
- 6.3.7. Companies would be encouraged to give spot offers. Once a student has been offered a job, he/she would be outside placement process and will not be able to take up any subsequent offers.
- 6.3.8. Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job.
- 6.3.9. Placement information is confidential and any breach of confidentiality will lead to strict action.
- 6.3.10. Training and Placement Cell will be sharing guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, etc. and it is expected that students follow the same.
- 6.3.11. The Institute reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

6.4. Choice of Opting Out

- 6.4.1. A candidate can withdraw from the final placement process if he is keen to seek placement on his own. The student needs to submit the Opted-Out Form duly completed with the names of such companies and other details where he is trying for placement. The reason being to iron out hitches that could crop up later. The Placement Cell approaches many companies and would like to continue the cordial relationship with them.
- 6.4.2. Thus if one wants to opt out, he should do so before the entire process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process if shortlisted and accept the offer if selected. After opting out, the student will not be allowed to reenter the final process at a later stage.

6.5. Post- Placement Process

- 6.5.1. Selected students shall go through all employment formalities, as outlined by the company. This could include medical tests, visits to the company and other prescribed formalities.
- 6.5.2. Students shall coordinate with the Placement Department for their offer letters sent by the companies.



- 6.5.3. A copy of the offer letter is required to be submitted in the placement office along with 2 passport size photos.
- 6.5.4. It is common for companies to send the offer letters to the Institute, several months after placements. Students must have patience and should be in touch with the Placement Team for the same.
- 6.5.5. Any discrepancy in the offer letter needs to be resolved directly between the student and the company, since several matters are discussed directly between the student and the company during the interview process, which the Placement Team could be unaware of.
- 6.5.6. Only in severe cases of discrepancy, should the Placement Team be requested to intervene.

6.6. General Guidelines

- 6.6.1. Students should maintain discipline and show ethical behavior in every action they take during the placement. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.
- 6.6.2. Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disallowed from the placements for the rest of the academic year.
- 6.6.3. Students appearing for Off Campus Drive/Pool Campus Drive interview are informed to take cognizance of working environment, salary statement of the company. They should inform the college about any appointment received within 2 days after result.
- 6.6.4. If company refuses offer letter due to any reason, college does not take any responsibility of the situation.
- 6.6.5. Student should travel on their own responsibility by understanding all risks in traveling and taking consent from their parents.
- 6.6.6. Students are required to carry their Identity Cards at all times during the selection process, including pre-placement talks, written or online tests, group discussions, personal interviews etc.
- 6.6.7. Students are NOT allowed to carry mobile phones with them to any selection procedure, including Group Discussions, Interviews, and Tests etc.
- 6.6.8. The dress code to appear in any activity of the placement process and in particular at the time of personal interview shall be business formals, unless specified otherwise.
- 6.6.9. No student is allowed to directly interact with any company officials. Any instance of the same would lead to severe disciplinary actions.

Disclaimer: All students are required to follow the rules laid out by the Training and Placement Cell and Institute. The Training and Placement Cell and Institute reserves the right to revise this

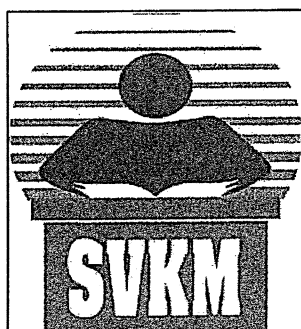


Placement Policy Norms as it sees fit for maximizing the benefits of the students' community. All decisions taken by the Training and Placement Cell and Institute will be final and binding on all students registering for the placement program. All disputes shall be settled jointly by the Faculty Advisors of the Training and Placement Cell. Their decision shall be final and binding on all.




Dr. Nilesh Satunke
Principal
SVKM's Institute of Technology, Dhule

Research and Development Policy



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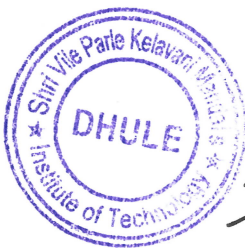
About SVKM

Shri Vile Parle Kelavani Mandal is a Public Charitable Trust registered under the Society's Registration Act and Bombay Public Trust Act. From its humble beginnings in 1934, when it took over the Rashtriya Shala, a school established in 1921 in the wake of the National Movement, the Mandal today has grown into a big educational complex imparting high-level education to more than 35,000 students.

After beginning its journey in the early 1930s SVKM has blossomed into an educational colossus that has attained national recognition in multiple streams of higher education. With a strong guiding philosophy of providing education to all levels of the student community along with creating a feeling of bonding and commitment amongst academic and nonacademic employees. SVKM has mastered the art of being able to transform itself into a close knit family and at the same time help its students to attain all-round development, be employable and achieve success.

About SVKM's IoT, Dhule

SVKM's Dhule Campus Dhule is largely emerging as one of the biggest future hubs of technology and Education. It has gained a strategic advantage for being on the junction of three National Highways viz. NH-3, NH-6, and NH-211. Dhule is aiming to develop into an industrial town which may provide next generation technologies across infrastructure sectors. Our president has a dream to make Dhule city known for its quality education institutes. SVKM has taken an initiative to develop state of the art engineering and pharmacy institute that will impart quality education in Dhule Spread over 33 acres of land on the outskirts of Dhule, it will house colleges as SVKM's Institute of Technology.



Dhule

Preamble

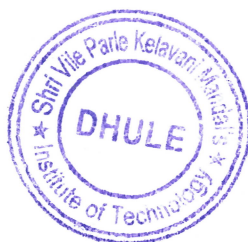
Elementary engineering research involves the exploration and methodical conceptual structuring of knowledge. Engineers develop, design, produce or construct and use devices, structures, machines, and systems of economic and societal value. Virtually all engineering research is driven by the expected value of an application. However, not all potential applications can be anticipated, and sometimes the expected application may not be as important as the one that appears by chance. The time between research and production can be a few years, as in the development and application of a laser or in the progression from the integrated circuit to the microprocessor, or it can even take decades, as in the case of the development of television.

Engineering, unlike science, is concerned not only with knowledge of natural phenomena but also with how knowledge can serve the needs and desires of humanity. Variables such as cost, user compatibility, deliverability, safety, and adaptability to various external operating conditions and environments must be considered in the design, development, operational support, and maintenance of products and services that are created by engineers. Therefore, engineering entails the combination of expertise, procedures, processes, and know-how from multiple fields. In addition, almost all university research in science and engineering is carried out as part of the advanced training of students. For **most engineering students**, the goal of a career in industry motivates their pursuit of advanced studies, and this will increasingly be the case in the future. For this reason, engineering students' perspectives on research tend to be predisposed to application in the practice of engineering.

Basic sciences and mathematics have advanced rapidly in recent decades with the development of computers capable of dealing with increasingly complex problems. At the same time, the art, experimentation, and application of engineering have adopted increasingly advanced analytical and experimental methods across the spectrum of engineering fields and industrial sectors. It has been observed that certain theoretical and experimental practices are common to both scientific and engineering research. In fact, in some fields of engineering, such as electronic materials, the analytical and experimental methods and instruments used may not be distinguished from those in the basic science fields of solid-state physics and chemistry.

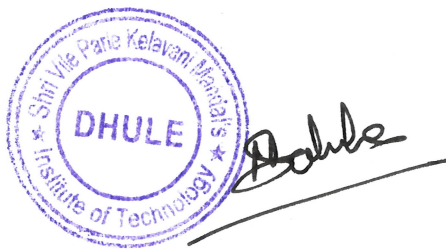
The main objectives of research work are to inform action, to gather evidence for theories, and to add to the progression of expertise in a field of study. Detailed below are all the many reasons why research in both engineering and science is important to everyone, not just students and scientists.

- Finding out why research is important seems obvious, but many people are avoiding it like the plague. Yet, for those who enjoy learning, whether or not they are members of a research institute, conducting research is not only important but also imperative.
- It is a tool to develop knowledge and facilitate learning. Research is required not just for scholars and academics but likewise for all professionals and non-professionals. It is equally important for aspiring and veteran engineers.
- For lay people who value learning, doing research equips them with essential consciousness about the universe and abilities to help them survive and enhance their lives. When it comes to research professionals themselves, on the other hand, finding something interesting to discuss and/or write about should go beyond just personal experience. Determining what the general public might want to know or what researchers want others to achieve or conceive of can be a valid reason to carry out research work. Thus, research is an essential component of knowledge production and vice versa.



A handwritten signature in blue ink, appearing to read "D. Balu", written over a horizontal line.

- Knowledge is generally described as a factual proposition in the mind of an individual. It basically refers to facts based on objective information and/or results of studies processed by the human brain. It can be obtained in different ways including reading books and articles, listening to experts, watching documentaries or investigative broadcasts, conducting scientific experiments, and interacting with others, talking to people, etc. Facts gathered during research can be checked against other sources to ensure their truthfulness and accuracy. Three types of knowledge have been identified, namely, procedural (skill or know-how), knowledge (familiarity), and propositional (description of a fact or a state of affairs).



Constitution of R & D committee

The R & D committee comprises of expert and eminent personalities from industry and academic. It also contains faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth.

The Committee will contribute towards enhancing the inputs to research and developments at the institute. The R & D Committee will plan, promote & evaluate R& D activities at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. The minutes of the meetings are recorded.

Objectives:

- To encourage the faculty members to prepare research proposals
- To encourage faculty and students to publish papers in reputed journals and conferences
- To keep a track of various research funding schemes of funding agencies
- To scrutinize the research proposals made by the faculties.
- To keep records of research proposals communicated and sanctioned
- To organize Seminars / Conferences/ Workshops in the relevant areas.
- To develop research proposal for up-gradation of laboratories through AICTE / UGC / MODROB/ MHRD/ VCRMS funding.
- To encourage the number of patents and IPRs.
- To conduct National Conferences.
- Motivate faculty and students to design and fabricate and implement viable functional projects for the benefits of institution.

Responsibility of the research and consultancy committee towards R & D:

- To encourage the faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.
- To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.



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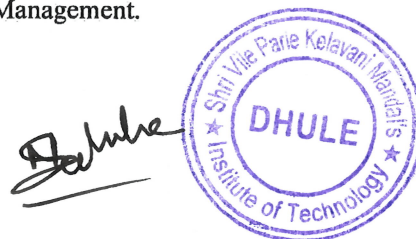
- To suggest peer reviewed national and international journals for subscription in central library.
- To develop research proposal for up-gradation of laboratories through AICTE / UGC / MODROB / MHRD / VCRMS funding.
- To encourage the number of patents and IPRs.
- To conduct National/ International Conferences.
- To allocate the budget for conducting workshops, training programs, seminars, conferences and faculty development programs also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software / product purchasing for various department for research purpose.
- Motivate faculty and students to design, fabricate and implement viable functional projects for the benefits of institution.
- To motivate students for presenting technical papers at least in conferences and projects in competitions and exhibitions.

Policy and Guidelines:

- Motivate the faculty for doing his/ her PhD.
- Provide the study leave for their course work.
- Provide facility to do research work in college campus / research labs.
- Motivate the faculty to publish books in good publishers at national or international level.
- Provide incentive for publishing Technical Paper in National/International journals with good impact factor and indexed in Scopus/Web of Science/SCI/Google Scholar/IEEE etc. Journal must be listed in UGC/Scopus/Web of Science/SCI/IEEE etc.
- Provide Incentive for presenting a paper at National/ International Seminars/Conferences.
- Provide facility of checking Plagiarism of research paper using plagiarism software.

Publication

- It is mandatory that every faculty member & Ph.D. scholar will have to generate plagiarism report before they submit their articles to publishing agency. This will have to be stringently followed.
- Any publications in Scopus/ Web of Science /UGC journals/Thomson Rounteur indexed journal will be recognized by the institute and the Management.



- To Incentivize research publication in Journals with Impact Factor, the following financial incentive will be paid to the faculty.

Journal Impact Factor	Incentive
5 and above	Rs. 1 lakh
3 to 5	Rs. 50,000/-
1 to 3	Rs. 25,000/-

In case the publication is shared between faculties and our students, the share of the faculty will be notionally arrived at, out of the total incentive money admissible.

Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences.

- For the faculty/student attending national or international conferences in India as author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper).
- Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000 whichever higher) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution once in years of span. Preferably, such expenses should have been factored into the project/research grant.

Faculty Development Program (FDP)/ Staff Development Program (SDP).

- Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- Faculty members attending a program of more than three days duration shall plan their participation in the semester break /summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.
- Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
- Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programs sponsored by AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

Incentive for Externally Funded Research



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- The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies after successful completion of research work (in case of a team, the amount shall be shared equally among team members).

IPR Filling

In order to give support for filing of Patent and actively pursuing the same, the following assistance will be provided.

- On grant of National Patent, incentive payable Rs. 50,000/-
- On commercialization of the Patent, the royalty to be shared by the faculty with the institution in the ratio of 80:20.
- On grant of International Patent, incentive payable Rs. 1 lakh.
- On commercialization of the Patent, the royalty to be shared by the faculty with the institution in the ratio of 80:20.

The Head of the Institution should scrutinize the proposal relating to Patent initiated by faculty and submit the same at appropriate time to the Management for sanction.

Policy for Filing Patents / Copyrights

Receiving patent /copyright of one's research work is one of the most important and influential factor to judge the quality of research. Full financial and legal assistance as per government Norms shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the affiliation of SVKM's Institute of Technology with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.

As in lieu of the ethics in higher education, fair conduct of research and prevention of misconduct, as per UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner. Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source is essentially required. In case of found guilty of plagiarizing, they shall be considered under following class of severity:



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Policy on Consultancy (Revenue Sharing Between Institution & Faculty)

The Consultancy works are drawn into the streams:

Stream A: Regular Consultancy works, where expert opinion is a trivial one.

Works like Quality control, structure and road construction material testing, Soil testing, Water quality testing, Bitumen testing, Software development and maintenance etc.

Stream B: Consultancy works, where expert opinion is a vital. Design of foundation, Design of structure, Soil Investigations, Noise abatement, Design of machinery subjected to dynamic loads, vibration analysis, Satellite data analyses under GIS

Environment, website design and maintenance etc.

Stream A: Institution share 50%, Faculty share 50% (Can be shared with expert faculty who involved in the work)

Stream B: Institution share 50%, Faculty share 50% (Can be shared with expert faculty who involved in the work)

Separate dead stock registers shall be maintained for all Research & Consultancy projects as well as externally funded projects in every department.

Seed money

Taking into account the difficulty in securing industry collaboration/support in research and development activities or for getting grants from funding agency for academic research, Seed money grant will be available to the faculty for establishing suitability of an idea for research, developing pilot project for being able to make a substantive proposal for support to Industry/funding agency. The objective of the grant is to provide financial support for pilot scale validation of the project and to motivate faculty members to take up research on priority basis. Seed money of upto Rs. 1 lakh may be sanctioned to the faculty after receipt of proposal and the same is vetted by an expert committee including an external expert.

Research Proposal Submission Guidelines

All the faculty members who intend to apply for Research & Consultancy projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

1. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/CO-PI themselves, then by the concerned Head/experts in the department, followed by other eminent researchers in the field. The proposal shall then be vetted by Research & Consultancy committee before submission to the funding agency.

2. It is advisable to have a faculty working in the same field, as Co-Investigator; for every proposal submitted for funding to external agencies.



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3. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
4. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
5. In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.
6. All departments Research & Consultancy coordinator must regularly and diligently update the Research & Consultancy information and achievements of their departments in the Research & Consultancy page on the institute website through Research & Consultancy committee.

Policy for Research Awards

The SVKM's Institute of Technology follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year.



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Shri Vile Parle Kelavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule-424 001, Maharashtra



ACADEMIC POLICY

Prepared By
Academic Coordinator Committee (ACC)

2018-19
(Revised in 2023-24)



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1. Academic Monitoring System (AMS)

The Academic Monitoring System is an integral part of the Institute. It is used to improve performance and develop beyond the curriculum contents to facilitate students. The system is categories as mentioned below.

1.1 Continuous Evaluation Process:

There are many parameters by which the performance of a student can be evaluated.

1. Assignments
2. CA/Unit tests/MSE
3. Surprise tests
4. Mock Practical exams
5. Presentation/Group Discussion on a specific topic

Extra lectures for weak students and remedial coaching for failed students are conducted.

1.2 Add-on facilities:

Add-on courses are designed and arranged to bridge the gap between the industry and existing curriculum, which will help the students to become industry-compatible. It is accomplished by arranging,

1. Guest lectures
2. Expert lectures
3. NPTEL/MOOCs lectures
4. Add-on courses
5. Value added courses

1.3 Quality Assurance in AMS:

Quality in academics is ensured by conducting staff audit and feedbacks of different stakeholders such as students, parents, alumni, Industry, advisory board etc. Feedbacks from different stakeholders are considered for quality improvement of AMS.

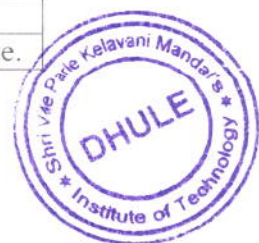
Staff Audit:

Interdepartmental Staff audit is conducted per semester by AMC for quality assurance. Academic summary report, which shows status of completion of course conduction, is prepared at the end of semester by respective Departmental Academic Coordinator.

Feedback System:

Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving correct feedback. Table below focus more

Sr.	Stakeholder	Feedback
1.	Students	Teaching and Non-teaching staff.
2.	Parents	About the overall facilities of department/Institute.
3.	Alumni	The curriculum and requirement in the Industry.
4.	Industry	How students can be industry compatible?
5.	Advisory Board	About the overall functioning of department/Institute.



1.4 Attendance Monitoring Process:

Institute is following strict norms to regulate student attendance as per DBATU, Lonere guidelines. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Attendance is rigorously monitored to ensure no students will be defaulter. Daily attendance report, monthly defaulter list, provisional defaulter list and final defaulter list are part of attendance monitoring process. Parents are informed about wards attendance by regular telephonic calls/SMS.

- It is mandatory for all students to maintain minimum **75%** every semester (Avg. of Theory and Practical) (as applicable).
- If students attend any workshop/training programme/Placement activity, he/she will be given attendance of that day and extra lectures will be arranged for academic loss.
- Workshops/Training programs/value added courses (if any) of long duration should be organized after the end of semester to avoid overlapping of regular academics.

1.5 Local Guardian (LG) Scheme:

The Local Guardian scheme is in place to ensure that the performance of students will improve, and their parents should receive complete details of their wards. Some of the functions of:

L.G. System is as follows:

1. A Local Guardian is assigned to a group of students in a class. The same Local Guardian is associated with that group of students until they graduate. The Local Guardian will maintain individual personal information, leave, awards, achievements etc.
2. The students update their Local Guardian if they are facing any issue. Necessary solution can be found out after discussion,
3. Local Guardian takes a monthly meeting with the students and discuss with them about various issues.
4. Local Guardian maintains complete record of the students and update their parents about the developments by regular telephonic call/SMS.
5. Parents meeting is arranged every semester to communicate with them progress of their wards.



2. Policy for Theory Subjects

2.1 Subject Distribution:

Teaching work distribution is an important phase in Teaching Learning Process. Right allocation of subjects and practical's to teachers not only improves imparting of knowledge to students but also helps to improve the results.

1. Teaching work distribution involves distributing subjects, practicals, seminars, projects etc. It must be done immediately after the term end or at the beginning of semester. This ensures that staff gets sufficient time to prepare the allocated subject and practical thoroughly and completes the course file before the commencement of the next semester.
2. Teaching work distribution should be done as per the syllabus structure given by the DBATU University. The entire workload of the semester of a department should not be less than the university-prescribed workload of that semester.
3. The department's Senior staff must be encouraged to teach difficult subjects.
4. Extra lectures/tutorials will be assigned for difficult subjects as per DBATU schemes.

The head of the department can ensure that subject distribution among the departmental staff is fair and according to the expertise or trust area of the staff.

2.2 Lecture Preparation:

1. Keep lesson plan, session plan & lecture notes ready before start of session. Share the study material to the students by using different tools.
2. Each faculty member should prepare handwritten/softcopy/PPT lectures notes. It should be reviewed by HOD/DAC.
3. While preparing lecture notes- make use of **ONLY** Standard textbooks. Inculcate this habit into minds of the students as well.
4. Use of the standard books of JEE, CAT, GATE, GRE for preparing subject material.
5. Prepare subject wise list of standard books, circulate to all colleagues & students. HOD/Academic Committee should verify it every semester.
6. While preparing session plan, highlight chapters from standard books, so that students will be forced to refer to these books.
7. Prepare and follow **Session Plan** for every Lecture.
8. Supplement your L/P/T with brainteasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.



9. Form a resource pool from or across department. Share lecture notes, assignments, practical's etc. across departments.
10. View/Listen/Use NPTEL/Coursera; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to the students.
11. Arrange expert lectures by Academician/Industry persons on upcoming technology or career opportunities in the respective subject.

2.3 Conduction of Lectures:

1. Carry Lesson/Session Plan and handwritten notes/softcopy/PPT in the classroom.
2. Conduct class for entire duration of 60 min.
3. Reach the classroom 5 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
4. Keep the door closed while conducting L/T so that you can conduct class without interruptions.
5. Ensure readable, large & neat writing on blackboard.
6. Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.
7. Make session interactive by discussing case studies and problem solving.

2.4 Conduction of Tutorials, Homework, Assignments:

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.
2. Make exhaustive list of problems for every assignment.
3. Minimize/Avoid - Describe, Compare and Explain type of questions.
4. Tutorial/Assignments are to be designed such that there is no repetition.
5. Make extensive use of Standard books for this activity.



2.5 Student Performance Improvement:

Extra Lectures:

1. Identify weak students and arrange extra lectures after college hours.
2. Arrange extra lectures for difficult subjects and students who missed lectures due to their engagement in other departmental activities like value added workshops/competitions etc.
3. HOD/Teacher of respective department will inform students well in advance about extra lectures and will maintain record of the same.

Remedial Class:

1. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD based on:
 - a. Difficulty level of subject
 - b. Subject result is decreased compared to previous year result analysis
 - c. Subject result is below specified threshold
2. For every unit prepare question bank using University Question Papers with model answers and marking scheme.
3. Discuss Questions and answers with students in lectures on regular basis.
4. Conduct unit test per unit based on that question bank. Let us assume, if you have a question bank of 10 questions per unit then prepare a test paper with five questions and allow students to solve any four.
5. Conduct at least two lectures per unit. Likewise 12 lectures for one subject.

Expert Lecture:

Academics, industrial visits, co-curricular activities are important aspect in knowledge building of the students. Along with this, SVKM IOT has recognized that there is one more realm where students can learn a lot from expert lectures delivered by experts in their area. Hence, expert lectures play a very important role to understand opportunities, industry perspective of the subject.

Following guidelines should be used to arrange the expert lecture in the department:

1. At least one 2-hour expert lecture should be organized for every subject delivered by the Academician /Industry experts.
2. Industry experts who have worked on that area should conduct expert lecture.
3. Preferably, our experienced alumni should be called as expert.
4. Expert lecture should be conducted on the following topic,
 - a. Content beyond syllabus of the subject
 - b. State of the art and research opportunities in the subject
 - c. Career opportunities in the subject area
 - d. Any other topic based on case study or real life experiences of the experts on the subject or program.



5. Department academic co-ordinator of the department should prepare semester wise plan of the expert lecture and should make budgetary provisions before commencement of the semester.

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Hence, Head of the department should encourage faculty members of the department to conduct excellent quality expert lectures. They can help and guide the staff to identify experienced and renowned experts in the subject.

Resource Pooling:

Resource pool is a team of interdepartmental staff members working in same area or subject.

1. Resource pool of Inter-departmental subject experts should be formed for uniform conduction of courses, which are common amongst the departments.
2. These subject experts should conduct meeting of respective staff, discuss syllabus and common topics and decide the strategy for conduction of lectures. It is expected to share notes and arrange inter-departmental lecture on topics based on area of expertise by the identified faculty member.
3. At least 2-3 such lectures per department should be conducted within a semester

Slow Learners and Advanced Learners:

During the teaching, every subject teacher should identify the slow learners and advance learners based on following criteria:

- Qualifying marks
- Performance in lecture and practical
- Internal evaluation by CA/Unit Test, Oral or Practical mock examination

The special treatment is given to slow learning students by conducting extra session of lectures and giving some assignment. In practical session, group of advance learning students and slow learning students is made so that it will benefit to slow learners.



3. Policy for Conduction of Lab Practical's

3.1 Experimental Preparation/Setup:

1. Perform the experiment/ Program on your own to ensure setup is ready & functioning well.
2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments.
3. All equipment should be tested, calibrated and functioning as per the standard.
4. Ensure lab manuals are updated before the start of every term.
5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee.
6. Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
7. Add new experimental setup / innovation in practical assignments. Take help of seniors to ensure this.
8. Follow the **standard template** for Lab Manual Preparation. Keep the uniformity across all the departments if possible.

3.2 Lab Conduction:

1. Staff member should be present in the lab for entire 2-hour session.
2. Complete practical assignment and its write-up in the stipulated time, so that students (and you as well) need not carry the burden until the end of term.
3. Oral should be conducted in a group of 3-4 students while checking write-up of assignment.
4. Avoid poor quality of submission by strict on time assessment.
5. Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.



4. Policy for Continuous Evaluation

4.1 Unit Test/Continuous Assessment:

1. Conduct unit-wise class tests or CA after two modules.
2. Prepare & make available a comprehensive question bank for each unit.
3. Refer previous years University question papers for making question bank.
4. Give the model answers for the questions.
5. The questions for the CA/Unit Test should be from the question bank itself.
6. Keep records of performance of the students in class and in Unit Test/CA.
7. Maintain a record of action taken on the results of the Unit Test/CA for improvement (reappear/assignments).

4.2 Assignments:

1. Provide/ upload unit wise assignments.
2. Timely check the assignments & keep record for evaluation.

4.3 Mock PR/OR Examination:

1. Conduct Mid-term and End-term mock Practical/Oral exam as per the academic calendar.
2. Detailed time table should be displayed on the departmental notice board
3. There should be a panel of 2-examiners or as per DBATU guidelines.
4. Evaluation sheet for mock PR/OR exam should be as per DBATU guidelines
5. Conduct oral in every lab session to ensure proper understanding by students.
6. Upload/share PR/OR questions with answers with students.

4.4 Group Discussion/Presentation:

1. Arrange Quizzes, Group discussions, Questionnaire Sessions etc. for individual student.
2. Schedule student presentations on beyond syllabus topics.



4.5 Final Year Project Assessment:

1. Final year project should be selected as per the guidelines given in the course curriculum.
2. Final year project assessment should be based on the continuous project evaluation sheet (Project Log Booklet) and guidelines given by the University.
3. Final year project repository can be created in the department/central library, which will be useful for next batches. Repository can include,
 - a. Presentation of the project features in CD/softcopy.
 - b. Identify and encourage students to submit these projects, which could be used in labs as demo experiments.
 - c. HOD/Project guide will maintain one copy in department and one copy can be submitted to the central library.



5. Policy of Monitoring Academics

5.1 Responsibilities of Principal/HOD/Academic Coordinator:

1. Principal/HOD/IAC should daily take a round to monitor the academic activities in the campus.
2. They are encouraged to randomly seat in the ongoing classes, monitor quality of the lecture, and suggest for improvements.
3. Principal/HOD/AC should conduct academic audit at the end of every semester.

5.2 Responsibilities of Departmental Academic Coordinator:

1. Maintain departmental Academic file as per given format (Refer Annexure A.1).
2. Prepare departmental Academic Calendar.
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with all teachers.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor syllabus coverage of each class as per academic calendar.
 - If any subject syllabus coverage is not covered as per session plan, extra classes should be conducted.
 - If any subject syllabus is covered early as per session plan, revision classes should be conducted as per session plan.
6. Monitor work of class teacher & Local Guardian for smooth conduction of academics.
7. Conduct audit of course file, LG file records twice in a semester (at the beginning & at the end) and submit the report to HOD/Academic Coordinator (Institute).
8. Conduct inter-departmental audit per semester.
9. Observe lecture conduction of faculty member along with senior faculties.
10. Maintain discipline among staff & students.

5.3 Responsibilities of Class Teacher:

1. Maintain class teacher file in given format (Refer Annexure A.2).
2. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline.
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members.
4. Preparation of monthly defaulter list with the help of assigned lab assistant.
5. Submission of daily attendance report.
6. Display monthly defaulter list at the end of each month & final detention list at the end of semester.
7. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Local Guardian of respective batch).
8. Check Student I-card and uniform.
9. Take action on students who are using mobile phones in the classroom.
10. Maintain overall discipline among students.



5.4 Responsibilities of Local Guardian (LG):

1. Maintain Local Guardian file in prescribed format (Refer Annexure A.3).
2. Maintain batch wise student roll call list.
3. Keep contact details of students & parents.
4. Record of student Previous Semester Result.
5. Record of LG-Student meeting (Once in a month).
6. Provide information about students to the class teacher whenever required.
7. Student counseling whenever required.
8. Maintain record of monthly defaulter list.
9. Send letters to parent for parents meet.
10. Telephonic call record of defaulter students should be maintained.
11. Leave application form of students along with necessary documents should be kept.
12. Maintain record of monthly undertakings of defaulter students.
13. Maintain data of students achievements.
14. Maintain discipline among students.

5.5 Guidelines for Audit Conduction:

Audit is conducted as per DBATU guidelines.

It is conducted at the department level by respective academic coordinator along with HODs before the commencement of semester. Course files including session plan, notes, assignments, lab manual etc. are checked and academic monitoring checklist is prepared.

Audit Outcomes

1. Quality assurance in Academic Monitoring system.
2. Uniformity in policy implementation throughout the Institute.
3. Areas for improvements may be identified.

Action Taken Report

The faculty member having deficiency if any reflected in their work should be given stipulated time for overcoming the deficiency. Record of communication with faculty members should be available with HoD for further action.



6. Policy for Students

1. Make use of ONLY Standard textbooks, e.g. Mathematics-Grewal, Waritkar, Basic Electrical- Theraja, Books from Schaum Series, The Art of Computer Programming (Vol. I, II, III, IV) and so on.
2. Make use of the standard books of JEE, CAT, GATE, GRE etc., which do have such high quality questions & most of these, are valid for all 4 years.
3. View/Listen/Use NPTEL/Coursera, MIT OCW (MIT Open Course Ware); Khan Academy; recent papers published, white papers from industries website for extra material/notes.
4. Referring local author books (like Tech-Max etc.) is strictly prohibited.
5. Always be present on time for every Lecture and Practical.
6. Students should perform experiments & complete the write-ups in 120 min of practical session.
7. Regular checking of Files/Journals within the time slots of practical is required.
8. Journals will be kept in the custody of Lab assistants and students should sit in the Labs for completing the journal, if not completed.
9. Students should not sit in the corridors and/or on staircase for File/ Journal completion.
10. Submit the Class assignments given by the respective subject teachers within prescribed time.
11. **75%** Attendance is compulsory in each semester.
12. Reduce the rate of Absenteeism. Take prior permission from Local Guardian before leave.
13. Do not spend spare time in - chatting, talking/texting on mobile or netsurfing. Use this spare time for anything, which adds value to your candidature like- reading research journals, reading technical articles from Magazines, kept in library etc. etc.
14. Maintain discipline – Wear Uniform and I-card.
15. No use of mobiles in class rooms/laboratories.



7. Policy for Time Table Preparation

After subject distribution to departmental faculty members, departmental timetable co-ordinator should prepare following timetables:

- Class time table
- Individual time table
- Master time table

Following guidelines should be used to prepare all the above timetables:

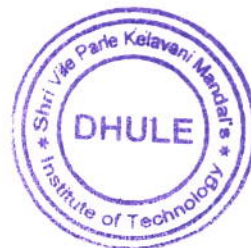
1. Class timetable should include subject/s, practical, seminar, project, LG slot, TPO lecture/slots and guest lecturer etc. whichever is relevant to the department academic calendar.
2. Individual time table must include subject, practical, seminar, project work load alongwith slots for LG, departmental meeting, Library and Research, whichever is relevant
3. There should not be any teaching load during departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.
4. Class and Lab timetable should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time
5. $\text{Utilization} = \frac{\text{Classroom or Lab total hours conducted}}{\text{Weekly academic time duration}}$
6. Timetable monitoring committee should ensure that, the entire timetable must be prepared and class timetables must be displayed on the departmental notice board/institution website before commencement of the semester.
7. Classrooms and labs must be fully utilized for teaching learning and imparting knowledge to the students.



Annexure A: Index list

A.1 Academic Coordinator File Index

1. Academic coordination committee.
2. Academic/Activities Planner
3. Academic Calendar (Copy enclosed)
4. Class wise time tables & teaching load distribution
5. Class wise roll call list (Copy enclosed)
6. Class Teacher & Local Guardian scheme (Copy enclosed)
7. Departmental Portfolio
8. Subject Experts : per subject group (Only for FE)
9. Display of Monthly Defaulter List
10. Display of CA/unit test/MSE marks of all subjects (Copy enclosed)
11. Display of provisional detention list (before term end) calling parents of these students & taking final undertaking of student & parent.
12. Final detention notice on the last day of term end.
13. Staff Audit Report (Pre-Sem. Audit, End-Sem. Audit).
14. Record of Guest/Expert lectures/Resource Pooling.
15. Record of visiting lectures.
16. Industrial visits.
17. Result of University Exam (Summary).
18. Remedial Coaching Time Table.
19. Notices.



A.2 Class Teacher File Index

1. Institute V/M
2. Department V/M
3. Process Document
4. Student Roll Call List
5. Monthly Defaulter List
6. Unit Test Marks sheet
7. Slow and Fast Learner Policies
8. CC meeting with Subject Teachers and LGs
9. List of Slow and Fast Learner
10. Activities for Slow and Fast Learner
11. Notices
12. Attendance Record
13. Provisional Detention List
14. Final Detention List
15. Telephonic Record (Calling detained students parent)
16. Final Undertaking
17. Student Applications (Medical Reports)

A.3 Local Guardian File Index

1. Batch wise Roll Call list
2. Contact Details of students
3. Record of student Previous Semester Result
4. Record of LG-student meeting (Once in a month).
5. Monthly Defaulter List
6. Telephonic Record
7. Leave Applications if applicable.
8. Monthly undertakings of Defaulter Students



A.4 Course File Index

INDEX

1	Vision, Mission of Institute & Department, Program Education Objectives [PEOs]
2	Program Outcomes [POs], PSOs
3	Syllabus / List of Practical
4	Course Outcomes [COs]
5	Relevance of CO to PO mapping
6	Knowledge Wall
7	Curriculum Gap/s identified and Action Taken
8	Contains Covered Beyond Syllabi and Action Taken
9	University Academic Calendar
10	College Academic Calendar
11	Department Academic Calendar
12	Class Time Table
13	Session Plan (Theory and Practical)
14	Slow Learners Record (Process, Action Taken, Result)
15	Advanced Learners Record (Process, Action Taken, Result)
16	University Result of Last Three Years (With Column graph)
17	University Question Papers and Marking Scheme/ Solutions
18	CA1 and CA2 Test Records and Action Taken (Que. Paper, Attendance, Mark-sheet, Retest records (if applicable), Best-good-poor sample answer sheets)
18.1	Mid Term Test records (Que. Paper, Attendance, Mark-sheet, Retest records (if applicable), Best-good-poor sample answer sheets)
19	Overall Course Outcome Attainment and Analysis
20	Course/Lab Exit Survey (Form, Analysis, Attainment)
21	POs & PSOs Attainment Analysis
22	Sample Learning material
23	Notes, PPTs
24	Attendance Register



A.5 PTM file Index

1. Parent Letter Format
2. Parent/Students Registration Report
3. Parents Feedback Form
4. Minutes of Meeting

A.6 Lecture/Session Plan Format

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
 Dhule – 424 002, M.S.

Academic Year:	LECTURE PLAN	Class:	Date:
Faculty :			
Subject :	Unit/Module No. :	Lecture No. : -- / [Total No. of Lect.]	
Objective of Lecture:-			
Actually Covered :-			
Remaining Portion (If any):-			
Remark :-			
Guideline (PDF/PPT/Ref. Book/Text Book/Hand Notes/Research Paper) :-			

Course Coordinator

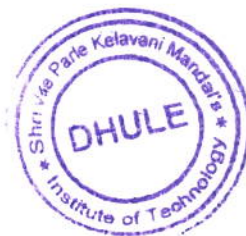
HOD

Session Plan Format

Lecture No./ Practical No.	Planning Date	Topic planned/ Practical planned	Actual Date	Topic Covered/ Practical covered	TLO/ ELO	CO	Resources used	References
UNIT – I Introduction								
1.		Concept of computer organization and architecture			TLO1	CO 1	video, NPTEL video, Discussion	T1 R1 R3

Course Coordinator

HOD



Annexure B: Proforma

B.1 Parents letter (Strictly on college letter head)

Ref No: SVKM IoT/CIVIL**/B.Tech.**/2023-24/

Date:-

To,

Subject: Cumulative Attendance report of your ward until 31st Oct. 2023.

Sir/Madam,

Your ward _____ Class: _____ Roll No: _____ who is
Studying in *First/Second/Third/Final Year of Civil Engineering*** in the college has attendance report as follows:

1. His/her* cumulative attendance report till .../.../20..... is
BELOW NORMS / NOT SATISFACTORY / SATISFACTORY*.
 - Below norms means below 75%. Not Satisfactory means 75% to 90%, satisfactory means above 90%
 - If he/she does not fulfill the AICTE/University criteria of attendance, his/her term is not likely to be granted.
2. His/her* University result of Nov/Dec 20.... Exam is **All Clear/___Subject Fail***. The copy of Mark Statement of University Result is issued to your ward.
3. His/her (CA/Unit Test/MSE) Performance is as follows:

Sr. No.	Subject	Marks out of (20) (CA-I/CA-II/UT/MSE)	Remark(s)
1.			
2.			

4. You are requested to instruct your ward to attend all the lectures & practical regularly, study hard & show progress.
5. **Please spare some time for the review of progress & feedback of your ward & attend the Parents meeting onday, date ... /... /20.... at ... am/pm in the college in Department of Civil Engineering**.**
6. For any information, contact his/her Local Guardian : _____
Class Teacher: _____ (Mob. No. - _____)

Expecting your cooperation

Thanking You,

HOD
Civil** Engineering

Principal
SVKMs IOT, Dhule

*Strike out which is not applicable

**To be filled by department



B.2 Students Leave Application

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

STUDENT'S APPLICATION FORM FOR LEAVE

Date: / / 20

To,

The Local Guardian,
Div..... Batch.....

Respected Sir/Madam;

I require the..... day(s) leave for the following reason.....

Please sanction the leave.

Name of the Student..... Division..... Roll No.....

Date(s) on which leave(s) required..... Total day(s).....

Contact no. when at leave.....

Thanking you.

Yours Obediently

.....
Sign of the student

Leave sanctioned/not sanctioned

.....
Name & Signature of Local Guardian

..... cut on this line.....

Student's Copy

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

PERMISSION LETTER FOR LEAVE FROM LOCAL GUARDIAN

To,

The Concerned Teachers

The following student has taken my permission for.....days leave(s).

Name of the Student..... Division Roll No.

Date(s) on which leave(s). sanctioned.....

.....
Name & Signature of LG

Note: Student should keep this part with them and produce whenever asked by the teachers



B.3 Undertaking for Cumulative Attendance

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

UNDERTAKING
(FOR CUMMULATIVE ATTENDANCE)
(From / To /)

I, the undersigned student Mr. /Miss

Class: Div.:..... Roll No: am not regular for the theory/practical of

The cumulative attendance record tillis shown to me and I agree for the same record. Under such circumstance, my cumulative attendance may fall below the University norms.

In such case, I am aware that, I may be detained and I will not be permitted to appear for University theory exam in.....as per rules of DBATU. Because of this, I will have to seek admission in the same class next year by paying full fees.

Hence, I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms.

In future if my attendance falls below the norms of DBATU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date:/...../20...

Sign of Student



B.4 Letter of Detention (Strictly on college letter head)

Ref No: SVKMIOT/Branch**/Class**/20.. - 20.../

Date: / / 20...

To,

Subject: Detention of your ward in the 1st/ 2nd term of academic year 20...-....

Sir/Madam,

Your ward _____ Class: _____ Roll No: _____ who is studying in -----** during academic year 20..-20... have not completed & submitted the term work of all subjects on the last day of 1st/2nd term i.e. Month/20.... Hence, as per University norms, he/she* is detained for the 1st/2nd term of academic year 20... - 20.... . He / She will not be allowed to appear for Oral/Practical/Theory examination of Dec./Jan.- Apr/May 20.... He/She* has to take the fresh admission in the same class in the next academic year 20...- 20... by paying full fees of the institute.

This is for your kind information.

Thank you.

HOD

-----** **Engineering**

Principal

SVKMs IOT, Dhule

*Strike out which is not applicable

**To be filled by department



B.5 Telephonic Records

Shri Vile Parle Kalavani Mandal's INSTITUTE OF TECHNOLOGY (IOT)

Dhule – 424 002, M.S.

SY/TY/B.Tech. (A. Y. 20 -) SEMESTER -

TELEPHONE RECORD OF LOCAL GUARDIAN

Name of Local GuardianClass..... Div. Batch.....

Roll No.: To..... Total.....

Sr. No.	Date	Roll No.	Name of the Student	Tel. No.	Report of telephonic talk with parents	Remark

Date:

Name & Sign of Teacher/LG



C.1 Academic Summary Report

Shri Vile Parle Kelavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule - 424 002, M.S.

		Progressive Syllabus Status Report (Month-wise)																Page No. : Term I / II:	
		Department: Academic Year: 20 - 20																Class:	
Sr. No	Subject	Month 1				Month 2				Month 3				Month 4				Total	
		Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Cond.	Pract. Covrd	% Syl Covrd		
1	Faculty																		
	Subject1																		
2	Faculty1																		
	Subject2																		
	Faculty2																		
	Sign of CT																		
Sign of HoD																			

Department Activities Planner			
Name of Department: Department of Computer* Engineering (A.Y. - 20....- ...)			
Sr.No.	Planned Month	Event/Activities Name	Class
1	Sept. 2022	Expert Talk on Recent Trends in ML/DL	TY



Annexure D: Feedback Forms

D.1 Parent's Feedback Form

Shri Vile Parle Kalavani Mandal's
INSTITUTE OF TECHNOLOGY (IOT)
Dhule – 424 002, M.S.

Parent's Feedback on Academic Performance and Ambience of Institute

Department:	Year:
Programme Name:	Email id & mobile no:
Name of the ward:	

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the knowledge acquired by your ward in terms of academic results.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the depth of training acquired by your ward in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of infrastructure facilities like elevator for differently abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



.....
Signature of Parent

D.2 Alumni Feedback Form

Alumni feedback on Academic Performance and Ambience of Institute

Department:	Passing Year:
Programme Name:	Email id & mobile no:
Name of the alumni:	Presently working in:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the sufficiency of the academic content to bridge the gap between academia and industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the academics in relation to your current professional standards.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the depth of training acquired in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



.....
Signature of Alumni

D.3 Student's feedback on Academic Performance and Ambience of Institute

Department:	Academic Year:
Programme Name:	Semester:
Name of the student:	Roll Number:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the depth of training acquired in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the composition of academics w.r.t human values, project learning and soft skills.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the design of the academics in terms of extra-learning, experimental learning and self-learning.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled classrooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the classrooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:.....

Date:

Signature of student



D.4 Teacher's feedback on Academic Performance and Ambience of Institute

Department:	Academic Year:
Programme Name:	Semester:
Name of the faculty:	Designation:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the structure of the academics framed for the entire programme.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the depth of academics in relation to the competencies expected by industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) Rate the composition of academics w.r.t human values, project learning and soft skills.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:



.....

Signature of teacher

D.5 Employer's feedback on Academic Performance and Ambience of Institute

Department:	Year:
Programme Name:	Email ID & Mobile no:
Name of the Employer:	Presently working in:

Please rate the valuable feedback on the curriculum for the review of the syllabus / to improve quality of the syllabus.

1) Rate the sufficiency of the academic content to bridge the gap between academia and industry.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

2) Rate the appropriateness of the sequence of the courses provided in the academics.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

3) Rate the academics in relation to your current professional standards.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

4) How do you rate the applicability of the domains and the tools used for designing the experiments in terms of existing practices in the industry?

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

5) Rate the flexibility in choosing the electives in relation to technology advancements.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

6) Rate the availability of ICT tools enabled class-rooms and digital infrastructure like smart board etc.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

7) Rate the availability of well-equipped laboratories.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

8) Rate the class-rooms and laboratories with reference to cleanliness and ventilation.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

9) Rate the availability of reading room in library and common room in college premise.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

10) Rate the availability of infrastructure facilities like elevator for differently-abled person.

a) Excellent b) Very good c) Adequate d) Inadequate e) Poor

Any Other suggestions:

Date:

.....
Signature of Employer

Dhule

