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# Chapter 1

## Quality Assurance and Improvement Policy

### 1.1 Policy Statement

The College is committed to a policy of continuous quality assurance leading to quality improvement. This means robust, accurate and on-going self- assessment which leads to real improvement in the quality of provision and learner experience and success. The self-assessment process is a grass root upwards process which involves the whole College community.

1. Enough spacious and airy classrooms equipped with benches, black board, projector and screen lights and fans are available. Also seminar halls, laboratories, white board are available. Every department is equipped with computer and broad band internet facility.

2. Recreational facilities- Well equipped Gymnasium with amenities.

3. Facilities for medical emergencies- Doctor and First aid box are available in college. College authority takes students to the nearest health centre for treatment in case of emergencies.

4. Internet and Wi-Fi facility- Yes, present in the college CAMPUS.

5. Recreational facility-common room -Common room is separately available for boys and girls.

6. Security- College authority has arranged for security from private agencies.

7. Cleaning programme- Cleaning corridors, class rooms, college field, garden etc.

8. Gardening- Sapling of flowers and other plants both in pot and land.

9. Planting of trees.

10. Blood donation camp.

11. A.C. for library Infrastructure for general development.

12. Renovations and extension of electric wiring.

13. Renovations and extension of drainage system.

14. Roof treatment Installation of new water pipelines and pump.

15. Anti-ragging committee: Anti-ragging committee has been formed under the guidance and instruction of faculties. No instances have been reported during the last four years.

External peer evaluation of College Quality Assurance processes also takes place. The Organization is ISO recognized.

## 1.2 Policy Scope

The purpose of this policy is to establish guidance regarding key aims and actions relating to College quality assurance procedures.

## 1.3 Policy Aims

**3.1 The College aims to have robust and accurate self-assessment which leads to real improvement.**

To achieve this we must:

1. Create staff confidence in the self-assessment process. 2. Expect all staff and members of the College community, including Governing Body members and students, to contribute to self-assessment and to quality improvement.

**3.2 The College aims to be outstanding in all areas.**

To achieve this we must:

1. Provide opportunities for all staff to develop outstanding practices. Analyse the capabilities of our staff through observation feedback, learner and parent feedback and other ways and provide the appropriate professional development to ensure they have the skills necessary to deliver outstanding practices. For teachers this will focus on the skills to deliver inspirational teaching and learning.

2. Analyse all staff SARs (Self-Appraisal reports) and identify staff development needs in order to form a year's programme to cater to the Career Advancement requirements of the Teaching staff.

3. Share good practices across the College, in all areas of College business, through a variety of mechanisms

- Establish the aspiration for outstanding teaching and learning.
- Every department organizes a technical program annually in addition to the social function organized by the student's council and NSS Unit.
- Recognize outstanding performance of all staff.

### **Library as a Learning Resource**

Library is also as important as other stuffs .It plays an important role in learning .Our college has got a well equipped and digital library. Following are some of the points:

a. Library committee has reported to the college authority the necessity of installation of A. C. units. A.C, units are already installed.

b. Library committee has suggested that the corridor in front of the library should be converted for placing the cupboards with several books, which has been done.

c. Committee suggested complete digitalization of the library. Librarian has taken the responsibility to do the same and now our library is totally a digital one.

d. 2-5 computers are present for the library with internet connection.

e. Library committee suggests purchase of books according to the availability of funds from time to time.

**3.3 The College aims to enable outstanding success for all of our learners**

Academic and Career-oriented benefits like Coaching classes for competitive exam, Remedial coaching classes for regular courses, Academic Counselling by teachers, Psychological and confidence building counselling sessions, Job oriented counselling sessions including seminars and workshops etc.

### **3.4 The College aims to carry out rigorous action planning and monitoring.**

Planning:

Our College publishes its updated prospectus before admission each year. Following are the information provided:

- a) The vision and mission of the college.
- b) Present position of faculty and non-teaching staff.
- c) Brief description of the curriculum like subject combination, fee, and provision of laboratory.
- d) Brief description of the departments and relevant photographs.
- f) Other facilities like Railway Concession, Canteen and Students' Cheap Store.
- g) NSS council and student council.
- h) Awards, prizes and scholarship.
- i) Central Library and Departmental Library.
- j) Discipline and general instructions.
- k) College Calendar for current Session and List of Holidays.

The Governing Body monitors all the activities in the college. Weekly labs monitoring: In the week days, checking of labs and testing of lab-equipments is done by our labs assistants. If any of the equipment is not working, it is reported and necessary alteration is done as per requirement.

### **3.5 The College aims to achieve very high satisfaction for all of our learners, parents, staff and other stakeholders.**

To achieve this we must have:

1. Suggestion box, which has been introduced.
2. Learn from and act upon learners', parents', staff and other stakeholders' comments in surveys and forums to improve their experience.
3. Parent's teacher interaction (PTI): In PTI, parents provide the feedbacks and necessary alteration is done.
4. Extra -curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, cultural activities, communication skills development, yoga, health and hygiene etc.

# Chapter 2

## Policy towards Social commitment

### 2.1 Introduction

Society and its environment is a collection of all the animate and inanimate objects and the relationship among these components. Interdependence of all the parts of the environment is important for a balanced world. Social responsibility is an ethical framework and suggests that an entity, be it an individual or organization, has an obligation to act for the benefit of society at large. Padmabhushan Vasantdada Patil Pratishthan's college of engineering has paved a path to address its concerns about society and environment in the following aspects.

In its day-to-day operation, the College attempts to foster an atmosphere conducive to personal, social, spiritual and intellectual growth. Growth is facilitated by personal freedom. As a community, it is the responsibility of the College to promote that freedom. By choosing to become a member of the community, the individual accepts the responsibility of ensuring that the College is unhindered in its efforts to fulfill its obligation. Padmabhushan Vasantdada Patil Pratishthan's college of engineering have anchored its roots for the benefit of society on the basis of three commitment

#### **1.Academic commitment**

The institute must ensure equal access to learning opportunities for students coming from all academic backgrounds.

#### **2.Economic commitment**

Commitment Policy must provide the privilege of higher education to students from all economic backgrounds.

#### **3.Social commitment**

Commitment Policy must provide the privilege of higher education to students from all social backgrounds. This policy is designed to ensure that the College develops a comprehensive approach to meeting the needs of all students, including those who may encounter barriers to learning in whatever form. It also aims at fostering amongst College students an appreciation of the differences between individuals be it through gender, race, disability or age and the notion of supporting each other, regardless of these differences through College life.

## 2.2 Scope

This policy will apply to the College management, staff, students, and others associated with Padmabhushan Vasantdada Patil Pratishthan's College of Engineering.

## 2.3 Principles

3.1 The College is committed to providing appropriate access to learning opportunities for all those who are able to benefit from them. These opportunities must however be delivered within the constraints of available resources and meet any necessary statutory requirements.

3.2 The College will offer as wide a range of programs as possible, with clear progression routes between them and effective articulation with the opportunities offered by other providers such as Universities, providing coherent learning pathways.

3.3 The College recognizes all learners as individuals and will as far as possible meet the specific needs of each individual through clear pre-entry guidance, on-going specific and general academic guidance, pre-exit guidance, and a range of other forms of support such as finance and counseling.

3.4 The College is committed to maximizing skills for work, skills for life and skills for work through implementation of curriculum for excellence and the core capacities of responsible citizen, effective contributor, successful learner and confident individual.

3.5 The College recognizes that for some individual students the nature of their learning need is such that dedicated provision is necessary as a prelude to progression to other provision. The College will provide effective pre-entry guidance to ensure that each individual student is placed on a course which matches his/her individual needs, abilities and aspirations and allows appropriate progression to maximize potential.

3.6 The College recognizes that there are individuals with particular individual learning needs who require additional support or special arrangements, and is committed wherever possible to providing the required support and arrangements so that all individuals can be included as fully as possible in opportunities that the College can offer. The College will be deployed to provide the necessary support, within the constraints of funding and statutory requirements.

3.7 The College will invite students to identify any additional learning requirements at the time of application/booking, and/or when they enroll, will additionally take action to respond to needs identified by staff or by students after they have commenced their courses.

3.8 To ensure smooth transition and effective articulation between the College and other providers, the College will maintain close liaison with external agencies involved in provision for, or representation of, students with additional learning requirements.

3.9 The College recognizes its responsibility in terms of offering access to learning opportunities to fragile learners and those who would not normally engage with education, employment or training.

3.10 The College recognizes its wider community role and will offer a portfolio of courses that meets the needs of students in their local area.

3.11 In recognition of the needs of employers the College will offer a portfolio of work based courses that meet immediate employment needs.

3.12 The College recognizes the potential in the use of technology to break down

barriers to learning opportunities and will continue to develop practical strategies to optimize this within given funding constraints.

3.13 All College staff will be offered relevant development opportunities around commitment and where these necessarily underpin particular roles this development will be mandatory.

## **2.4 Implementation**

4.1 Strategic responsibility for commitment rests with the Principal.

4.2 Responsibility for strategic planning for commitment across the curriculum and student support lies with the Principal.

4.3 Responsibility for the development of coherent curriculum pathways lies with the Principal.

4.4 Responsibility for comprehensive arrangements for supporting students with additional support requirements rests with the Principal.

4.5 Responsibility for ensuring staff to understand their duties with regard to students with disabilities, through appropriate training and development, rests with the IQAC Coordinator.

4.6 Responsibility for overseeing provision and support services to ensure they are appropriate and effective rests with the teacher mentors.

## **2.5 Admissions**

Admission process is as per the directives and guidelines of DTE. Details regarding the admissions are available on college website.

## **2.6 Supports for Learners**

All students will have an entitlement to appropriate learner support and will receive full details of how to access these services during their induction

## **2.7 Physical Access to College Campuses**

The college management will review physical access to and within the College, to ensure continued compliance with legislative requirements.

## **2.8 Students with Additional Support Requirements**

The College will encourage the integration of students with additional support requirements. As part of a wider commitment to equal opportunities the College is committed to promoting and improving opportunities for students and staff with disabilities to enable them to achieve their potential. This policy applies to any present or potential student or member of staff who has additional needs arising from a disability, for example, through



sensory or physical impairment, medical or mental health conditions or specific learning difficulties. Equality of Opportunity in Accessing the Curriculum is the aim of the institution. The College will provide opportunities for flexible and online learning.

a. Equality of Opportunity in Accessing the Curriculum The College will provide opportunities for flexible learning.

b. Financial Support for Students- The application process for financial support will not discriminate against any students or groups. The Institute has a policy of generously offering scholarship for the meritorious students in the form of concession in fees.

c. Staff Recruitment The actual Recruitment and Recruitment policy of the college is designed to prevent any discrimination of any groups. The College has a policy of open and fair recruitment.

d. Publicity, Marketing and Curriculum Materials All publicity and marketing materials will be designed to be free from bias and to include positive imagery. This will apply equally to all devised curriculum materials used to support the learning and teaching process.

e. Harassment, Discrimination and Bullying (HDB)

The college is committed to provide an environment free from harassment, discrimination or bullying and will ensure that policies exist to ensure that everyone is treated with respect and dignity. Such behavior will be dealt with through the Colleges disciplinary procedures and, in serious cases, may result in offenders being expelled or dismissed.

The college is committed to do

#### **Green Practices**

1. Regular Tree plantation in the campus.
2. Waste segregation and collection from all grades.
3. Waste separation center.
4. Rainwater Harvesting unit.
5. Compost units.
6. Green garden.

#### **Community Involvement**

1. Blood donation campaign.
2. Donations in the form of giving benches , computers etc.
3. Organizing Charity events.
4. Pool Campus and Job Fairs.
5. Training Academy for UPSC and MPSC.
6. Yoga and counseling.

# Chapter 3

## Use of Computers and Data Policy

### 3.1 Purpose

The purpose of this policy is to define responsible and ethical behavior of all users in order to preserve the availability and integrity of university resources. The college provides and maintains computing and telecommunications technologies through various departmental computer systems. This relies heavily upon these systems to meet educational, informational, operational, and financial needs. These systems and machines must be protected from misuse and unauthorized access. Computer systems and computer networks, as well as the data they store and process, must be operated and maintained in a secure environment and in a responsible manner. This policy applies to all university computer systems and refers to all hardware, data, software, and networks associated with these computers. This policy covers all computers and servers ranging from single user personal computers to those connected to any college network. Academic departments may have individual policies in addition to this general policy. In addition to this acceptable use policy, users of these computer systems are subject to applicable laws. Computing resources are provided to support the education, research, and work of its students, faculty, and staff. The priorities for use of these resources are:

**HIGHEST:** All education, research, and administrative purposes.

**MEDIUM:** Other uses indirectly related to with education or research benefit, including personal communications.

**LOWEST:** Recreation, including game playing.

### 3.2 Computer use guidelines:

To ensure continued compliance with computer usage guidelines, it designates certain personnel to investigate alleged computer abuses. It reserves the right to examine files in such cases.

#### A. Use of Facilities

All users (students, faculty, staff):

1. Should report any malfunction to the person on duty or to the organization responsible for the facility immediately. Do not attempt to move repair, reconfigure, modify or attach devices to the systems.

2. Are requested to finish any food or drink before using computing facilities.

3. Are to recognize that academic use of the workstations have priority over all other uses. Recreational use in computing facilities is permitted during periods of light usage; however, you may not play games or engage in other recreational activities when others are waiting to use the workstations for academic purposes.

4. Must realize that individual computing center facilities may post additional operational rules and restrictions that are considered part of this policy.

5. Must not load or modify any software onto any hard drive without specific prior permission of the system administrator or custodian of the files.

### **B. Authorization and Security**

For each user, authorization to computer resources includes, but is not limited to, electronic mail, administrative records, library services and departmental-specific programs.

Each user:

1. Must have a valid, authorized account and may only use those computer resources which are specifically authorized.

2. Is responsible for safeguarding his/her computing accounts and should change passwords often.

3. May only use his/her account in accordance with its authorized purpose; to ensure privacy and security.

# Chapter 4

## Anti Harassment policy

**Introduction** Harassment is unwanted conduct on the grounds of sex, marital status, gender reassignment, race, disability, religion/belief, sexual orientation or age that violates a person's dignity or creates an intimidating, hostile degrading, humiliating or offensive environment. **Padmabhushan Vasantdada Patil Pratishthan's college of Engineering** strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The institute never tolerates unlawful discrimination or harassment of any kind. All the employees, regardless of their positions are expected to comply with this policy. Appropriate disciplinary action will be taken against anyone who violates this policy. Based on the seriousness of the offence, disciplinary action may include verbal or written reprimand, suspension or termination of employment. Few examples of harassment are mentioned below, which may not be exclusive when determining the violation of the policy.

- Verbal harassment— It includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, age, body, sexual orientation, disability or appearance etc.
- Non verbal harassment—It includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults belittles or show hostility or disrespect towards an individual or groups.
- Sexual harassment—It includes verbal, nonverbal, physical sexual harassment .Sexual harassment is defined as 'Unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- Bullying - It is defined as persistent behavior against an individual that is intimidating, degrading, offensive or malicious, and that undermines the confidence and self-esteem of the recipient.

Bullying and harassment violate anti-discrimination and employment laws, and may contravene criminal and/or civil law in some circumstances. This sort of behavior can reduce the effectiveness of the College by creating a hostile or threatening environment. The institute aim to protect all College members and students from harassment of any kind from other academics or members of the University or from clients, customers and

other business contacts. All members of the College should note that any act(s) of bullying or harassment committed by them in the course of their study/employment will be dealt with under this policy. It covers situations occurring at any time on College premises, or externally whilst attending social functions or training courses etc in connection with the College.

#### **Procedure for dealing with bullying or harassment**

Anyone who feels they are being subjected to minor bullying or harassment should make it clear to the perpetrator that the behavior is unacceptable and must stop. This may be done either face-to-face or by a written request or by asking one of the people designated above to approach the person on their behalf or to help take action. This last approach may be more effective if the perpetrator is a senior member of the College or University or a client, customer or business contact. The sensitive nature of complaints about bullying or harassment is recognized and the College provides a choice of routes in order to encourage individuals to discuss their problems in confidence with someone they trust and feel comfortable talking to. Any individual who considers someone's behavior to fall into the category of harassment may approach the College Harassment committee. In addition, students may approach any mentor, teacher, the Dean, Women's development Cell, staff, the Head of Department, Registrar or Principal. Any discussion will be confidential, and further action will not be taken without the complainant's permission.

Written records should be kept of the date and content of any conversations.

The College also has an Anti Harassment committee comprising convener, four members, Law officer and one NGO and social Worker. Its purposes are twofold:

- To investigate complaints brought to it either directly by complainants or on behalf of complainants (but only with their explicit consent). The Group will treat all cases with the utmost confidentiality, investigate them promptly, and endeavor to resolve them. If the Group, which has no disciplinary powers, considers a case to merit such action, it will refer it to the appropriate College disciplinary body. Before doing so, the Group will ensure that the alleged offender has been informed of the nature of the complaint face-to-face and also in writing.
- To determine and monitor the extent of the problem. Any member of the College who becomes aware of an incident of harassment should report it to the committee, even if the matter has been resolved. These reports should preserve the anonymity of those involved. The committee will present a totally anonymised report to the College Council. Where the person in charge of dealing with a complaint believes that bullying or harassment may have taken place, and if the alleged bully/harasser is a member of the College, the appropriate disciplinary procedure will be invoked to ensure that any individuals accused of this behavior have every opportunity to defend or explain their actions. Individuals will be entitled to be accompanied at any disciplinary hearing. Common responses to allegations of bullying/harassment include denial or disbelief that the behavior was offensive or was not welcome. None of this alters the fact that a complaint has been made which may lead to disciplinary action. The severity of the penalty imposed upon an individual believed to be guilty of bullying/harassment will be consistent with other disciplinary offences. Where the bully/harasser is given a warning but remains in the College, discussions will take place with the complainant and where necessary, any reasonable steps will be taken to alter working practices to minimize contact between the individuals involved. An individual who receives a warning or is dismissed for bullying or harassment may

appeal against the penalty in accordance with the College's disciplinary procedure. In serious cases, for example rape or assault, criminal charges may be appropriate and it may be necessary to refer the case to the Police. Where the complaint is made against a member of the University, client, customer or business contact, this will be investigated and such steps will be taken as are reasonably practicable to protect the individual. No individual who brings a complaint of bullying or harassment should suffer victimization for having brought the complaint. The complainant should not be moved except at their request or in exceptional circumstances. However if the complaint is untrue and has been brought in bad faith (e.g. spite) disciplinary action may be taken.

**Grievance procedure** The College's bullying and harassment policy is intended to give guidance and support taking into account the sensitivity and serious nature of such issues. However, if a complainant is not satisfied with the outcome of a complaint, or if, after time, the situation has either not improved or has deteriorated again, they may wish to use the College's grievance procedure instead.

# Chapter 5

## Anti Ragging Policy

Ragging is a perverted act of a distorted mind and is against the concept of equality, student unity and civilized behavior. Ragging is a cognizable, non bailable, non compoundable offence with punishment ranging from one year imprisonment and fine to 7 years rigorous imprisonment and fine. **Padmabhushan Vasantdada Patil Pratishthan's College of Engineering** is a ragging free campus. Ragging in PVPPCOE is totally banned and strictly prohibited as per the provisions of following Acts and Regulations:

- "Maharashtra Prohibition of Ragging Act, 1999." from Government of Maharashtra.
- All India Council for Technical Education (Prevention and Prohibition of Ragging in technical Institution, Universities including Deemed Universities imparting Technical Education.) Regulations 2009.
- "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

Ragging is different from other crimes because the motive is solely to get perverse pleasure Following types of abuses and activities will be termed as ragging which may not be exclusive when determining the violation of Anti ragging policy.

- Physical abuse, for example, forcing to eat, drinks or smoke, forcing to dress or undress.
- Verbal abuse, for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study.
- Forced activity, for example
  1. Chores for seniors e.g. copying notes, cleaning rooms, etc.
  2. Missing classes.
  3. Not being allowed to study.
  4. Staying awake late or getting up at unreasonable times.
  5. Singing or dancing or performing in any other way.
  6. Using foul language or shouting or cheering loudly.
  7. Misbehaving with strangers, particularly women.
  8. Reading or browsing porno-graphic/objectionable material

Ragging also constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the configure to fresher or any other student.

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

If any student find involved in, guilty of or abetting the ragging strict disciplinary action shall initiated and shall be penalized as per the provisions of above acts and regulations. The Institute has an Anti Ragging Committee comprising Principal, all Heads of the Departments, Representative of civil administration, representative of police administration, representative of local media, representative of NGO involved in youth activity, representative of parents, two students and registrar. The institute also has a monitoring cell comprising Principal, registrar and all heads of the department. The Institute has also formed an Anti Ragging Squad comprising of senior faculty of the college, who keep a strict vigilance on all the student activities in the campus. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad. If the committee finds that prima facie there is a case of ragging on the Complaint it received, the committee will take immediate action including the filing of FIR with the local police depending on the seriousness of the case. Any student found indulging and / or abetting any form of ragging shall be meted out with exemplary and justifiably harsh punishment including

debarring such students from taking admissions in any institutions of higher learning in the country. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the college, the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following:

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results



6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

7. Rustication from the institution for a period as may be determined by appropriate authority

8. Expulsion from the institution and consequent debarring from admission to any other institution of the University

9. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

As a preventive measure, all the existing students, fresher's and their parents/guardians shall submit an undertaking in the prescribed form in the beginning of the academic session itself failing which the concerned student will not be allowed to attend classes until he/she and his/her parents/guardians submit the said undertaking. All the students of PVPPCOE are advised to abide by the instructions scrupulously to ensure a healthy academic atmosphere and make it a ragging free campus.

# Chapter 6

## Green Policy

### Introduction

A green policy is a written commitment stating the environmental goals, standards, and practices for an organization. Formal policies serve as guidelines to inform employees about daily practices that can reduce the environmental impact of a business or building. Regular review of policies provides an opportunity to measure progress and reevaluate practices.

Future of human existence lies in hands of well educated people who will act as stewards of the very environment that sustains us. Padmabhushan Vasantdada Patil Pratishthan's College of Engineering always encourages all faculty members, staff, students and others to eliminate and reduce all forms of environmental pollution.

PVPP believes in the Green policy that ensures environmental sustainability, economic feasibility and social credence. The College always raises awareness of environmental issues among its staff/students/visitors and encourages initiatives leading towards a clean environment.

Following are some of the measures adopted by the college to curb environmental issues.

### 6.1 Minimizes the consumption of water and enhances ground water level

To do this the College will be:

1. Encouraging to report leaks and rectifying them promptly
2. Exploring options for using waste / roof water wherever possible
3. Establishing rain water harvesting schemes in the campus
4. Conducting frequent preventive and corrective maintenance
5. Operate a water management system which closely monitors water usage across campus and departments and to compare actual performance with published targets.
6. Introduce leak detection systems to help identify and report leaks efficiently.
7. Regularly review opportunities for reduction of main water consumption.
8. Install water efficient fittings and technology which are economical and practical.
9. Provide specifications and briefing documents for new developments aimed at low mains water consumption.
10. Encourage use of recycled rainwater and grey water to reduce mains water consumption.
11. Reducing the unit cost of water.
12. Reducing the volume of mains water used.
13. Water Monitoring.
14. Investigating its own sources.

## **6.2 Reducing pollution**

To do this the College will: 1. Adopt policies and technologies which reduce pollution by College activities of land, water courses and air.

2. Provide specifications and briefing documents aimed at low emissions from new equipment, for example low NO<sub>x</sub> emissions from boilers.

3. Provide policy to avoid unnecessary disposal to drains of chemical and other polluting waste.

4. Take care to avoid unnecessary diffused pollution from use of pesticides and fertilizers.

5. Monitor the possibilities of pollution to local areas from light, noise and odors from College activities.

6. Encourage good neighborliness from students and staff and encourage links to be made to local organizations for mutual benefit.

7. Providing adequate waste disposal facilities to avoid litter and improper disposal.

8. Minimize noise pollution

## **6.3 Reducing energy consumption and CO<sub>2</sub> emissions**

To do this the College will implement the College Energy Policy:

1. Reduce CO<sub>2</sub> emissions from energy consumption in accordance with the current Carbon Management Plan.

2. Use, where possible, energy from low carbon technology, such as Combined Heat and Power (CHP), or renewable energy sources rather than from fossil fuel sources.

3. Provide specifications and briefing documents aimed at low Co<sub>2</sub> emissions for new developments.

4. Reducing the unit cost of energy.

5. Reducing the number of energy units used.

6. Energy Monitoring.

7. Minimizes the consumption of electricity where opportunities arise by

a. Progressive replacement of light bulbs with energy efficient ones.

b. Encouraging staff and students to turn off electrical appliances when not in use.

c. Conserving energy by promoting the use of daylight.

## **6.4 Encourage the students and faculties to plant trees in the campus**

The College therefore commits to: 1. Establish a Garden in the campus.

2. Encourage the faculties and students to plant trees in the garden.

3. Reviews the list of trees planted in the garden periodically.

## **6.5 Ensure that the Green Policy is enacted and reviewed**

The College therefore commits to:

1. Establish a College Eco Club that will hold responsibility for the enactment, enforcement and review of the Green Policy. The Eco Club shall be the source of advice and guidance to staff and students on how to implement this Policy.
2. Ensure that the Eco Club will review the Green Policy on an annual basis, and will monitor progress and set measurable targets wherever possible.
3. Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Green Policy are properly put into practice.

## **6.6 Ensure that environmental awareness is created**

To do this college will: 1. Conduct environmental awareness workshops as a part of the program.

2. Conduct events such as plant trees to spread environmental awareness among the students.
3. Create awareness of environmental sustainability and takes actions to ensure environmental sustainability.
4. Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service.

# Chapter 7

## Objectives of all Committees

### 7.1 Women's Development Cell

As per the guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women's Development Cell in the academic year 2009-10. The Women's Development Cell (WDC) is a statutory body which provides a platform to redress the grievances and create awareness towards gender sensitization. The WDC of the college provides a forum for the female students and to the women faculty to discuss and deliberate on issues concerning women.

Objectives / the College is committed to 1. To create awareness of sexual harassment through guest lectures

2. To ensure protection of girls/women from sexual harassment studying/working in the premises

3. To redress the cases of sexual harassment if any

4. To enforce disciplinary framework for students

5. To organize workshops, seminars and talks to convey the message of Gender Equality (Gender Sensitization Workshops)

6. To organize the gender awareness through posters/slogans/essay competition/screening of films/street plays

7. To organize the programs with other associations of the college such as Students council, Cultural Association, etc.

### 7.2 Sports committee

PVPPCOE encourage a balanced attitude to sports and games and recognize that, while sport may be a passion to some, to others exercise may be no more than a means to an end. We offer students the opportunity to take part in a variety of sports and actively support them, whether they are interested in sport as a recreational activity, or wish to pursue their interest at a more competitive level.

**Objective / The College is committed to-** 1. To develop an appreciation of the concepts of fair play, honest competition and good sportsmanship.

2. To develop physical fitness by maintaining and increasing such components as speed, flexibility, muscular strength, muscular endurance, aerobic capacity and anaerobic capacity.

3. To develop an understanding of the importance of sport in the pursuit of a healthy and active lifestyle at the College and beyond.
4. To provide the opportunity to be inventive and creative in sporting activities.
5. To develop an ability to observe, analyze and judge the performance of self and peers in sporting situations.
6. To develop leadership skills and foster qualities of co-operation, tolerance, consideration, trust and responsibility when faced with group and team problem-solving tasks.
7. To develop self-esteem and self-confidence through positive sporting experiences.
8. To use sport as a means to develop social interaction and so learn about others as well as themselves.

### 7.3 Alumni Association Committee

The Alumni association aims at promoting and facilitating lifelong relationship between the institute and its alumni. Alumni member - ship is open to all who have studied at PVPPCOE. The Department has active and vibrant Alumni Association which lends support to the college in variety of ways. Members of the alumni regularly contribute to the development of the college exchange of industry knowledge .The Alumni meet is conducted once in a year. The institute has planned to arrange Alumni meet in the month of December. **Objectives**

1. To extend the help to the students of PVPPCOE for placement and industrial training.
2. To act as a bridge between college and the industries for interaction on new developments in different disciplines of engineering.
3. To assist the college to promote R and D activities, testing and consultancy.
4. To extend financial help to economically backward and deserving students in the form of scholarship for UG, PG and higher studies abroad.
5. To encourage the students from this college by awarding prizes to meritorious students showing bright performance in the field of education, sports and cultural.
6. To enrich the central library by donating books and also by subscribing journals in the field of engineering and technology.
7. To extend every possible help to the college authorities for overall progress of the institution.
8. To organize programmes on personality development, interview technique and leadership development etc.

### 7.4 Library Committee

In the past, libraries were concerned primarily with printed books. But now libraries and information centers are required to deal with the transfer of data and information in any medium, from manuscript to microchip. The society of today has become a conformation based one. Its very existence depends on the availability and intelligent use of information. The information needs of all, from preschool child to the senior citizen need to be met by the profession. Today's tremendous growth and expansion of knowledge is characterized by a constantly changing variety of techniques and technologies through which information is recovered and disseminated. Trained personnel with vision, technical expertise and managerial ability are required to guide the individual to the information they require.

**Objectives:**

1. Provide current library materials and databases that support the academic curriculum
2. Provide access to information resources, regardless of location
3. Collect library materials in all formats, broaden and update all collections to meet the needs of programs and support the various aspects of the institution: teaching, training, research and services
4. Educate and assist college, students and staff in the identification and effective use of information resources
5. Continue to strengthen and update all collections to meet the needs of various programs
6. Meet or exceed accreditation ISO and NAAC Standard
7. Provide access to library resources and servers via web pages and online recourses
8. Ensure that resources available are currently appropriate and accessible 24/7
9. Put into practice the motto that building library resources is a continuous process.

## 7.5 Publication Committee

Padmabhushan Vasantdada Patil Pratishthan's college of Engineering proudly present College magazine "LIVEWIRE" every year. The essential purpose of College Magazine is to inform, engage, inspire and entertain a diverse readership including alumni, faculty, staff, students, parents and other friends of PVPP College by presenting an intimate, timely and honest portrait of the College – its people, its programs, its history, its challenges, its resources and its mission. The college magazine is not only portrayal of the achievement of the year but it is also the open book of various talents, emotions that young mind carries. Amidst the chaos of daily life, enormous syllabus, never ending examination the magazine is the way of recreation and enjoyment for everyone. The magazine "LIVE WIRE" is reflection of various events organized and enthusiastically participated by our students. The Magazine committee comprising faculty and student representatives constitute the magazine. The Committee meets to discuss and select the articles for publication. Where necessary it also commissions articles from faculty and others.

**Objectives:**

1. Provide a platform for students to express themselves through various forms of writing like research articles, comments on current topics, literary/creative writing
2. Encourage freedom of expression
3. Provide a medium for exchange of thoughts and information

## 7.6 International Collaboration and Exchange committee

We, at Padmabhushan Vasantdada Patil Pratishthan's college of Engineering are putting consistent efforts to collaborate universities and colleges of international repute to provide world class exposure to our students. This helps students in developing their skills, knowledge and attitude required for participation on a global level in the 21st century. PVPPCOE's commitment to internationalization lies at the core of its educational mission. Institute is planning to facilitate student exchange between the collaborated institu-

tions. The student will have the opportunity to take part in the exchange program both to experience a different culture and to enhance their skills.

**Objectives:**

1. TO not only enrich students' lives in the academic and professional fields, but can also improve language learning, intercultural skills, self-reliance and self-awareness
2. To increase the students' employability and job prospects.
3. In the wake of globalization, Student exchange programmes help students from various countries to learn ample things through an academic-cultural immersion.
4. To provide an opportunity to interact with their expert faculty members, to understand and design culture and the most important is technology.
5. To broaden students view globally.

## 7.7 Canteen committee

The college has a Canteen service to facilitate students and staff. Tea/Coffee and all the fast foods and light snacks are available during the working hours. The canteen aims to provide a balanced and nutritious food service at a reasonable rate. The Canteen staff is supervised by the committee constituted by the college authorities.

**Objectives:**

The college canteen will aim to:

1. Provide an enjoyable nutritious attractive selection of food and drink at reasonable prices.
2. Help reduce health risk factors by encouraging the development of good eating habits consistent with the Dietary Guidelines for children and adolescents.
3. Provide foods recommended by the college canteen committee.
4. Demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen.
5. Remain aware of appropriate advice from health authorities.

## 7.8 Implementation and Administration:

1. The canteen is operated by PVPPCOE in conjunction with a sub-committee which will be responsible for managing the canteen in accordance with this policy and its supporting documents.
2. The canteen committee shall consist of the principal, canteen managers, teacher representatives and parent representative.
3. The canteen committee shall meet once per semester and on other occasions as required.
4. Appropriate hygiene legislation will be on permanent display in the canteen.
5. The canteen manager shall provide essential safe equipment and ensure it is well maintained.

### 7.8.1 Remedial Tutorial committee

Remedial education is assigned to assist students in order to achieve expected competencies in core academic skills. Slow learners and under achievers are identified during regular class lectures. The head and the professor in charge of the departments keep a record of



the academically poor students. They interact with the parents of the students. Remedial classes are organized on Saturdays to meet the needs of the weaker students. Intensive coaching is also given at the end of the semester. The HOD's and the professor in charge of the department have been given the responsibility of addressing the problems of the weaker students. Answer scripts of the organized weekly test and term test are shown to the students drawing their attention to the areas of knowledge deficiency, misconception and inability to express knowledge. This is done through to one to one talk outside the usual class hours. Comprehensive timetable is also made for the remedial classes.

**Objective:**

1. To help students who have fallen behind to learn to the best of their ability and to bring them back into the mainstream classes as far as possible.
2. To understand thoroughly the strengths and weaknesses of their pupils so that appropriate teaching approaches can be adopted to meet their individual needs.
3. To improve academic skills of the students in various subjects.