



## VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING AND VISUAL ARTS

TRUST REGD. NO. F 6736 (MUMBAI)

NAAC ACCREDITATION FOR 5 YEARS : (28.03.2019 to 27.03.2024)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG. / EXTC. ENGG./ I.T.  
(F.No 28-110 / 2010 - NBA Dated 02/04/2012)

**6.2.1:** The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

S.N	Contents
1	Service-Rule
2	R-and-D-Policy
3	IT Policy
4	code-of-conduct
5	code-of-ethics
6	Mandatory-Disclosure-VPP
7	ORGANISATION-STRUCTURE
8	Placement-Policy-for-AY-2023-24



# Vasantdada Patil Pratishthan's College of Engineering and Visual Arts

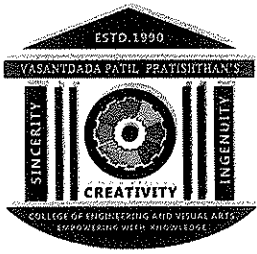


## CODE OF CONDUCT & SERVICE RULES -VERSION V 2022-23

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(Formerly Known as Padmabhushan Vasantdada Patil Pratishthan's College of Engineering)

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Founder : Late <b>MANOHAR PHALKE</b> M.L.C.	President : <b>Shri. NANDKUMAR M. KATKAR</b>	Vice President : <b>Shri. RAVINDRA V. GHORPADE</b>	General Secretary : <b>Adv. APPASAHEB S. DESAI</b>
Treasurer : <b>Adv. PRALHAD G. DESAI</b>	Campus Director : <b>Prof. ASHOK CHAVAN</b>	Principal : <b>Dr. ALAM N. SHAIKH</b>	

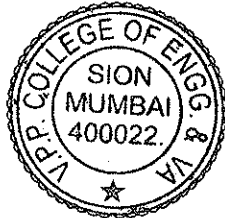
## Preamble


VPPCOE & VA is one of the top private Engineering Colleges in Mumbai. VPPCOE&VA commenced in the year 1990 as a humble tribute to Late Shri Padmabhushan Vasantdada Patil, by the great founder Late Shri Manohar (Mama) Phalke, Ex M.L.C. and Labour Leader, who took over the task of accomplishing Vasantdada's dreams of scattering Engineering education and providing top class higher education facility to greater number of promising students in science and technology.

It is a matter of great pride and privilege to be the General Secretary of such a distinguished institute. In the past twelve years we have progressed well and will continue to do so in the near future. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential

I am sure this staff policy document will be useful to all staff.

I acknowledge the exemplary team effort by staff members of VPPCOE&VA who have assisted in preparation of the Service Rule Policy Document. Their inputs and ideas have ensured that all points have been covered.



  
Adv. Appasaheb S. Desai  
General Secretary  
VPPCOE&VA  
General Secretary

## **Code of Conduct & Service Rule Document**

The Service Rule Document is prepared to make all staff working at VPPCOE&VA aware of rules and regulations that governs their working in the institute. The policy is effective from Aug 2022-23. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.



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## **PART - I**

# **ORGANIZATION AND DEFINITIONS**



# VPPCOE & VA DEFINATION

## 1. About Organization

Vasantdada Patil Pratishthan's College of Engineering and Visual Art (VPPCOE &VA) is one of the top private Engineering Colleges in Mumbai. VPPCOE&VA was established in 1990 as a humble tribute to Late Shri Padmabhushan Vasantdada Patil, by the great founder Late Shri Manohar (Mama) Phalke, Ex M.L.C. and Labour Leader, who took over the task of accomplishing Vasantdada's dreams of scattering Engineering education and providing top class higher education facility to greater number of promising students in science and technology. The College is approved by All India Council for Technical Education (AICTE), New Delhi, Directorate of Technical Education (DTE) and Directorate of Art (DOA). VPPCOE is accredited for five years from 2019 – 2024 by the National Accreditation and Assessment Council (NAAC), India in recognition of its excellent quality profile. Institute was accredited by National Board of Accreditation (NBA) for 3 years w.e.f. March 15, 2012.

The Governing Body is responsible for the development and/or approval of the Institute programs and for the policies under which the Institute operates. The Governing body of the Society considered that it is necessary to formulate the terms and conditions of service for regulating the various categories/levels of employees employed in this Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff.

The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all disciplines, with the ultimate object of imparting high standard and quality education in the field of Engineering and Technology. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities. The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs





of the Engineering education and to grow in their abilities to serve the Institution.

### **INSTITUTE VISION STATEMENT**

To provide an environment to educate, encourage and explore students by facilitating innovative research, entrepreneurship, opportunities and employability to achieve social and professional goals.

### **INSTITUTE MISSION STATEMENT**

- To foster entrepreneurship & strengthen industry institute interaction to enhance career opportunities for the employability of students.
- To encourage collaborations with industries and academic institutes in terms of projects & internships by creating areas for Research and Development.
- To build up appropriate moral and ethical skills and to promote holistic development of students through various academic, social and cultural activities.

### **NAME OF THE SERVICE RULES**

These rules shall be called “VPPCOE & VA Service Conduct Rules” and shall come into force from the date August 2022-23 as decided by the Management and Board of Governance. These rules supercede all rules previously in force.

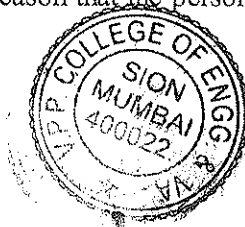
### **APPLICABILITY**

These rules shall apply to all categories of employees (Teaching, Technical Staff and Administrative Staff).



## 2. Definitions in the Organization :

- (a) **'College'** means the Vasantdada Patil Pratishthan's College of Engineering and Visual Art, Mumbai.
- (b) **'Management'** means the Governing Body of the Society, duly constituted under the specific byelaws of the Society under which this Institution is established which is a supreme authority. However, the overall Management and the day-to-day administration of the Society and Institution shall rest with the Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE.
- (c) **Principal:** Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever is his designation, otherwise.
- (d) **'Employee'** means a regular employee employed by VPPCOE&VA Engineering College to discharge the duties of the Society. The type of employees in VPPCOE&VA is: Teaching, Technical and Administrative staff.
- i) **'Teaching Staff'** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts. The teaching staff comprise of the following categories.
    - Director/Principal/ Dean
    - HOD
    - Professor
    - Associate Professor
    - Assistant Professor
    - Lecturer/ Teaching Assistant
    - Any other category of post declared so by the Governing Body.
  - ii) **'Technical staff'** means a person who worked in the laboratories.
  - iii) **'Administrative Staff'** means a person appointed in a Non-Teaching post to which no other person holds a lien.
- (e) **'Salary'** means Basic Pay, House Rent Allowance and Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee. Every person who is appointed for the first time to a post in VPPCOE&VA shall be entitled to the minimum pay attached to the pay band of the post concerned. The Director General shall, however, have power to make appointments with the higher starting pay for the reason that the person concerned has already worked in a



similar capacity elsewhere for a sufficiently long period or has acquired special qualifications to warrant higher starting pay.

- (f) **'Service'** includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.
- (g) **Competent Authority** means taking the decisions in the organization. He/She may be the Chairman/Secretary of the Governing Body.
- (h) **Disciplinary Authority:** The Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain *class/category* of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- (i) **Appellate Authority:** Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.
- (j) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.
- (k) **Duty:** An employee is said to be "on duty" for the purpose of service benefits.
  - i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
  - ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
  - iii) When the employee is attending conferences/seminars/summer schools permitted by the competent authority. In addition, registration fees incurred by faculty members presenting papers in International Conferences or attending Workshops when detailed by the competent authority will be reimbursed.
  - iv) When the employee is attending any work assigned to him by the competent authority in the interest of the institution.
  - v) In case of invitations received for examination duties or important academic activities at Autonomous Colleges / Deemed Universities the following guidelines are to be followed for treating the absence as ON DUTY.

(a) Only one faculty member per day from any department can be deputed.



(b) The duty must be shared by rotation against senior faculty members.

(c) If this condition is not fulfilled the faculty member has to avail CL to perform the duties he was invited by the Autonomous / Deemed Universities.

(l) **Leave:** Means leave, granted by the appropriate authority to an employee, to which he is eligible.

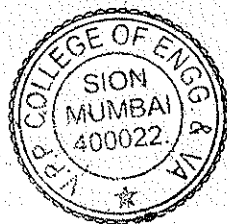
(m) **YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.

(n) **Age of retirement:** The age of retirement for employees in the service of VPPCOE & VA is in accordance with the norms set forth by Mumbai University.



## **PART - II**

# **CONDUCT AND DISCIPLINE**



## 1. CONDUCT RULES:

"Every employee shall adhere to the Rules/Regulations/Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non-adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members and shall be liable to punishment such as fine, demotion, suspension or even dismissal from service without any compensation or notice."

- a. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- b. Every employee is expected to adhere to the VPPCOE & VA culture and discipline and ethics of work. The commission of the following acts shall amount to misconduct and shall be liable to punishment such as fine, demotion, suspension or even dismissal from service without any compensation or notice.
  1. Following acts shall amount to misconduct
    - i. Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
    - ii. Theft, fraud or dishonesty in connection with an employer's business or property or the theft of property of another workman/student etc. within the premises of the Institution.
    - iii. Taking or giving bribes or any illegal gratification.
    - iv. Disclosing to any unauthorized person any information in regard to the Institution's in VPPCOE & VA affairs, which may come to the knowledge or possession of the employee in this work, without Management's written approval.
    - v. Engaging in personal business within the premises of the Institution.
    - vi. Drunkenness, riotous, disorderly or indecent behavior on the premises of the Institution.
    - vii. Commission of any act subversive of discipline or good behavior on the premises of the Institution.
    - viii. Habitual neglect of work.
    - ix. Habitual breach of any rules or instructions for the maintenance and running of any department.
    - X. Willful damage to any property of the Institution.



xi. Holding private meetings inside the Institution without prior approval of the Management.

xii. Smoking or spitting on the premises of the Institution where it is prohibited by the employer.

xiii. Refusal to accept a charge sheet, order or other communication served by a competent authority of the Institution.

xiv. Unauthorized possession of any lethal weapon in the Institution.

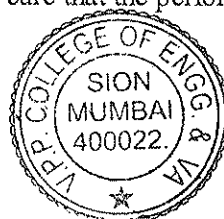
2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Management / Designated authority or other officers under whom he / she shall be placed. He/she shall discharge all the duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.

3. He/She shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for other reasons of arbitrary or personal nature and shall not incite students / teachers against other students or other teachers, colleagues or administration / governing body of the college and University.

4. All the employees are expected to conduct themselves in a professional and co-operative manner;

5. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties

6. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time



is not affected in any way by the influence of such drink or drug.

7. Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind without the specific written permission of the Principal/ Management.

8. He/She should not misuse the facilities or forum of the college.

9. He/She shall not victimize students on any grounds.

10. Unauthorized / uninformed absence for more than 10 days shall be deemed as misconduct.

11. Attend and participate in the meetings, activities called/assigned by the HOD/ Principal/ Management;

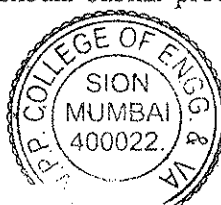
12. To take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties;

13. They are required to conform to & follow the rules & regulations in force and brought in force from time to time;

14. He/she shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.

15. He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely Principal/Management.

16. Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned person should submit proof of attendance and the same





should be recorded in the department.

17. The Management reserves the right to terminate the services without notice on breach of discipline or conduct at any time during your service in this institution.

18. The above terms and conditions are subject to revision at the discretion of the Management from time to time.

19. Groupism of any kind should be absolutely avoided. Staff Members found indulging in such activities will be subject to discipline proceedings.

20. The staff members must be punctual to duty;

21. He/She shall wear a decent and formal dress;

22. He/She shall not indulge in rude or abusive behavior, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;

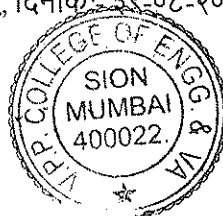
23. He/She shall desist from un-authorized distribution of printed material etc and falsifying/tampering any records or documents;

24. The staff member shall desist from getting involved in un-authorized activities leading to financial benefit.

25. Staff Member shall respect the right and dignity of the student in expressing his/her opinion.

26. He/She shall desist from exhibiting non-ethical behavior that jeopardizes the moral standards of the Institution;

27. In addition to the service rules, teachers will also follow University Code of Conduct for University and College Teachers (संदर्भ:- मुंबई विद्यापीठाचे पत्र क /अनिवि/आयसीडी/२०१५-१६/२५५, दिनांक: ३१-०८-२०१५).



28. An employee who is confirmed in services is liable to be suspended or compulsorily retired or removed/ dismissed from service or his services are liable to be terminated on one or more of the following grounds:

a) Misconduct

Misconduct shall include the following:

1. Breach of the terms and conditions of services laid down by this Service Rules and Regulations.
2. Violation of the Code of Conduct.

b) Moral turpitude Any misbehavior derogatory to the status and dignity of an employee.

c) Willful and persistent negligence of duty.

d) Permanent physical and mental unfitness.

e) Incompetence: Ground of incompetence shall not be used after a staff member has served the college for five years or more.

29. The faculty shall comply with rules, regulations, and policies of Management from time to time.

c. No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.

d. No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.

e. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.

f. An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.

g. An employee against whom Criminal Proceedings commenced in a Court of Law shall



- immediately inform the competent authority of the college regarding the details thereof.
- h. No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature.
  - i. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
  - j. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Governing Body within 15 days of the receipt of the orders of the decision and the decision of the Governing Body, thereon, is final and binding on the employee.
  - k. No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract punishment.
  - l. If a staff member is late three times for a period exceeding 10 min each time while reporting for duty, one day casual leave is reckoned.
  - m. Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her work place.
  - n. Explanation: For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as
    - i. Physical contact and advances.
    - ii. Demand or request for sexual favors.
    - iii. Sexually colored remarks.
    - iv. Showing any pornography; or
    - v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.



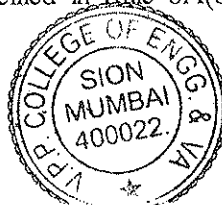
## 2. DISCIPLINARY ACTION:

### o. PUNISHMENTS:

- i. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- ii. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about dereliction/negligence of duties.
  1. Censure.
  2. Withholding increments/promotion.
  3. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
  4. Suspension.
  5. Removal from service.
  6. Dismissal from service.

### • EXPLANATION:

- (a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- (b) The penalty 8a (b)(iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- (c) The authority which may impose any of the penalties prescribed in Rule 8A(b) shall be the authority mentioned in Appendix.
- (d) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of three members, which may include the Principal of the College and two other members appointed by the Governing Body / Governing Body. No teacher of the college other than the Principal shall be on the committee.
- (e) Before any of the penalties specified in Rule 8A(b) above is imposed against an



employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her, by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required to put in a statement in writing in his/her defense within a reasonable time and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she has desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.

- (f) The requirement of sub-rule (e) above shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.
- (g) All or any of the provisions of sub-rule (e) above may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- (h) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

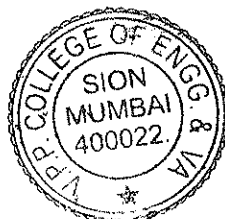
### **3. GRIEVANCES HANDLING PROCEDURE:**

Employees may have grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees /staff and the Management of the Institution, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

Scope: This procedure deals with:

- a) The complaints that can be covered under 'Grievance';
- b) The constitution of Grievance Committee
- c) The two-tier system for Grievance Handling, and
- d) The method of dealing with grievances.

Definition of 'Grievance': 'Grievance' would mean a complaint affecting an individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.



**PART III**

**ROLES AND RESPONSIBILITIES**

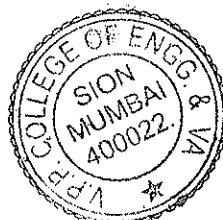


## 1. GOVERNING BODY

### • MAJOR FUNCTIONS AND RESPONSIBILITIES OF GOVERNING BODY:

This is the highest decision-making body responsible for the overall management and policy formulation of the institute. It includes members from various backgrounds, such as educationists, industry representatives, and government officials. The Governing Body plays an important role in setting the strategic direction and long-term vision. It acts as the cornerstone of governance, steering the institute towards excellence in education, research, and innovation, thereby shaping the future of students and contributing to the broader academic community. The body meets twice a year and proceedings of the meetings should be maintained properly.

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of College Development Committee and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Prepare strategic plans for financial, infrastructural and staffing areas.
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, All India council for Technical Education, University Grants Commission etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guide the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new Under Graduate (UG)/ Post Graduate (PG) program courses, deciding on discontinuing any existing programs and increase/decrease intake into any Under Graduate (UG)/ Post Graduate (PG) programs.
11. Consider the recommendations of the College Academic Committee of the college and direct them for implementation.
12. Examine the budget proposals and accord approval.
13. Pass the annual budget of the college.



14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.

15. Consider and facilitate college to resolve legal/court cases, if any

## 2. College Development Committee

### • Functions of LMC/CDC

The College Development Committee will be solely responsible to

1. Ensure smooth conduction of student's admission to different programs of study in the college.
2. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
3. Recommend to the Governing Body proposals for institution of new programs of study.
4. Advise the Governing Body on suggestions pertaining to academic affairs made by it.
5. Perform such other functions as may be assigned by the Governing Body or other statutory bodies of the University.
6. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
7. Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of VPPCOE & VA.
8. Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
9. Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
10. Facilitating promotion of research culture in the college through collaboration and corroboration among faculty, encouraging collaboration with other academic institutes and industry.
11. Creating a conducive environment for development of entrepreneurship.
12. Ensuring discipline among students.
13. Facilitating and supervising the co-curricular activities of the students.
14. Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on.





15. Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

16. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.

17. Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary.

### 3. ORGANIZATION CHART

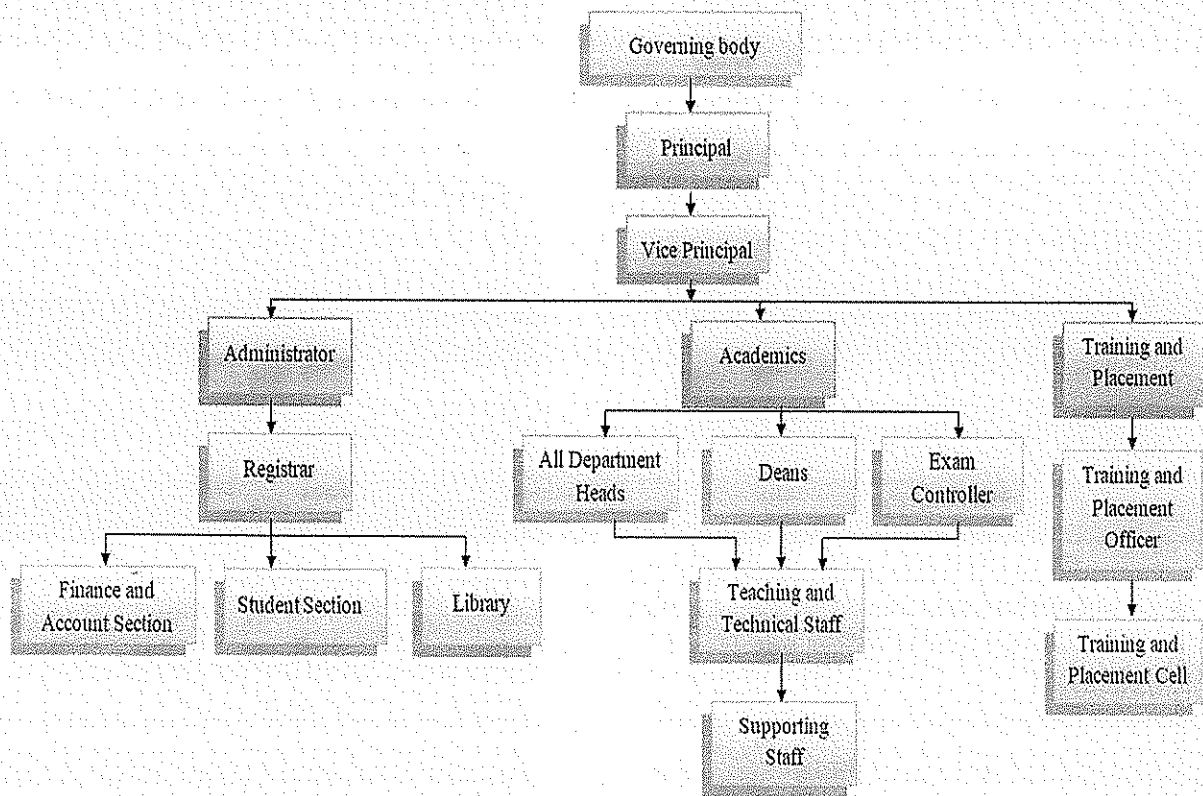
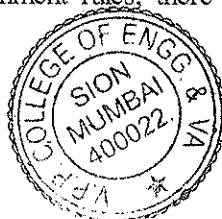


Fig 1: Organizational Chart

Organizational chart provides a clear and hierarchical overview of the various roles, positions, and relationships within an organization. Organization charts are used to show how different individuals or departments are organized, who reports to whom, and how communication and authority flow within the organization. For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior



faculty to guide the function. Promoting clarity, communication, and efficiency within an organization. They enhance decision-making, role definition, and overall organizational effectiveness, making them an essential component of effective management and governance.

**List of the faculty members who have been delegated powers for taking administrative decisions:**

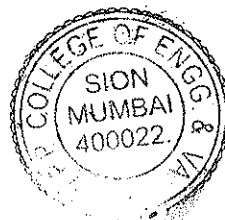
- Principal
- Vice-Principal
- Deans
- Head of the Department
- Registrar
- Controller of Examinations
- Training & Placement Officer

#### **4. RESPONSIBILITIES OF THE EMPLOYEES**

The Governing body of the institute is to decide the overall strategic direction and educational character of the college and ensure its overall well being and financial solvency. The governing body focuses on determining and reviewing the mission of the college, approving annual estimates of income and expenditure and approving quality strategy for the college. The institute strongly believes that it is in the development of the skills and attitudes of the employees' lies the welfare of the institution and the society at large

##### **4.1. Director:**

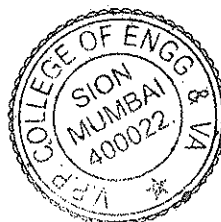
- To ensure programs meet industry standards.
- To recruit, evaluate, and support faculty.
- To oversee admissions and support student progress.
- To manage facilities and upgrade Infrastructure.
- To allocate funds for programs and take initiatives for Budgeting.
- To ensure compliance with educational standards accreditation.
- To foster partnerships and internships in Industry Collaboration.



- To promote and fund the research activities..
- To connect with local stakeholders for Community Engagement.
- To set long-term goals and initiatives under strategic Planning.
- To promote the college to attract stakeholders through marketing.
- To monitor and improve educational quality under quality assurance activities.
- To handle emergencies and conflicts under Crisis Management.

#### 4.2. Principal:

- To look after all the administrative and academic activities falling in line with All India Council Technical Education (AICTE), Government of Maharashtra (GOM), Director of Technical Education (DTE) and University of Mumbai (UOM).
- To appoints faculty as per the norms laid down by AICTE, DTE and UOM
- To monitor admissions, observe academic activities, guide Training and placement cell for placement activities, create an environment for industry institute interaction, coordinate R and D activities and maintain discipline among students and staff.
- To monitor a smooth conduct of quality management systems in accordance with NBA and NAAC.
- To guide in planning and implementation of academic programs such as seminars etc. for enhancing the academic competence of the Faculty Members.
- To administer and supervise curricular, co-curricular/extra- curricular activities.
- To observe Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai and the orders issued by the Central and State Government from time to time.
- To supervise and conduct College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- To assess reports of teachers and maintenance of service books and of other records of the employees of the college.

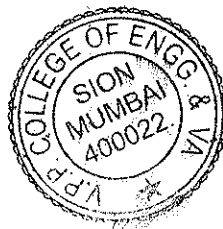


#### 4.3. Vice principal:

- To ensure that academic programs offered by the institution maintain high standards of quality and relevance to meet the needs of students and industry demands.
- To oversee curriculum development and ensure it remains up-to-date with advancements in the field and aligns with educational goals.
- To play a crucial role in monitoring and enhancing the academic performance of both students and faculty members, this involves implementing strategies for continuous improvement.
- To promote faculty development and research activities.
- To maintaining a campus environment that is safe, inclusive, and conducive to learning, where diversity is celebrated, and students feel welcomed and supported.
- To assist in the planning and management of the college's budget is vital to ensure financial stability and resource allocation for various educational initiatives and programs.
- To play a key role in long-term strategic planning and setting institutional goals to guide the college's growth and development.
- To foster relationships with industry partners and alumni.
- To represent the college at various community events and meetings.
- To assist in handling emergencies and crises that may affect the college.

#### 4.4. Registrar/Deputy Registrar:

- To maintains staff members leave record such as casual leave, medical leave, earned leave, vacation, compensatory off, duty leave etc
- To handle responsibility of the activities related to maintenance of the college
- To take care of the admission approval procedure and staff approval procedure and communicate with university officials.
- To take care of students' scholarships.
- To organize interviews as per the requirement of the department.
- To regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to

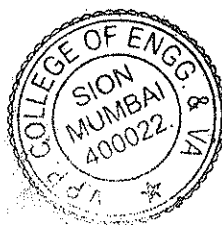


assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.

- To coordinate the work in the College amongst the non-teaching staff.
- To bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

#### **4.5. Assistant Registrar:**

- To assist in the management and organization of student records, including admissions, enrollment, and academic progress.
- To support the Registrar in implementing and enforcing college policies and procedures.
- To coordinate and facilitate registration processes for students each semester.
- To assist in the preparation and distribution of academic transcripts, diplomas, and certificates.
- To respond to inquiries from students, faculty, and external parties regarding academic records and policies.
- To assist in the planning and execution of graduation ceremonies and related events.
- To collaborate with other departments to ensure accurate and up-to-date student records.
- To assist in the collection and reporting of data for institutional research and accreditation purposes.
- To manage and update the college's database systems related to student records and registration.
- To participate in training and professional development activities to enhance job knowledge and skills.



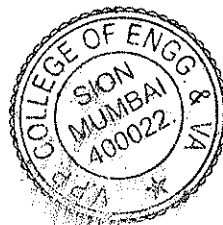
#### 4.6. Head of the Department:

- The Academic growth of the Department.
- The teaching, research and extension programmes of the Department.
- The correspondence relating to the administration of the Department.
- Responsible for all curricular, co-curricular and extracurricular activities of the department.
- Monitors day to day workload of teaching and non teaching staff
- Responsible for mobilizing his/her faculty for research work, innovative programs with industries, other institutes and universities
- Arranges workshops/seminars/guest lecturers /conferences etc.
- Reports principal regarding requirement of department such as faculty ,supporting staff , lab equipments, books, journal and maintenance
- Represents department in meeting about shortcomings for development of smooth functioning of the department.
- Any other work relating to the College may be assigned to him by the competent Authority from time to time.

#### 4.7. Deans

##### Dean-Academics

- To develop, administer, and promote the academic programs and academic support functions of the college.
- To prepare an institute level academic calendar.
- To maintain academic records as per the requirements under the rules of the institute.
- To coordinate and promote academic proposals, changes, reviews, and other academic matters with the other institutions and groups.
- To develop and coordinate educational policies, planning functions and physical facilities planning and utilization of the college.
- To provide leadership, conduct and implement strategic planning.



- To coordinate the development of and implementing the college's Vision and Goals Statement.

**Dean-Administration**

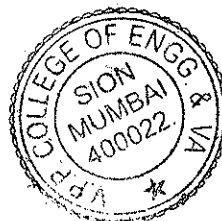
- To develop and renovate the campus.
- To Plan the expansion and diversification of the institutional activities.
- To plan the developmental proposals as per the requirements.
- To Implement and supervise the infrastructure from time to time.
- To prepare a strategic plan for the institution and fixing priorities of various works.
- To admit and enroll students in various streams.

**Dean- student affairs**

- To provide support for students, and plan and implement social programs that enrich the college experience.
- To provide social programs and support for students at colleges and universities.
- To collaborate with different departments, stay up to date on relevant student resources and work directly with students.
- To plan and direct university activities related to student services and college life.
- To supervise various campus programs and serve as a liaison between college and student organizations, such as a student council.
- To handle discipline-related processes and procedures.
- Maintaining a ragging free campus.
- Organizing students counseling and extracurricular activities.

**Dean- Research and Development**

- To facilitate and promote the development of strategic direction of research within the Faculty.
- To motivate faculty to write projects.



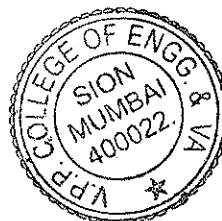
- To maintain and update records of research projects.
- To monitor the effective utilization of funds of externally funded projects and related financial matters.
- To formulate policy for sponsored research and consultancy projects.
- To strengthen industry institute partnership.

#### **4.8. Training & Placement officer:**

- To facilitate and coordinate training programs for students.
- To assess training needs and develop customized training plans.
- To collaborate with department heads to identify specific training objectives.
- To design training materials and resources, including presentations and manuals.
- To conduct training sessions and workshops, ensuring effective knowledge transfer.
- To evaluate training effectiveness and gather feedback for continuous improvement.
- To stay updated with industry trends and best practices in training and development.
- To manage training budgets and allocate resources efficiently.
- To track and maintain records of employee training and certifications.
- To liaise with external training providers and vendors for specialized programs.

#### **4.9. Controller of Examinations:**

- To ensure staff are aware of and comply with all deadlines for the setting of assessments and the return of marks; Monitoring the work of the staff supporting the college's assessment processes.
- To ensure that the college's external examiners receive accurate and timely information and documentation.
- To ensure that the Examiners meetings are held in accordance with university guidelines.
- To address academic matters relating to assessment, initiate liaison with the University's Examinations Office.
- To update examination-related policies.





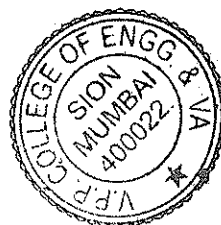
- To manage invigilators, including the training of new invigilators and updating existing ones on examination rules and duties, is part of the responsibility.
- To ensure accurate and timely examination entries, gather information from teaching staff.
- To oversee examination preparation, create timetables, seating plans, conduct briefings, and manage examination materials.
- To handle examination results, access and prepare them for distribution.
- To address requests and administer post-results services.
- To issue examination certificates.

#### **4.10. Professor:**

- To deliver high-quality instruction in engineering disciplines.
- To guide and mentor students in their academic and career pursuits.
- To stay updated with the latest advancements in their field and contribute to research.
- To actively engage in curriculum development and assessment processes.
- To take leadership roles in departmental and institutional initiatives.
- To provide support and mentorship to junior faculty members.
- To uphold professional ethics and integrity in teaching, research, and interactions.
- To actively participate in engineering conferences, professional organizations, and collaborative projects.

#### **4.11. Associate Professor:**

- To offer mentorship and guidance to students, particularly in their academic and career pursuits.
- To conduct cutting-edge research and contribute to the academic community through publications and presentations.
- To actively participate in curriculum development and assessment processes, ensuring relevance and quality.
- To assume leadership roles within the department and institution, contributing to its growth and development.



- To provide valuable support and mentorship to junior faculty members, fostering a collaborative and growth-oriented environment.
- To maintain the highest standards of professional ethics and integrity in all aspects of their work, setting an example for colleagues and students alike.
- To engage actively in engineering conferences, professional organizations, and collaborative projects, furthering both personal and institutional development.

#### **4.12. Assistant Professor:**

- To maintain adherence to the prevailing rules and regulations of the Institution, all Faculty Members are expected to comply.
- To carry out their duties diligently and with dedication, which may include teaching, tutorial sessions, practical work, seminars, and research activities.
- To conduct assigned classes in accordance with the established schedule and keep records of lesson plans and other pertinent documents for the courses they are responsible for.
- To actively engage in professional development opportunities and integrate acquired knowledge into academic activities, both in the classroom and practical sessions.
- To collaborate and aid in fulfilling the educational responsibilities of the college and the University.
- To assist in the administration of University and college examinations, encompassing supervision, invigilation, and evaluation.
- To participate in extension, co-curricular, and extracurricular activities, which may involve community service.

#### **4.13. Medical Officer:**

- To provide medical care to students, faculty, and staff.
- To offer first aid and immediate care for minor injuries.
- To promote health and wellness through awareness campaigns.
- To maintain immunization and vaccination records.
- To keep and update medical records with confidentiality.
- To offer initial counseling and support for mental health.



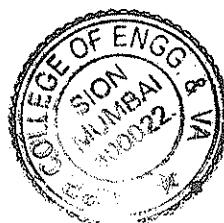
- To respond to medical emergencies on campus.
- To conduct health education programs and workshops.
- To ensure compliance with health and safety regulations.
- To communicate health and safety policies.

#### **4.14. National Service Scheme (NSS) Officer:**

- To plan and coordinate various community service activities in consultation with NSS volunteers and stakeholders.
- To recruit and train NSS volunteers by conducting orientations and recruitment drives.
- To maintain meticulous records of NSS activities, attendance, and accomplishments of volunteers.
- To offer guidance and mentorship to NSS volunteers in organizing and executing community service activities.
- To oversee NSS camps, ensuring they run smoothly and effectively.
- To mobilize resources through fundraising events or seeking donations to fund NSS activities and projects.
- To liaise with local leaders, NGOs, and community organizations to identify areas where NSS can contribute effectively.
- To organize awareness campaigns on various social issues like health, hygiene, education, environment, etc.
- To encourage volunteers to actively participate in discussions and activities related to social and community issues.

#### **4.15. Chief Finance Officer:**

- To oversee and manage the college's financial strategy, ensuring alignment with organizational goals and objectives.
- To develop and implement financial policies and procedures, ensuring compliance with regulatory standards and industry best practices.
- To handle budgeting, including allocation of resources and monitoring of expenditures, while considering long-term financial sustainability.



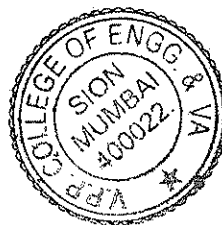
- To engage in financial planning, forecasting, and analysis to support decision-making and achieve financial targets.
- To liaise with external auditors, regulatory authorities, and financial institutions to ensure accurate and timely reporting and compliance.
- To assess and optimize the financial structure and capital allocation of the college, promoting efficiency and growth.

#### **4.16. Accounts officer:**

- To efficiently manage the financial affairs of the college, one must:
- To record admission fees and tuition fees accurately.
- To disburse salaries to the college's employees.
- To maintain a comprehensive record of all financial transactions concerning repair, maintenance, and purchases.
- To compile an annual account report and ensure it undergoes a thorough audit.
- To take charge of filing annual returns as required.
- To have the authority for finalizing fees.
- To diligently keep track of Provident fund and Gratuity records, and address any related issues.

#### **4.17. Chief Senior Accountant:**

- To oversee and manage the college's financial records, including admission fees, tuition fees, and other transactions.
- To ensure timely and accurate disbursement of salaries to all college employees.
- To maintain meticulous records of all financial transactions related to repair, maintenance, and procurement.
- To prepare and present a comprehensive annual account report for auditing.
- To be responsible for the accurate and timely filing of annual returns.
- To have authority in finalizing fee structures.
- To diligently maintain records of Provident fund and Gratuity, and handle related issues effectively.



- To analyze financial data, identify trends, and provide insights to support informed decision-making within the college.

#### **4.18. Accountant:**

- To record and track day-to-day financial transactions.
- To verify and reconcile invoices and receipts.
- To handle petty cash and prepare expense reports.
- To assist in the preparation of financial statements and reports.
- To manage accounts payable and receivable.
- To maintain accurate and organized financial records.
- To assist with budget preparation and monitor expenses.
- To provide support during audits and financial reviews.
- To ensure compliance with accounting principles and regulations.
- To collaborate with other departments on financial matters.

#### **4.19. Librarian:**

- To curate and manage the library's collection of engineering-related materials, including books, journals, and digital resources.
- To oversee the cataloging, classification, and indexing of library materials for easy accessibility.
- To provide guidance and support to students and faculty in utilizing the library resources effectively for their academic and research needs.
- To organize and conduct training sessions on library resources, research skills, and information literacy.
- To stay updated with advancements in library management systems and technologies to enhance the efficiency of library operations.
- To collaborate with faculty in selecting and acquiring relevant materials that align with the engineering curriculum.
- To ensure the library environment is conducive for study and research, and to implement policies for the appropriate use of library facilities.



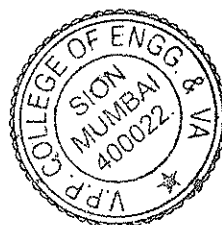
- To monitor and manage the library budget, including the allocation of funds for new acquisitions, subscriptions, and maintenance.
- To liaise with publishers, vendors, and other institutions for acquiring and exchanging resources, as well as negotiating subscription agreements.
- To assess and analyze usage data and feedback to make informed decisions about the library's collection and services.

#### **4.20. Assistant Librarian:**

- To support cataloging, classification, and indexing efforts to ensure easy access to library materials.
- To provide guidance to students and faculty members in utilizing library resources for their academic and research endeavors.
- To aid in conducting training sessions on library resources, research methodologies, and information literacy.
- To stay updated with the latest advancements in library management systems and technologies to enhance operational efficiency.
- To collaborate with the Librarian and faculty in the selection and acquisition of pertinent materials aligned with the engineering curriculum.
- To help maintain a conducive study and research environment within the library, and enforce policies for its appropriate use.
- To assist in monitoring and managing the library budget, including allocating funds for new acquisitions, subscriptions, and maintenance.
- To assist in liaising with publishers, vendors, and other institutions for resource acquisition and exchange, as well as in negotiating subscription agreements.

#### **4.21. Superintendent:**

- To lead and manage a team of staff members, providing guidance and support in their roles.
- To develop and implement policies and procedures to ensure smooth functioning of the college.



- To collaborate with faculty and administrators to align academic and administrative functions.
- To manage the budget and allocate resources for various departments and initiatives.
- To liaise with external stakeholders, including industry partners and government agencies.
- To ensure compliance with relevant regulations and standards in all aspects of college operations.
- To foster a positive and productive work and learning environment for students, faculty, and staff.
- To represent the college in external forums and participate in relevant professional associations or committees.
- To continuously monitor and evaluate the performance and effectiveness of various college functions and make necessary improvements.

#### 4.22. System Admin:

- To manage and maintain the college's computer systems, servers, and network infrastructure.
- To ensure the security and integrity of all digital assets, including sensitive information and academic resources.
- To provide technical support to faculty, staff, and students for hardware and software-related issues.
- To oversee the installation, configuration, and maintenance of software applications used for educational and administrative purposes.
- To implement and enforce IT policies and procedures to safeguard against cyber threats and ensure compliance with regulatory standards.
- To monitor network performance and troubleshoot connectivity issues to ensure uninterrupted access to online resources.
- To conduct regular backups of critical data and implement disaster recovery plans to prevent data loss.
- To stay updated with emerging technologies and recommend upgrades or improvements to enhance the efficiency of IT systems.
- To collaborate with other departments to integrate technology into teaching and learning processes effectively.



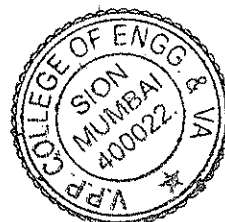
- To assist in the planning and execution of IT-related projects and initiatives aligned with the college's goals and objectives.

#### **4.23. PA to Principal:**

- To manage the Principal's schedule, including arranging meetings, appointments, and events.
- To screen and manage incoming communications, including emails, phone calls, and letters.
- To prepare and organize documents, reports, and presentations for the Principal.
- To coordinate travel arrangements and accommodations for the Principal.
- To assist in maintaining records and files related to the Principal's activities and responsibilities.
- To act as a liaison between the Principal and other members of the college community.
- To handle confidential information and sensitive matters with discretion and professionalism.
- To facilitate effective communication between the Principal and external stakeholders.
- To assist in the planning and execution of special projects or events involving the Principal.
- To perform any additional tasks or responsibilities as directed by the Principal.

#### **4.24. Maintenance Officer/Supervisor:**

- To oversee and manage the maintenance of all college facilities, including buildings, equipment, and grounds.
- To develop and implement a preventive maintenance program to ensure the longevity and efficiency of college assets.
- To coordinate and supervise maintenance staff, providing guidance and support in their roles.
- To conduct regular inspections to identify maintenance needs and prioritize repairs.
- To liaise with external contractors and vendors for specialized maintenance tasks.
- To ensure compliance with safety and regulatory standards in all maintenance activities.
- To manage the budget for maintenance expenses, allocating funds for repairs, upgrades, and replacements.
- To maintain accurate records of maintenance activities, including work orders and schedules.





- To respond promptly to maintenance requests and emergencies to ensure a safe and functional environment.
- To collaborate with other departments to support their specific maintenance needs.

#### **4.25. Store In-charge:**

- To manage and maintain an accurate inventory of all materials and supplies in the college's storeroom.
- To oversee the receiving, storing, and issuing of materials, ensuring proper documentation and record-keeping.
- To monitor stock levels and reorder supplies as needed to maintain adequate inventory levels.
- To coordinate with various departments to understand their material requirements and ensure timely delivery.
- To conduct regular inspections to check for quality, condition, and expiration dates of stored items.
- To implement and enforce proper storage and handling procedures to prevent damage or loss of materials.
- To liaise with vendors and suppliers for timely delivery and resolution of any discrepancies in orders.
- To prepare and maintain reports on stock levels, consumption, and order status for management review.
- To implement cost-saving measures and inventory control practices to optimize resource utilization.
- To ensure compliance with all relevant policies, procedures, and regulations related to store management.

#### **4.26. Administrative Officer:**

- To oversee and manage administrative functions and operations within the college.
- To coordinate and supervise administrative staff, providing guidance and support in their roles.



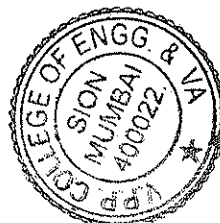
- To develop and implement policies and procedures to ensure efficient and compliant college operations.
- To liaise with faculty, staff, and external stakeholders to facilitate seamless communication and collaboration.
- To manage logistical arrangements for events, meetings, and other college activities.
- To maintain records and documentation related to administrative processes and activities.

#### **4.27. Technical head of laboratories:**

- To coordinate and supervise laboratory staff, providing guidance and support in their roles.
- To manage and procure necessary equipment, chemicals, and materials for laboratory experiments and practical sessions.
- To enforce compliance with safety regulations, ensuring proper handling and disposal of hazardous materials.
- To liaise with faculty to support the planning and execution of experiments and demonstrations.
- To conduct regular inspections of laboratory facilities and equipment, identifying maintenance and repair needs.
- To assist in the development and improvement of laboratory manuals and instructional materials.
- To manage the budget allocated for laboratory expenses, allocating funds for equipment maintenance, repairs, and upgrades.
- To stay updated with advancements in laboratory technology and recommend improvements to enhance efficiency.
- To enforce compliance with all relevant policies, procedures, and regulations related to laboratory operations within the college.

#### **4.28. Senior Technical Assistant:**

- To supervise and guide technical staff in their day-to-day activities, ensuring efficiency and adherence to standards.
- To assist in the planning, execution, and coordination of experiments, demonstrations, and practical sessions.



- To oversee the maintenance and troubleshooting of equipment, machinery, and technology used in labs and workshops.
- To manage the procurement, inventory, and proper storage of technical supplies and materials.
- To collaborate with faculty in the development and improvement of lab manuals and instructional materials.
- To ensure strict adherence to safety regulations and protocols in all technical activities.
- To stay updated with advancements in technology and recommend upgrades or improvements to equipment and systems.
- To assist in the planning and execution of technical projects and initiatives aligned with the college's educational goals.
- To provide technical guidance and training to students involved in projects and competitions.

#### **4.29. Technical Assistant:**

- To provide technical support and assistance to faculty, students, and staff in various engineering-related activities.
- To maintain and troubleshoot equipment, machinery, and technology used in labs and workshops.
- To assist in the setup and conduct of experiments, demonstrations, and practical sessions.
- To oversee the procurement, inventory management, and proper storage of technical supplies and materials.
- To ensure compliance with safety regulations and protocols in all technical activities.
- To collaborate with faculty in the development and improvement of lab manuals and instructional materials.
- To stay updated with advancements in technology and recommend upgrades or improvements to equipment and systems.
- To assist in the planning and execution of technical projects and initiatives aligned with the college's educational goals.

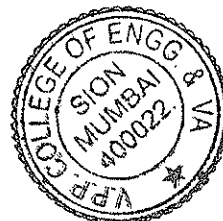


#### 4.30. Workshop Superintendent:

- To coordinate and supervise workshop staff, providing guidance and support in their roles.
- To ensure the availability and maintenance of necessary tools, equipment, and materials for workshop activities.
- To develop and implement safety protocols and procedures to prevent accidents and ensure compliance with regulations.
- To liaise with faculty and students to support practical training and project work conducted in the workshop.
- To conduct regular inspections of workshop facilities and equipment, identifying maintenance and repair needs.
- To assist in the planning and execution of workshops, training programs, and practical sessions.
- To manage the budget for workshop expenses, allocating funds for equipment maintenance, repairs, and upgrades.
- To stay updated with advancements in workshop technology and recommend improvements to enhance efficiency.
- To enforce compliance with relevant policies, procedures, and regulations related to workshop operations.

#### 4.31. Head Clerk:

- To oversee the administrative tasks and functions of the college office, ensuring smooth operations.
- To manage and supervise clerical staff, providing guidance and support in their roles.
- To maintain accurate records of student enrollment, attendance, and academic progress.
- To coordinate and assist in the organization of examinations, including scheduling and distribution of exam materials.
- To handle the filing and organization of official documents and records in a systematic manner.
- To liaise with other departments to ensure accurate and timely dissemination of information.
- To assist in the preparation and distribution of official correspondence, including letters, notices, and reports.



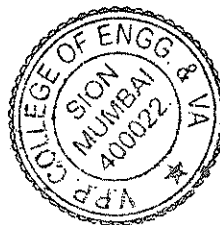
- To manage office supplies, equipment, and resources, ensuring their availability and proper usage.

#### 4.32. Senior Clerk:

- To provide guidance and support to clerical staff, helping them fulfill their roles effectively.
- To manage student records, including enrollment, attendance, and academic progress, with meticulous attention to detail.
- To assist in the coordination of examinations, including scheduling, distribution of materials, and ensuring a secure testing environment.
- To maintain and organize official documents and records, ensuring accessibility and confidentiality.
- To liaise with various departments to facilitate clear and timely communication and information flow.
- To contribute to the preparation and distribution of official correspondence, such as letters, notices, and reports.
- To oversee and manage office supplies, equipment, and resources, maintaining their availability and functionality.

#### 4.33. Clerk:

- To assist in administrative tasks, ensuring smooth and organized office operations.
- To handle tasks related to student records, including enrollment, attendance, and academic progress.
- To support the coordination of examinations, including scheduling, distribution of materials, and maintaining a secure testing environment.
- To file and organize official documents and records, ensuring their accessibility and confidentiality.
- To assist in the preparation and distribution of official correspondence, such as letters, notices, and reports.
- To manage office supplies and resources, ensuring their availability and proper usage.
- To facilitate communication between various departments, ensuring effective information flow.



#### 4.34. Peon

- To ensure the cleanliness and tidiness of the college premises, including offices, classrooms, and common areas.
- To assist in the distribution and collection of documents, files, and other materials within the college.
- To handle basic clerical tasks such as photocopying, filing, and maintaining office supplies.
- To assist in the setup and arrangement of furniture and equipment for meetings, events, and activities.
- To run errands as directed by college staff, which may include tasks like purchasing supplies or delivering messages.
- To maintain the exterior areas of the college, including gardening and minor maintenance tasks.
- To support the general security and safety of the college by reporting any suspicious activity or hazards.
- To assist in the handling and distribution of mail and packages within the college.
- To perform any other tasks or responsibilities as directed by college administration or supervisory staff.

#### 4.35. Electrical Supervisor:

- To coordinate and supervise electrical maintenance and repair activities, ensuring compliance with safety standards.
- To conduct regular inspections of electrical systems and equipment to identify and rectify potential hazards or malfunctions.
- To collaborate with other departments to support their specific electrical needs and initiatives.
- To assist in the planning and execution of electrical projects, including wiring, lighting, and power distribution.
- To liaise with external contractors and service providers for specialized electrical services.
- To enforce compliance with electrical codes, regulations, and safety standards in all work performed.



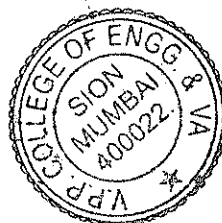
- To oversee the procurement of electrical supplies, ensuring availability and proper inventory management.
- To provide technical guidance and training to staff and students involved in electrical projects.
- To respond promptly to electrical emergencies and take appropriate action to safeguard the college community.
- To strictly adhere to all relevant policies, procedures, and regulations related to electrical work within the college.

#### 4.36. Wireman:

- To install, maintain, and repair electrical systems and equipment within the college premises.
- To conduct routine inspections of electrical systems to identify and rectify potential hazards or malfunctions.
- To troubleshoot and diagnose electrical issues, providing timely and effective solutions.
- To collaborate with other departments to support their specific electrical needs and initiatives.
- To assist in the planning and execution of electrical projects, including wiring, lighting, and power distribution.
- To oversee the procurement of electrical supplies, ensuring availability and proper inventory management.
- To provide technical guidance and training to staff and students involved in electrical projects.
- To participate in professional development opportunities and workshops to enhance technical skills and knowledge.
- To respond promptly to electrical emergencies and take appropriate action to safeguard the college community.

#### 4.37. Attendant:

- To ensure the cleanliness and orderliness of designated areas, including offices, classrooms, and common spaces.
- To assist in the setup and arrangement of furniture and equipment for meetings, events,



and activities.

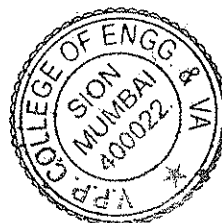
- To provide support in basic clerical tasks such as photocopying, filing, and maintaining office supplies.
- To run errands as directed by college staff, which may include tasks like purchasing supplies or delivering messages.
- To maintain the exterior areas of the college, including gardening and minor maintenance tasks.
- To strictly adhere to all relevant policies, procedures, and regulations governing the role of an Attendant in the college.
- To contribute to the overall safety and security of the college environment by reporting any unusual incidents or hazards.
- To perform any other tasks or responsibilities as directed by college administration or supervisory staff.
- To assist in the handling and distribution of mail and packages within the college.

#### 4.38. Foreman

- To supervise and lead a team of skilled and unskilled workers in various maintenance and construction projects.
- To ensure that all projects are completed within specified timelines and meet quality standards.
- To allocate tasks and responsibilities to team members, taking into consideration their individual strengths and expertise.
- To conduct regular inspections of work sites, ensuring compliance with safety regulations and proper use of equipment.
- To enforce compliance with all relevant policies, procedures, and regulations governing construction and maintenance work.
- To monitor and report progress on projects to college administration or supervisory staff.
- To ensure that all tools, equipment, and materials are properly maintained and stored.

#### 4.39. Fitting Instructor

- To develop and update curriculum and instructional materials to align with industry standards and best practices.





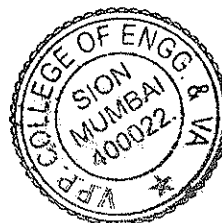
- To conduct practical demonstrations and hands-on exercises to enhance students' understanding and proficiency in fitting.
- To assess students' progress and performance through regular evaluations and provide constructive feedback.
- To ensure the safety and proper use of tools, equipment, and materials in the fitting workshop.
- To collaborate with other instructors and departments to support integrated learning experiences for students.
- To stay updated with advancements in fitting technology and recommend improvements to enhance the learning experience.
- To provide guidance and mentorship to students interested in pursuing careers in fitting.

#### **4.40. Assistant Instructor**

- To assist in delivering instructional sessions and providing hands-on training to students.
- To support the development and updating of curriculum materials, ensuring alignment with industry standards.
- To provide guidance and supervision during practical demonstrations and exercises, ensuring students' comprehension of the subject matter.
- To assist in evaluating students' progress through assessments and assignments, offering constructive feedback for improvement.
- To maintain a safe and organized environment within the workshop, overseeing the proper use of tools and equipment.
- To collaborate with senior instructors and departmental colleagues to facilitate a cohesive learning experience.

#### **4.41. Semi-Skilled Assistant Instructor**

- To assist in delivering instructional sessions and providing hands-on training to students.
- To support the development and updating of curriculum materials, ensuring alignment with industry standards.
- To offer guidance and supervision during practical demonstrations and exercises, ensuring students' comprehension of the subject matter.



- To assist in evaluating students' progress through assessments and assignments, offering constructive feedback for improvement.
- To maintain a safe and organized environment within the workshop, overseeing the proper use of tools and equipment.

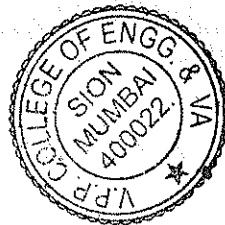
#### 4.42. Workshop Assistant

- To assist in the setup and preparation of materials, tools, and equipment for practical sessions and experiments.
- To provide support to instructors and students during hands-on activities, ensuring a smooth learning experience.
- To maintain the cleanliness and organization of the workshop area, including tools, machines, and workstations.
- To assist in the safe operation and handling of machinery and equipment, providing guidance to students.
- To conduct basic maintenance tasks on workshop tools and equipment, reporting any malfunctions promptly.
- To monitor and replenish supplies, ensuring the availability of necessary materials for practical sessions.
- To enforce compliance with safety protocols and regulations, promoting a secure working environment.
- To assist in the inventory management of workshop supplies and materials, facilitating procurement as needed.



**PART IV**

**APPOINTMENT, PAY & APPRAISAL**



## 1. APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

### I. Classification of Employees: The Organization has following types of employees

- iii. **Regular Employee:** Means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.
- iv. **Probationary Employee:** Is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.
- v. **Staff on Contract:** All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- vi. **Temporary/Adhoc Appointees:** Means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
- vii. **Apprentices/Trainees:** Means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

II. The Chairman/Secretary shall be the authority for issuing all appointment orders.

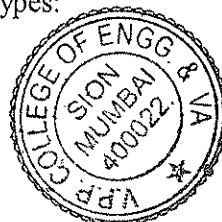
III. All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year in the post to which the individual is promoted.



- IV. The Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
- V. The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.
- VI. **Probation:** Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice or one month' salary in lieu thereof.
- VII. **Resignation and Termination:**
- a. If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.
  - b. The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.
  - c. The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving three months' notice or paying salary in lieu of notice.

## 2. SELECTION PROCEDURE AND RULES:

- a. The selection process encompasses two distinct types:



1. University Staff Selection :

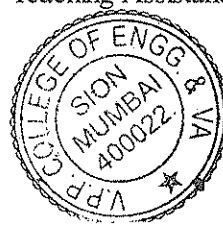
This involves the standard process of hiring staff through formal channels established by the university.

The constitution of selection committee qualification and experience for the post/s (unaided) of Professor, Associate Professor, Assistant Professor and Librarian as per government Resolution No[सावेआ ११११/प्र.क्र. ४४ /ता.शि. २ दिनांक ११/०९/२०१९ and the University मशिमाक/विशिमाक /तंत्रशिक्षण /११/२०२०-२१ dated 11/01/2021.]

2. Walkin interview:

Walk-in interviews are often used when immediate staffing needs arise.

- p. The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Maharashtra and University/AICTE.
- q. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- r. All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. The Staff Selection Committee is constituted as
- i. Secretary/President/Chairman.
  - ii. Principal/Campus Director
  - iii. Head of the Department
  - iv. One/Two experts
- s. The Selection Committees interview the candidates invited for interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- t. All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all



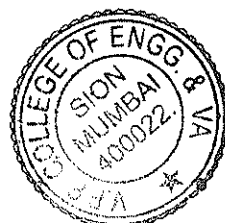
temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Governing Body /Governing Body from time to time.

### **3. PAY, ALLOWANCES & INCREMENTS:**

- a. AICTE/DTE Norms, Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff, non-teaching staff subject to approval of the Governing Body. However, the institute may temporarily appoint staff on consolidated pay in certain cases.
- b. Dearness and House Rent Allowances as per Maharashtra State Government rates shall be adopted, but subject to approval of the Governing Body.
- c. Unless otherwise stated in the appointment order, an employee on appointments shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- d. All service in a post on time scale of pay shall count for eligibility for increment.
- e. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- f. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect.

#### **• EFFECT OF APPOINTMENT:**

The appointment shall be effective from the date of joining only if the person concerned takes over the charge of the post before noon. In other cases it will be effective from the next calendar day even if it is a holiday.



#### 4. APPRAISAL AWARD POLICY FOR TEACHING STAFF

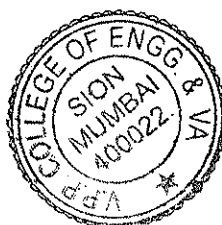
Sr. No	Marks Achieved out of 160	Appraisal benefit/Award
1	Less than 75	No Increment
2	75 to 99	Regular Increment
3	100 to 124	Regular Increment + Allowance equal to one additional increment.
4	125 to 160	Regular Increment + Allowance equal to two additional increments.

#### Note:

- 1. Additional Allowance:** Based on marks achieved as per Appraisal criteria an allowance equal to One/Two additional increments shall be paid only for one academic year. The next academic year appraisal award shall be given based on the performance of the staff in the next year.
- 2. Promoted faculty:** If a faculty is promoted from Assistant Professor to Associate Professor Grade or from Associate Professor to Professor Grade then promotion is treated as the highest award. In such cases no additional appraisal award will be given to him/her.

#### 5. APPRAISAL AWARD POLICY FOR NON- TEACHING STAFF

Sr. No	Marks Achieved out of 85	Appraisal benefit/Award
1	Less than 50	No Increment
2	50 to 69	Regular Increment
3	70 to 79	Regular Increment + Allowance equal to one additional increment.
4	80 to 85	Regular Increment + Allowance equal to two additional increments.





## Note:

1. **Additional Allowance:** Based on marks achieved as per Appraisal criteria an allowance equal to One/Two additional increments shall be paid only for one academic year. The next academic year appraisal award shall be given based on the performance of the staff in the next year.
2. **Promoted faculty:** If a faculty is promoted in higher Grade then promotion is treated as the highest award. In such cases no additional appraisal award will be given to him/her.

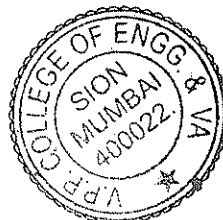
## 6. AGE OF RETIREMENT:

The age of retirement for employees in the service of VPPCOE&VA shall be 58 years. An employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 58 years and as amended from time to time in relevant rules on the lines of State Government employees.

- a) No confirmed employee shall resign his employment in VPPCOE&VA without giving a written notice of at least three months to the Principal.
- b) The Principal shall have powers to accept a shorter notice on the condition that the pay and allowances for the period by which the notice falls short of three months shall be recovered from the employee concerned.
- c) An employee on probation may resign his appointment during the period of probation by payment of compensation of one month's pay and allowances to VPPCOE&VA.

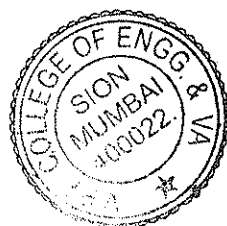
## 7. TERMINATION:

- (a) Principal may, by issue of a written notice of not less than three months, terminate the services of the junior most confirmed employee in the cadre in the event of abolition of the post in that cadre.
- (b) Where it is not possible to give such a notice of three months the pay and allowances of the employee for the period by which such a notice falls short of a period of three months shall be paid to the employee by VPPCOE & VA in lieu of such notice.



**PART V**

**LEAVE RULES**



## 1. VPPCOE&VA LEAVE RULES

Teachers shall be governed by leave rules of the University of Mumbai and Non-Teaching staff shall be governed by rules regarding service conditions with respect to Maharashtra Nagri Seva Niyam, 1981.

### 1.1 Right to leave

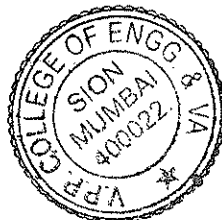
- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

### 1.2 Application for leave

- No leave can be claimed as a matter of right. Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority.
- An employee shall not take up any service or accept any employment, while on leave.
- Whenever a staff Member intends to take leave, he / she shall get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation/administration work/any other work assigned to him / her. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- If a teacher/technical Assistant is not present either on the first working day or on the last working day of a term, without a valid reason and without appropriate communication with the sanctioning / higher authorities, the college shall be entitled to deduct his pay and allowances for 15 days'.
- For unauthorized absence without valid reason and communication, the college shall be entitled to deduct appropriate salary at the discretion of the Principal.

### 1.3 Authority empowered to sanction Leave

- Applications for leave shall be addressed to the Principal through the HOD Office.



- Leave may be sanctioned by the Principal or by a member of staff to whom the power has been delegated. Normally, the Registrar will regulate the leave accounts of the faculty members.

## 2. Casual leave

- An employee, who has put in one or more years of service, shall be entitled to 12 days' casual leave (as per the University Circular) in an academic year.
- In case of newly appointed faculty/staff members, a day's CL shall be granted for every completed service of one month for a period up to one year, not exceeding maximum limit prescribed by the University Circular.
- An employee shall be entitled to not more than 5 days casual leave at a time.
- Any number of Sundays and / or Public holidays are permitted to be prefixed / or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed 7 days and it can be extended up to 10 days in case of exceptional circumstances.
- Casual Leave should ordinarily be evenly distributed during the year as far as possible.
- The casual leave cannot be combined with any other kind of leave.
- Holidays or Sundays falling during the period of casual leave shall be excluded in the quantum of casual leave.
- Casual leave of half day can be granted to an employee.
- Casual leave will be considered from July to June.

## 3. Earned Leave

- An employee who is not entitled to vacation shall be entitled to earned leave of 30 days in a year.
- Each employee's leave account shall be credited with earned leave in advance, in two installments of 15 days each on 1st January and 1st July of every calendar year.
- The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year. Earned Leave shall be accumulated to the leave account of the employee. However at the time of retirement / resignation only 300 days shall be encashable.



- Teaching & Non-Teaching Staff (non-vocational) are eligible for 30 days' of earned leave after confirmation of service by completing probation period successfully.
- Not less than three earned leaves can be availed at a time. Earned Leave shall be pre sanctioned.

#### 4. Vacation

- Confirmed Teachers and technical non-teaching staff are entitled to the vacation as per rules of University of Mumbai (presently total 70 days i.e. 40 days during summer and 30 days during winter is admissible).
- USSC selected faculty who are on probation shall not be entitled for vacation. They will be entitled for 30 days EL. However USSC selected staff members on probation with more than five years of continuous service in the Institution shall be entitled for vacation as per the rules.
- Employees should be physically present either before proceeding on vacation or on the day succeeding the last day of vacation.
- If a teacher is required to be detained for any work during vacation for which he / she does not receive any additional remuneration shall be entitled to an earned leave equal to one-third of the number of days on which he / she works during the vacations, subject to a maximum of 30 days. This leave shall be accumulated to the leave account of the employee.
- For conversion of vacation into EL, he/she must have worked during vacation with written instruction from Principal / HOD.
- HOD's shall make due arrangements to take care of their work during their Absence while availing vacation.
- Special leaves may be granted by the Principal to Adhoc Staff for genuine reasons.

Adhoc faculty may be permitted to avail one week special leave during the vacation period between the semesters, if it falls within their tenure. Adhoc faculty having 2-5 years continuous experience may be permitted to avail fifteen days special leaves per semester during the vacation period between the semesters, if it falls within their tenure. Adhoc faculty having more than 5 years continuous experience in the Institution shall be entitled for 70 days special leave as per the rule. However the decision will totally be at the discretion of the Management.



## 5. Medical (Sick) leave

It is admissible to an employee who is on scale, each completed 2 years' continuous service and those who are confirmed in the service shall be 20 half days / 10 full days annually. An application for medical leave on medical grounds shall have to be supported by a Medical Certificate from a Registered Medical Practitioner. Medical leave can be accumulated and can be availed as per the request. However final discretion of sanctioning the accumulated medical leave would be at the discretion of the Principal /Management.

For all Medical / Sick leave, a Medical Certificate is essential. For Medical leaves above 7 days, Fitness Certificate is also required. During the above 15 days, the college will verify all documents about illness from the competent authority of VPPCOE & VA. Medical leave will be sanctioned for a minimum of two days. For confirmed staff members with more than 10 years service in the institution, medical leave can be considered as commuted leave.

## 6. Sabbatical leave/Academic leave/Study leave-

A confirmed teacher/staff shall be eligible for study leave, according to the rules of the Governing Body.

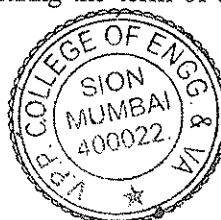
A confirmed teacher in a college may be granted study leave at the discretion of the Governing Body of the college to enable him / her to undertake higher studies or specialized training either in India or abroad in the discipline / subject having a direct and close connection with his sphere of duties which increases his usefulness to the college.

Staff members completing 5 years of continuous service in the institution shall be entitled for one day leave per week for the duration of 3 academic years for PhD.

Staff members completing 10 years of service in the institution shall be entitled for two days leave per week for the duration of 3 years for PhD.

Leave due and admissible may be combined with study leave if and as may be permitted by Principal / management.

Study leave shall not ordinarily be granted to more than one teacher in the department of college at a time during the term of an intake of 60 students. and not



more than two teachers in the department with an intake of 120 students.

A teacher who is granted study leave shall enter into an agreement with the governing body to serve the college for a period of 5 years. A teacher if selected under QIP in IIT as a research scholar to undergo a PhD programme in Engineering discipline shall be given an option for registering for the PhD programme for 3 years with half pay leave for 36 months provided he / she is willing to execute a bond to work for the Institute for 10 years after completion of the PhD Degree. Study leave for non-teaching staff is at the discretion of the Principal/ Management.

## **7. Maternity leave**

A confirmed female teacher shall be eligible for maternity leave as per University / AICTE GR from the date of its commencement. Such leave shall not be debited from the leave account. An employee can avail maternity leave only on two (2) occasions in her entire service period.

- **Eligibility**

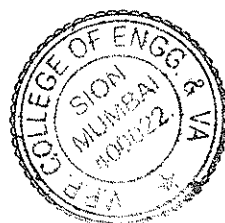
As per the Act, to be eligible for maternity benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days in the past 12 months. Payment during the leave period is based on the average daily wage for the period of actual absence.

- **Increased Paid Maternity Leave:**

The Maternity Benefit Amendment Act has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth.

- **Maternity leave for adoptive and commissioning mothers:**

Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months from the date of adoption as well as to the "commissioning mothers".

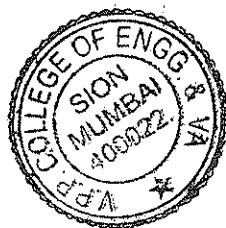


The commissioning mother has been defined as the biological mother who uses her egg to create an embryo planted in any other woman.

Women employees are eligible for maternity leaves of 180 days for maximum two surviving children. Maternity leaves can be combined with any other kind of leaves including CCL and can be taken without medical certificate up to one year in continuation. These leaves cannot be debited against leave account and the period of leave will be included in service period for increment and pension. The women employee will be given full pay during the leave period. But one should be careful not to join office back during maternity leave period as this leave can be taken in one spell at a stretch. If a woman employee joins back before completing her maternity leave, it automatically gets canceled.

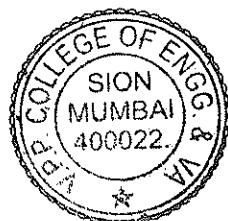
Women employees are entitled for 45 days of leave in the entire service in case of miscarriage/ abortion whether induced or otherwise but not for threatened abortion. Application needs to be supported by a certificate given by a recognized or registered practitioner. This leave is admissible irrespective of the number of surviving children.

In case of miscarriage or abortion, including abortion, included under Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.





**PART VI**  
**RULES & REGULATIONS**  
**FOR**  
**STUDENTS**



## □ RULES AND REGULATIONS FOR STUDENTS

### 1. College Timings:

The college timing is from 8:55 AM to 5:00 PM. The students must follow the college timing.

### 2. Academic calendar and Time table:

The details of academic curriculum and activities are mentioned in the academic book. The students are required to strictly follow the class Time table and academic calendar.

### 2. Attendance:

All students are hereby informed that attendance for lectures/practicals/tutorials is compulsory. Mumbai University does not allow students to appear for examinations if their attendance is less than 75%. But for the good academic performance of the students, the department expects 100 % attendance in theory and practical separately.

### 3. Defaulters:

Defaulters list will be displayed monthly. The defaulter students are required to bring their parents/guardians within four days after the display of defaulters list. If students remain defaulter consistently he/she has to face the consequences as laid by the Mumbai University.

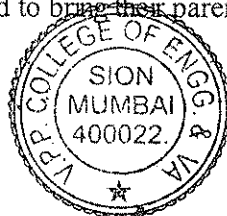
### 4. Examination:

As per the university norms, there will be two term test i.e. Mid Term test and End Term test in the semester which is an integral part of Internal Assessment for every subject. Both the examinations will be based on 40 % and 70 % of theory syllabus respectively for each subject and will be conducted as per the dates mentioned in the academic calendar.

Attendance for both internal examinations **IS COMPULSORY**. As per the university norms, no retest will be conducted under any circumstances. Separate passing heads is compulsory for internal and external examination for individual subjects. If the student fails in any of the exams he/she has to reappear in the concerned subject after the declaration of the result.

### 5. Assembly/prayer:

The Assembly /Prayer starts at 8:45 AM. The student must remain present in their respective classes for the prayer. The students reporting the college late will be treated as late comers and their attendance will be noted in the separate register. After three late marks the students are expected to bring their parents /guardians to the college.



**6. Identity card:**

Students must wear ID during college hours on campus.

**7. Uniform:**

Students must wear white formal shirt and blue jeans on every Monday.

**8. Mobile Phone:**

Use of cell phones is strictly prohibited in the college premises.

**9. Practical's/tutorials/Assignments:**

The Student should compulsory bring their rough and fair journal for the concerned subject for every practical and tutorial and get it checked regularly. Failing to do so, they will not be allowed for the practical. The Assignments for every subject should be submitted on a regular basis.

**10. Code of Conduct:**

Abide by the code of conduct set forth by the institution, which includes guidelines for behavior, respect for faculty, staff, and peers, and adherence to ethical standards.

**11. Disciplinary Actions:**

Be aware of the consequences of violating rules, which may include warnings, fines, suspension, or expulsion depending on the severity of the infraction.

**12. Examination Regulations:**

Follow the examination rules and guidelines provided by the college, which may include policies on cheating, plagiarism, and academic dishonesty.

**13. Library Usage:**

Adhere to library rules, including borrowing and returning of books, maintaining quiet study environments, and respecting library staff.

**14. Use of Facilities:**

Use laboratory, workshop, and other facilities responsibly, ensuring safety and proper handling of equipment.

**15. Anti-Ragging Policies:**

Comply with anti-ragging policies set by the institution, which prohibit any form of harassment, bullying, or ragging of fellow students.

**16. Dress Code:**

Follow any dress code specified by the institution for attending classes, labs, or other formal events.

**17. Prohibition of Substance Abuse:**

Strictly avoid the use of drugs, alcohol, or any prohibited substances on campus



premises.

**18. Internet and Computer Usage:**

Adhere to guidelines for the responsible use of computer facilities, internet access, and software licensing agreements.

**19. Health and Safety:**

Follow health and safety protocols, including fire safety regulations, first aid procedures, and reporting of any accidents or incidents.

**20. Participation in Co-Curricular Activities:**

Actively participate in extracurricular and co-curricular activities organized by the college, which may contribute to overall personal and professional development.

**21. Parking and Vehicle Regulations:**

Comply with rules for parking vehicles on campus, including designated parking areas, permits, and speed limits within the college premises.

**22. Guest and Visitor Policies:**

Follow procedures for hosting guests or visitors on campus, including obtaining necessary permissions and ensuring their compliance with college rules.

**23. Environmental and Sustainability Practices:**

Support and participate in initiatives aimed at environmental conservation and sustainable practices within the campus.

**24. Career Services and Internship Guidelines:**

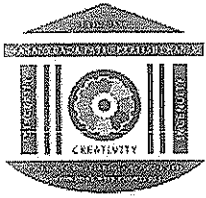
Adhere to guidelines set by the college's career services department, especially in terms of internship placements, resume submissions, and interview processes.

**25. Alumni Engagement and Networking:**

Participate in alumni activities and maintain professional conduct when engaging with alumni for networking or mentorship opportunities.

The student must abide by the above mentioned rules and regulations laid down by the Institute for their better and brighter future.





# VASANTDADA PATIL PRATISHTHAN'S

## COLLEGE OF ENGINEERING AND VISUAL ARTS

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(F.No 28-110/2010 – NBA Dated 02/04/2012)

### Research and Development Cell

## Research & Development (R & D) Policy

### Seed Funding Proposal Selection Policy

#### Introduction

To Promote research and development activities separate budget is allocated every year. Every academic year, proposal shall be invited from all the departments of institute through Head of Departments.

#### Selection Procedure

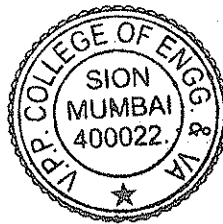
Scrutiny of received proposals will be done by committee comprising of Principal, Dean R & D, Two senior professor and Head III committee.

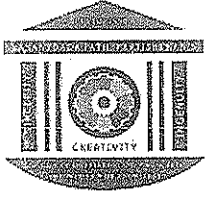
Proposal shall be selected on the basis of following parameters

Title of Proposal	Name of PI	Novelty (20)	Purpose of project/ Research work (10)	Type of work (10)	Application (20)	Outcome of work (20)	Benefits to institute (20)	Remark

#### Funding:

1. Amount of seed funding limit per project is Rs.30,000/-. Projects having scope of commercialization shall be given funding up to Rs. 50,000/-.
2. Maximum one year period will be provided for completion project.





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### Research and Development Cell

#### R&D Policy for Attending Conference by Faculty

##### 1. In National Conference for faculty

- 100% Registration fees or Rs. 5000/- whichever is the minimum and TA/DA shall be reimbursed as per Institute rules.
- Faculty can avail this benefit once in an academic year.
- Conference having proceedings (full paper) of IEEE / ACM / Springer / Elsevier / AIP etc. indexed in Scopus/WoS will be considered.
- If Faculty member wants to attend second time in a calendar year then registration fees maximum up to Rs. 2500/- will be provided and No TA/ DA shall be reimbursed.

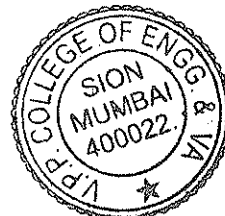
##### 2. International Conference for Faculty

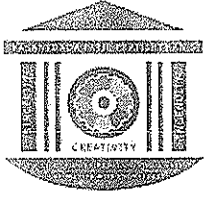
###### 1. Within India

- 100% Registration fees or Rs. 10,000/- whichever is the minimum and TA/DA shall be reimbursed as per Institute rules.
- Conference having proceedings (full paper) of IEEE / ACM / Springer / Elsevier / AIP etc. indexed in Scopus/WoS will be considered.

###### 2. Outside India

- Faculty members can attend such conference one in two years. 50 % Registration fees shall be reimbursed.
- For TA and DA faculty members can apply for Travel grants to different government agencies some of them are -
  - ACM India IARCS travel grant.
  - Microsoft Research India travel grants.
  - Council of Scientific and Industrial Research.
  - Department of Science and Technology, Govt. of India.
  - UGC travel grant.
  - SERB International Travel Support (ITS). Etc.





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### Research and Development Cell

#### ▪ R&D Policy for Attending Seminar and Workshops

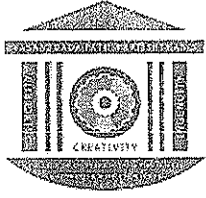
To upgrade faculty knowledge and skills, Institute promotes faculty members for the interaction with outside world and institutions. Institute provides the financial support for attending the workshops and STTPS outside the institute.

Following are the support schemes:

<b>Category A:</b> Event at national institutes such as IITs, IIMs, IISCBanglore, NITs, NIPE & R, SPA, NLS etc.	<ul style="list-style-type: none"><li>• 100% Registration fee maximum up to Rs. 10,000/-</li><li>• Duty leave as per guideline herein.</li></ul>	TA/DA as per norms
<b>Category B:</b> Deemed to be Universities, NBA/NAAC accredited Institutions having Grade A & above and standing Professional Societies, IIT or State Government Institutions	<ul style="list-style-type: none"><li>• 50% Registration fee maximum up to Rs. 5,000/-</li><li>• Duty leave as per guideline herein.</li></ul>	• TA/DA as per norms
<b>Category C:</b> Private Institutions other than category A & B	<ul style="list-style-type: none"><li>• No Reimbursement permissible</li><li>• Duty leave as per guideline herein.</li></ul>	• No TA/DA applicable
<b>For Online NPTEL/ SWAYAM Faculty development program</b>	<ul style="list-style-type: none"><li>• 100% of exam registration fee after successful completion of course</li></ul>	• No TA/DA applicable

- Faculty can avail the benefit once in the year
- Prior approval of higher authority before registration is must.





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### Research and Development Cell

#### ▪ R&D Policy for Students

##### Seed Funding for Best Projects:

- Separate seed funding will be allocated for best projects of students. Scrutiny of proposals submitted by students will be done by committee.
- Proposals will be selected based on merit and availability of funds in every year. Selection will be based on policy of seed funding.
- Student proposals with duly signed by project guide and recommended by head of the department will be considered for the funding

##### Financial Support for Paper presentation in reputed conference:

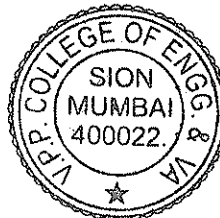
- Maximum three papers from each department will get reimbursement of Rs. 2500/- each towards paying registration fees of the conference.
- Students need to submit application signed by concerned HoD to Dean R&D.
- Student must enclose receipt of registration fees, first page of paper and conference certificate along with application.

##### Financial Support for Undertaking Interdisciplinary Projects:

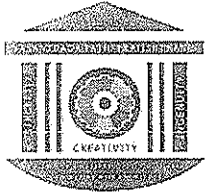
- Good quality Interdisciplinary projects will be selected for funding with maximum funding support of Rs. 20,000/- each.
- Number of projects will be considered based on availability of funding.

##### Financial Support for participation in national/international level competitions:

- Students who are participating in National/ International events/Competitions will be provided financial support.
- Competitions initiated by Apex bodies (AICTE, DTE etc.) and having national and world recognition will be considered.
- Based on recommendation of HoD and Dean R&D, Actual expenses and availability of funding financial support will be provided.







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### Research and Development Cell

#### Financial Support for filing patents:

- Student should propose and present innovative idea with working prototype in front of project evaluation committee.
- Based on recommendation of committee, HoD and Dean R&D, total expenditure will be done by institute.





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### Research and Development Cell

#### R&D Policy for Organizing Workshop/Seminar/Conferences

For the organization of National/International conferences, Workshops and Seminars, Department should take initiatives. The above events can be organized in association with other departments, institutions or professional societies for delivering better value to the participants. The maximum focus should be given on the key areas and advanced technologies.

#### Funding for Workshops:

- |  |                 |
|--|-----------------|
| 1 Two week faculty Development Program | :Rs. 1,00,000/- |
| 2 One week faculty development program | :Rs. 60,000/-   |
| 3 Three days' workshop for faculty     | :Rs. 40,000/-   |
| 4 Two days Workshop for faculty        | :Rs. 25,000/-   |
| 5 One day workshop for faculty         | :Rs. 15,000/-   |

- Expenses on hospitality should be restricted up to maximum 25% of the budget for the program.

#### National/ International Conference at Institute Level

- |  |               |
|--|---------------|
| 1 Two days National/International conference with Scopus indexed proceedings.<br>Association with any professional societies and organizations<br>More than 100 delegates from outside the institute | Rs:2,00,000/- |
| 2 Two days National/International conference in Association with any professional societies and organizations  | Rs:1,00,000/- |

#### Honorarium to Coordinators/ Co-coordinators

- Two week faculty development Program coordinator: 2500/-
- Two week faculty development Program coordinator: 1000/-
- One week faculty development Program coordinator:1500/-
- One week faculty development Program coordinator: 750/-
- Three days, Two days and one day workshop coordinator: 1000/-





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### Research and Development Cell

#### R&D Policy- Incentive Scheme

To promote faculty members for publishing their research in well reputed journals, Institute has launched research promotion scheme. Under this additional incentives will be given to the faculty members. Following is the criteria and incentive amount-

#### A. Journal Publications

Journal group	Incentive
Journal indexed in Scopus/ Web of Science with ranking in Quartile 1/ Quartile 2	Rs.10,000/-
Journal indexed in Scopus/ Web of Science with ranking in Quartile 3/ Quartile 4	Rs.5,000/-
UGC CARE	Rs.2,000/-

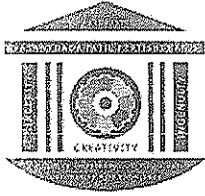
#### Terms & conditions

- 1) Institutional affiliation is must.
- 2) If all authors are from VPPCOE & VA, incentive will be given to **First author only** (Authors can decide mutually about distribution of incentive).
- 3) If collaborative research is involved then

1 <sup>st</sup> Author is from VPPCOE & VA,	100 % incentives as per journal group
2 <sup>nd</sup> Author is from VPPCOE & VA	50 % incentives as per journal group
3 <sup>rd</sup> Author is from VPPCOE & VA	25 % incentives as per journal group
4 <sup>th</sup> & onwards is from VPPCOE & VA	15 % incentives as per journal group

- 4) Faculty can avail this benefit maximum **Two** times in an academic year.
- 5) No APC (Article Processing Charges) will be given.
- 6) At the time of verification by R&D committee article must be present in above said journal groups.





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### Research and Development Cell

#### B. Book and Book chapter

Book indexed in Scopus/ Web of Science	Rs.10,000/-
Book published with <b>internationally recognized publishing houses</b> such as McGraw Hill/ Wiley/ SAGE/ Taylor & Francis/ Springer/ Elsevier/ Oxford Academic Press/ Emerald.	
Edited book indexed in Scopus/ Web of Science	Rs.7,500/-
Edited Book published with <b>internationally recognized publishing houses</b> such as McGraw Hill/ Wiley/ SAGE/ Taylor & Francis/ Springer/ Elsevier/ Oxford Academic Press/ Emerald.	Rs. 5,000/-
Book Chapter in an edited book or book series indexed in Scopus or Web of Science	Rs.5,000/-
Other than abovebook publication	Rs.2,000/-

#### Terms & conditions

- 1) Affiliation for book/book chapter must be **VPPCOE&VA**.
- 2) Faculty member can avail this benefit maximum **one** time in an academic year.

#### C. Working as Editor/ Guest Editor for Journal

Working as an editor/ guest editor for a special issue for a journal indexed in Scopus/ Web of Science with ranking in <b>Quartile 1(Q1)/ Quartile 2(Q2)</b> .	<b>10,000/-</b>
Working as an editor/ guest editor for a special issue for a journal indexed in Scopus/ Web of Science with ranking in <b>Quartile 3 (Q3)</b> .	<b>7,500/-</b>
Working as an editor/ guest editor for a special issue for a journal indexed in Scopus/ Web of Science with ranking in <b>Quartile 4 (Q4)</b> .	<b>5,000/-</b>

#### Terms & conditions

- 1) Affiliation for book/book chapter must be **VPPCOE&VA**.
- 2) Faculty member can avail this benefit maximum **one** time in an academic year.





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### Research and Development Cell

#### D. Copyright Publication:

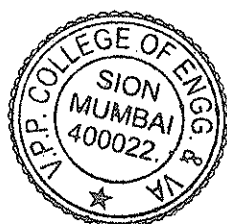
To get copyrights for innovative work done by students and faculty members institute will provide 100% of registration fees after award of copyright. Along with this for every successful copyright award, cash price of Rs. 1000/-

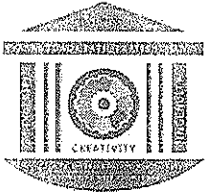
#### E. Research Grant From Government or Private Agencies

Here Principal Investigator will be eligible for incentives

Category	Project Categories based on amount of Grant Received	Incentive
A	Research grant upto 0.50 Lakhs	Letter of Appreciation
B	Research grant more than 0.50 lakhs and up to 10 Lakhs	Letter of Appreciation + Rs. 5000/-
C	Research grant more than 2.50 lakhs and up to 10 Lakhs	Letter of Appreciation + Rs. 7000/-
D	Research grant more than 10 lakhs and up to 25 Lakhs	Letter of Appreciation + Rs. 10000/-
E	Research grant more than 25 lakhs	Letter of Appreciation + Rs. 12000/-
F	MODROB Proposal sanctioned by AICTE	Letter of Appreciation + Rs. 5000/-
G	FDP/STTP/ grants by AICTE/DTE/UGC/University	Letter of Appreciation + Rs. 2000/-

- From total incentive amount, 50% payment will be made after receipt of approval letter and partial or full grant of amount. Remaining 50 % amount will be paid after successful completion of research proposal
- If more than one person is working on the project, the incentive amount will be equally divided amongst the team members





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## Research and Development Cell

### R&D Policy for Consultancy

In order to tap the applied knowledge, talent of the innovative teacher , researchers and to make use of their knowledge for society and industry, consultancy activity by the faculty is the need of the day. VPPCOE&VA promotes the consultancy by framing policy for shearing the revenue generated through consultancy. The different type of consultancy and the revenue shearing for the same is as given below.

#### A. Institute Revenue Generation Distribution for Testing

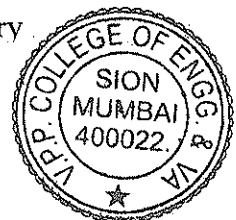
- Testing consultancy done by using laboratory facility of VPPCOE&VA comes under this category
- 50 % amount will be given to Institute i.e. VPPCOE&VA. Remaining 50% amount will be given to staff working consultancy work. Staff share distribution should be decided by Head of the Department in consultation with coordinator of consultancy project.
- Amount will be considered as balance amount from the sanction revenue after removing consumable and other lab expenses.

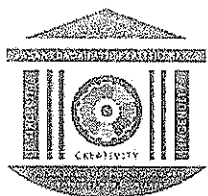
#### B. Consultancy Policy for Software Commercialization:

- Any software developed by faculty members or staff and sold to outside customer will be considered as Consultancy through software commercialization.
- 25% amount will be provided to VPPCOE&VA. Remaining 70% amount will be provided to development team. 05% amount will be provided to hardware and software support team
- Travelling and other expenses will be considered from share of hardware and software support team.

#### C. Institute revenue generated distribution for staff/ Student training

- Revenue generated through training provided to students, industry persons and other faculty members is considered under this category





# VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING AND VISUAL ARTS

TRUST REGD. NO. F. 6736 (MUMBAI)

NAAC ACCREDITATION FOR 5 YEARS (28.03.2019 TO 27.03.2024)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG./ ETXC. ENGG/ I.T.  
(F.No 28-110/2010 - NBA Dated 02/04/2012)

## Research and Development Cell

- 50% Revenue generated through the same is given to institute and remaining 50% should be given to Coordinator

### D. Consultancy Policy for Product Commercialization

- Product developed by VPPCOE&VA faculty members or staff and sold outside customer will be considered under this category
- 30% of profit will be given to VPPCOE&VA. 60% Profit will be given to Development team. 10% profit will be given to support team working for product installation, service, billing and quotation etc.
- Profit = Sale cost- Actual cost. Actual cost includes manufacturing, marketing and traveling cost.

### E. Consultancy Policy for Product development/ Service for Industry

- For product developed by faculty members or services render to industry by faculty or staff, the profit shall be shared as
- 40 % amount will be given to Institute i.e. VPPCOE&VA. Remaining 60% amount will be given to staff working consultancy work. Staff share distribution should be decided by Head of the Department in consultation with coordinator of consultancy project.

### F. Institute Revenue generation for conducting external examination using institute infrastructure

- 100% amount received for infrastructural usage will be given to VPPCOE&VA.
- 100% amount received for manpower utilization should be given to Invigilators, coordinators, presiding officers, Nodal officers, peon and others.



VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF  
ENGINEERING AND VISUAL ARTS



**IT POLICY AND GUIDELINES**



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## **1. Introduction**

Vasantdada Patil Pratishthan's College of Engineering and Visual Arts (VPPCOE&VA) is an engineering and technology institute which provides IT resources to support the educational, instructional and administrative activities of the institution and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at VPPCOE&VA. This policy applies to all users of computing resources owned or managed by VPPCOE&VA. Individuals covered by the policy include VPPCOE&VA faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, any other entity which fall under the management of Vasantdada Patil Pratishthan's College of Engineering and Visual Arts accessing network services via VPPCOE&VA computing facilities.

For the purpose of this policy, the term "IT Resources" includes all institution owned, licensed, or managed hardware and software, and use of the institution network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the institution. It is, therefore, expected that these resources are used primarily for institution related purposes and in a lawful and ethical way.

## **2. Purpose and Benefits**

This policy defines the mandatory minimum information security requirements for the entity as defined below in scope. Any entity may, based on its individual business needs and specific legal and federal requirements, exceed the security requirements put forth in this document, but must, at a minimum, achieve the security levels required by this policy.

This policy acts as an umbrella document to all other security policies and associated standards. This policy defines the responsibility to protect and maintain the confidentiality, integrity and availability of information and related infrastructure assets; manage the risk of security exposure or compromise; assure a secure and stable information technology (IT) environment; identify and respond to events involving information asset misuse, loss or unauthorized disclosure; monitor systems for anomalies that might indicate compromise; and promote and increase the awareness of information security.

Failure to secure and protect the confidentiality, integrity and availability of information assets in today's highly networked environment can damage or shut down systems that operate critical infrastructure of our institute; compromise data; and result in legal and regulatory non-compliance.

This policy benefits entities by defining a framework that will assure appropriate measures are in place to protect the confidentiality, integrity and availability of data; and assure staff and all other affiliates understand their role and responsibilities, have adequate knowledge of security policy, procedures and practices and know how to protect information.

### 3. Abbreviation

Sr. No.	Abbreviation	Description
1.	VPPCOE&VA	Vasantdada Patil Pratishthan's College of Engineering and Visual Arts
2.	CA	Competent Authority
3.	WAN	Wide Area Network
4.	IA	Implementing Agency
5.	LAN	Local Area Network
6.	GoI	Government of India
7.	IT	Information Technology
8.	ICT	Information and Communication Technology
9.	IP	Internet Protocol
10.	DHCP	Dynamic Host Configuration Protocol
11.	IR	Institutional Repository
12.	CAPEX	Capital Expenditure
13.	OPEX	Operational Expenditure

### 4. Scope

This policy encompasses all systems, automated and manual, for which the entity has administrative responsibility, including systems managed by entity. It addresses all information, regardless of the form or format, which is created or used in support of institute activities.

## **5. Objective**

The objective of this policy is to ensure proper access to and usage of VPPCOE&VA's IT resources and prevent their misuse by the users. Use of resources provided by VPPCOE&VA implies the user's agreement to be governed by this policy.

Institution's IT policy exists to maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the institution on the campus.

This policy establishes Institution-wide strategies and responsibilities for protecting the confidentiality, integrity and availability of the information assets that are accessed, created, managed, and/or controlled by the institution.

Information assets addressed by the policy include data, information systems, computers, network devices as well as documents and verbally communicated information.

## **6. Roles and Responsibilities**

The following roles and responsibilities are envisaged from the entity respectively.

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer systems and their networking.
- Prepares a schedule for providing computer services to all the concerned.
- Arranges for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Maintains and updates the institute's website.
- Manages the firewall, the information system (ERP)

## **7. Acceptable Use**

An authorized user may use only the IT resources he/she has authorization. No user should use another individual's account, or attempt to capture or guess other users' passwords.

A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware. Therefore, he/she is accountable to the institution for all use of such resources. As an authorized VPPCOE&VA user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of VPPCOE&VA or a personal computer that is connected to the VPPCOE&VA campus wide Local Area Network (LAN).

Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access. No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

## **8. Privacy and Personal Rights**

All users of the institution's IT resources are expected to respect the privacy and personal rights of others. Do not access or copy another user's email, data, programs, or other files without authorization and approval of the Competent Authority (CA).

## **9. Privacy in Email**

While every effort is made to ensure the privacy of VPPCOE&VA email users, this may not always be possible. Since employees are granted use of electronic information systems and network services to conduct institution business, there may be instances when the institution, based on approval from competent authority, reserves and retains the right to access and inspect stored information with the consent of the user.

## **10. User Compliance**

When an individual uses VPPCOE&VA's IT resources, and accepts any Institution issued computing accounts, it means that the individual agrees to comply with this and all other computing related policies. It is the responsibility of the individual to keep oneself up-to-date on changes in the IT policy of VPPCOE&VA and adapt to those changes as necessary from time to time.

## **11. Access to the Network**

### **11.1. Access to Internet and Intranet**

A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the Institution Campus wide LAN.

VPPCOE&VA shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.

Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.

### **11.2. Access to VPPCOE&VA Wireless Networks**

For connecting to a VPPCOE&VA's wireless network, user shall ensure the following:

A user shall register the access device and obtain one-time approval from the competent authority before connecting the access device to the VPPCOE&VA's wireless network. Wireless client systems and wireless devices shall not be allowed to connect to the VPPCOE&VA's wireless access points without due authentication. To ensure information security, it is recommended that users should not connect their devices to unsecured wireless networks.

### **11.3. Filtering and blocking of sites**

Gajshield Content Filtering Service (CFS) running on Gajshield Unified Threat Management and next generation firewalls (NGFWs) is a powerful protection and productivity solution that delivers unequaled content filtering enforcement for educational institutions. Using Gajshield CFS, organizations has control over the websites students and employees can access using their IT-issued computer behind the firewall.

CFS provides administrators with the tools to create and apply policies that allow or deny access to sites based on individual or group identity.

## **12. Monitoring and Privacy**

Computer Centre or any other Implementing Agency (IA) shall have the right to audit networks and systems at regular intervals, from the point of compliance to this policy.

IA/Nodal Agency, for security related reasons or for compliance with applicable laws, may access, review, copy or delete any kind of electronic communication or files stored on Institution provided devices under intimation to the user. This includes items such as files, e-mails, posts on any electronic media, Internet history etc.

IA may monitor user's online activities on Institution network, subject to such Standard Operating Procedures of GoI norms.

## **13. E-mail Access from the Institution Network**

E-mail service authorized by VPPCOE&VA and implemented by the Computer Centre shall only be used for all official correspondence.

More details in this regard are provided in the "E-mail Usage Policy of "VPPCOE&VA".

## **14. Access to Social Media Sites from VPPCOE&VA Network**

Use of social networking sites by VPPCOE&VA users is governed by "Framework and Guidelines for use of Social Media for VPPCOE&VA". User shall comply with all the applicable provisions under the IT Act 2000, while posting any information on social networking sites. User shall adhere to the "Terms of Use" of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws. User shall report any suspicious incident as soon as possible to the competent authority. User shall always use high security settings on social networking sites. User shall not post any material that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful. User shall not disclose or use any confidential information obtained in their capacity as an employee of the institution. User shall not make any comment or post any material that might otherwise cause damage to VPPCOE&VA's reputation.

## **15. Use of IT Devices Issued by VPPCOE&VA**

IT devices issued by the VPPCOE&VA to a user shall be primarily used for academic and any other institution related purposes and in a lawful and ethical way. This applies to practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

## **16. Security Incident Management Process**

A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality and authority of institution's data.

IA reserves the right to deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of the Institution.

Any security incident noticed must immediately be brought to the notice of the IA.

IA shall neither accept nor act on the request from any other organization for scrutiny or release of logs.

## **17. Intellectual Property**

Material accessible through the VPPCOE&VA's network and resources may be subject to protection under privacy, publicity, or other personal rights and intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use VPPCOE&VA's network and resources in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

## **18. Enforcement**

This policy is applicable to all the users of VPPCOE&VA as specified in Scope of this document. It is mandatory for all users to adhere to the provisions of this policy.

Each entity of VPPCOE&VA shall be responsible for ensuring compliance with the provisions of this policy.

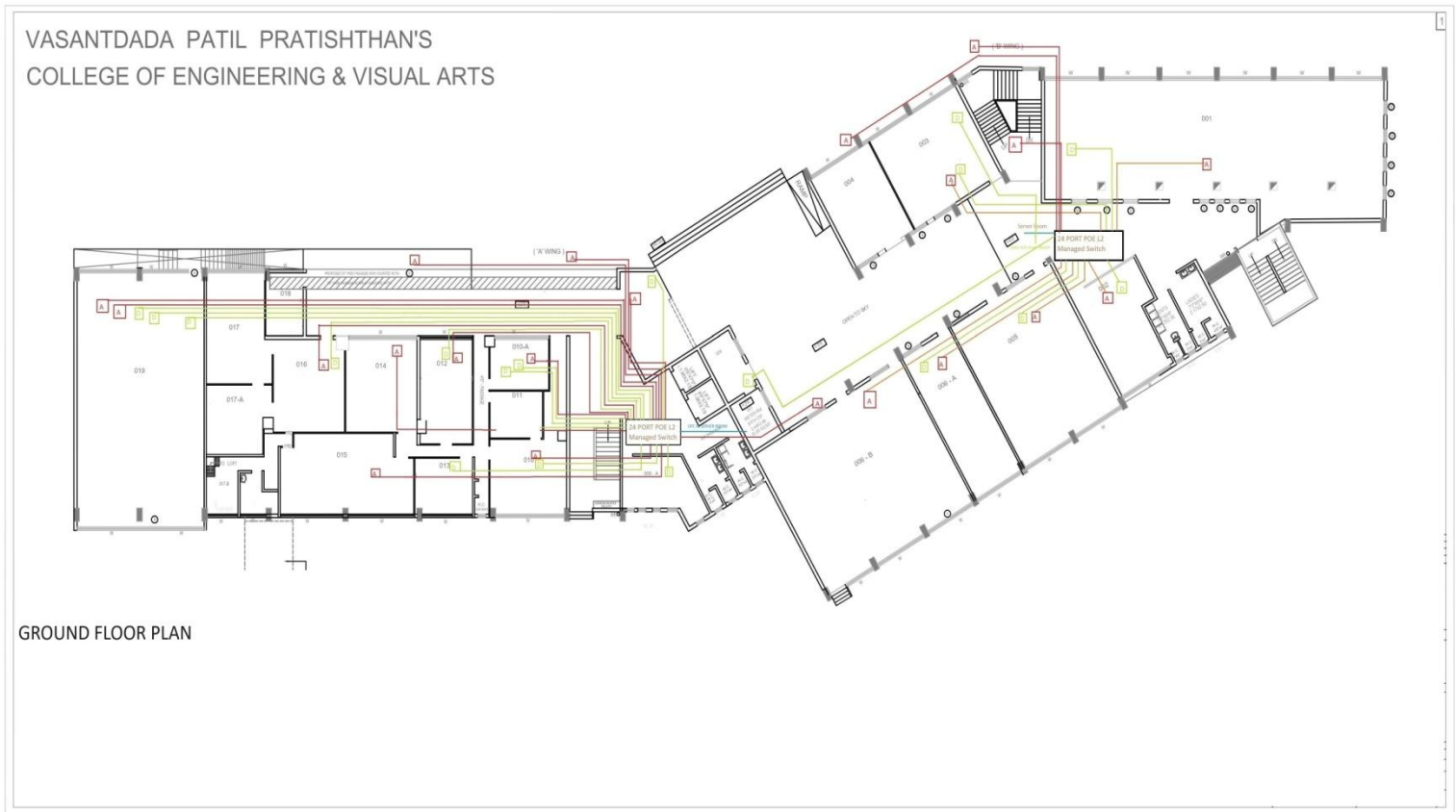
## **19. Deactivation**

In case of any threat to security of VPPCOE&VA's systems or network from the resources being used by a user, the resources being used may be deactivated immediately by the IA.

Subsequent to such deactivation, the concerned user and the competent authority of the institution shall be informed.



## 20. VPPCOE&VA Network Diagram

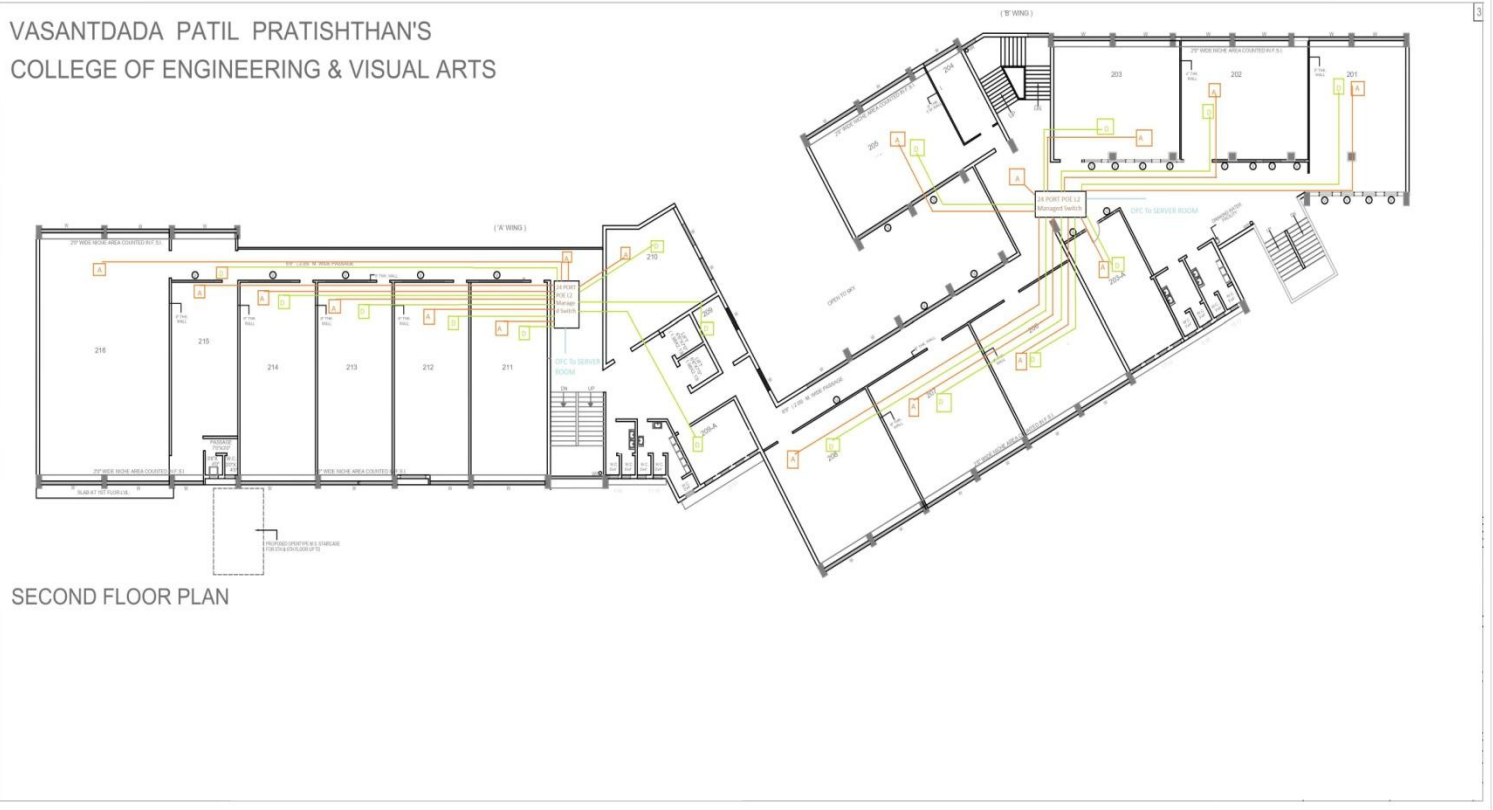


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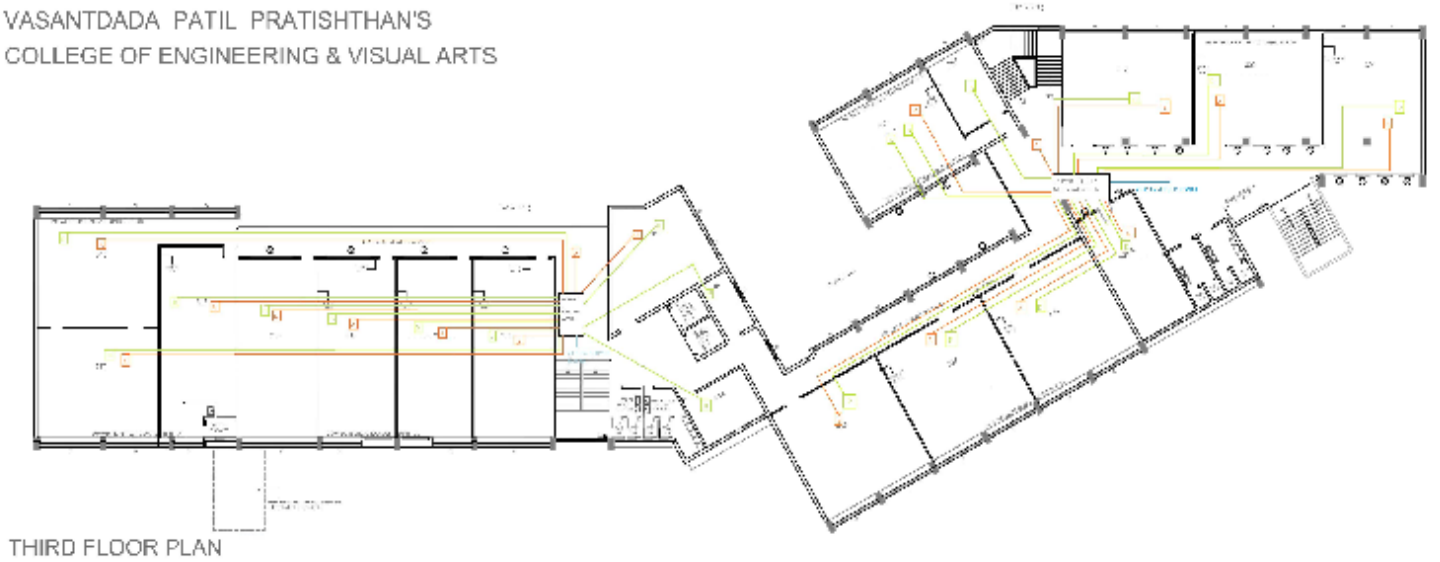


FIRST FLOOR PLAN

VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING & VISUAL ARTS



VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING & VISUAL ARTS



THIRD FLOOR PLAN

VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING & VISUAL ARTS



## **21. Audit of VPPCOE&VA Network Infrastructure**

- The security audit of VPPCOE&VA network infrastructure shall be conducted periodically twice a year by the department of system admin.
- It control security system & risk mitigation.
- Antivirus software & it's updating.

### **Review:**

Future changes in this Policy, as deemed necessary, shall be made by the Technical Committee (ICT) with the approval of the Competent Authority of the institution.

## **22. IT Hardware Installation Policy**

Institution network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

**Primary User:** An individual in whose room the computer is installed and is primarily used by him/her, is considered to be “primary” user.

**Annual Maintenance Contract:** Computers purchased by any Section/ Department/ Project should preferably be with 3 years onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include standard repair and maintenance procedures.

**Network Connection :** While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

### **Maintenance of Computer Systems provided by the Institution:**

For all the computers that were purchased by the institution centrally the department of system admin will attend to the complaints related to any maintenance related problems.

## **23. Software Installation and Licensing Policy**

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

### **Operating System and its Updating:**

Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in 6 months.

Institution as a policy encourages user community to go for open source software such as Ubuntu, Open office to be used on their systems wherever possible.

### **Use of software on Desktop systems:**

Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.

Any software installed should be for activities of the Institution only.

### **Antivirus Software and its updating:**

Computer systems used in the Institution should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

### **Backups of Data:**

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD etc.

## **24. Use of IT Devices on VPPCOE&VA Network**

This section provides the best practices related to use of desktop devices, portable devices, external storage media and peripheral devices such as printers and scanners on VPPCOE&VA's network.

### **Desktop Devices:**

Use and Ownership Desktops shall normally be used only for transacting Institution's works. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.

### **Sharing of data:**

Users shall not share their account(s), passwords, digital signatures certificate or similar information or devices which is used for identification and authorization purposes.

### **Use of Portable devices:**

Devices covered under this section include VPPCOE&VA issued machines, laptops etc. Use of the devices shall be governed by the following:

- User shall be held responsible for any unauthorized usage of their VPPCOE&VA issued access device by a third party.
- Users shall keep the VPPCOE&VA issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations (e.g. classrooms, meeting rooms, restaurants etc.).
- User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy of the application.
- Computer Centre shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User. Firewalls shall be enabled, if possible.
- Users shall wipe or securely delete data from the device before returning/ disposing it off.
- Lost, stolen, or misplaced devices shall be immediately reported to the IA/ and the competent authority.



## **25. Security and Proprietary Information**

- User shall take prior approval from the IA to connect any access device to the VPPCOE&VA's network.
- User shall keep their passwords secure and not share their account details. Users shall keep strong and secure passwords as per the password policy of the application.
- All active desktop computers shall be secured with a password-protected screensaver which should be set with automatic activation at 10 minutes or less, or log-off when the system is unattended.
- Users shall ensure that updated virus-scanning software is running on institute's system. Users shall exercise due caution when opening e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse code.
- User shall report any loss of data or accessories to the IA and competent authority of VPPCOE&VA.
- Users shall properly shut down the systems before leaving the office/ department.
- Users shall abide by instructions or procedures as directed by the Computer Centre from time to time.

If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the IA (Computer Centre) for corrective action.

## **26. Network (Intranet & Internet) Use Policy**

Network connectivity provided through the Institution, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the Institution IT Policy. The Computer Centre is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institution's network should be reported to Computer Centre.

### **IP Address Allocation:**

Any computer (PC/Server) that will be connected to the Institution network, should have an IP address assigned by the Computer Centre. In a specific range any device connected to the network will be allocated IP address only from this range. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, it will be allocated as per the DHCP pool policies.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.

### **DHCP and Proxy Configuration by Individual Departments /Sections/ Users:**

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the Institution. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the services run by the Computer Centre.

### **Running Network Services on the Servers:**

Individual departments/individuals connecting to the Institution network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the Computer Centre in writing and after meeting the requirements of the Institution IT policy for running such services.

Computer Centre takes no responsibility for the content of machines connected to the Network, regardless of those machines being Institution or personal property.

Computer Centre will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the network's performance.

Network traffic will be monitored for security and for performance reasons at Computer Centre.

Impersonation of an authorized user while connecting to the Network is in direct violation of this policy and will result in the termination of the connection.

**Internet Bandwidth obtained by Other Departments:**

Internet bandwidth acquired by any department of the Institution under any work should ideally be pooled with the institution's Internet bandwidth, and be treated as institution's common resource.

## **27. Email Account Usage Policy**

VPPCOE&VA provides official email access privileges to its users. In an effort to handle the efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official email with VPPCOE&VA domain.

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the institution's administrators, it is recommended to utilize the institution's e-mail services, for formal institution communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal institution communications are official notices from the institution to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institution messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <http://gmail.com> with their User ID and password. For obtaining the institution's email account, user may contact Computer Centre for email account and default password by submitting an application in a prescribed Performa.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies: The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

Using the facility for illegal/commercial purposes is a direct violation of the institution's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

User should keep the mail box used space within about 80% usage threshold, as „mail box full“ or „mailbox almost full“ situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious in nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer as such messages may contain viruses that have potential to damage the valuable information on your computer.

User should not share his/her email account's credentials with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

Impersonating email account of others will be taken as a serious offence under the IT security policy.

It is ultimately each individual's responsibility to keep their e-mail account free from violations of institution's email usage policy.

## **28. Disposal of ICT equipment**

The disposal of ICT hardware equipment shall be done as per the Standard Operating Procedures of the E-Waste Management of the Institution.

## **29. Budgetary provisions for ICT**

Budgetary provisions should be made under recurring grants (OPEX) to maintain the entire existing ICT infrastructure for smooth functioning of all the ICT enabled services.

Adequate budgetary provisions under capital head (CAPEX) should be kept for up gradation and augmentation of ICT infrastructure

Budgetary provisions under capital grants should also be allocated for implementation of newer ICT solutions from time to time.

## **30. Breach of This Policy**

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Helpdesk [pvppcoe.system@gmail.com](mailto:pvppcoe.system@gmail.com). On receipt of notice (or where the Institution otherwise becomes aware) of any suspected breach of this Policy, the Institution reserves the right to suspend a user's access to institution's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the Institution's disciplinary procedures.

## **31. Revisions to Policy**

The institution reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the VPPCOE&VA website and by continuing to use the institution's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

## **32. Contact Us**

If you have any queries in relation to this policy, please contact: Head Computer Centre

Phone: 9673746340

Email: [pvppcoe.system@gmail.com](mailto:pvppcoe.system@gmail.com)

## E-mail Requisition Form

### Form for Requisition of Official Email Id-

(For Faculty & Staff only)

<b>First Name</b>	:	
<b>Middle Name</b>	:	
<b>Last Name</b>	:	
<b>Department/ Branch</b>	:	
<b>Current Email address</b>	:	
<b>Mobile Number</b>	:	

#### Note:

Please spell the names and all other information sought above correctly.

This Email address should be currently used by you.

The filled in form should be submitted after getting duly signed from respective Head of the Department. An official Email address would be created within 48 hrs. - 72 hrs. Information regarding the official Email address created would be sent to your current Email address.

Grant An Official E-Mail Id Please.

(Signature of the Head of the Department)

## E-mail Requisition Form

### Form for Requisition of Official Email Id-

(For Student only)

<b>First Name</b> :	
<b>Middle Name</b> :	
<b>Last Name</b> :	
<b>Department/ Branch</b> :	
<b>Roll Number</b> :	
<b>Current Email address</b> :	
<b>Mobile Number</b> :	

**Note:**

Please spell the names and all other information sought above correctly.

This Email address should be currently used by you.

The filled in form should be submitted after getting duly signed from respective Head of the Department. An official Email address would be created within 48 hrs. - 72 hrs. Information regarding the official Email address created would be sent to your current Email address.

Grant An Official E-Mail Id Please.

(Signature of the Head of the Department)



## Wi-Fi Access Requisition Form

### Form for Requisition of Wi-Fi Access

(For Faculty & Staff only)

<b>First Name</b>	:	
<b>Middle Name</b>	:	
<b>Last Name</b>	:	
<b>Department/ Branch</b>	:	
<b>Current Email address</b>	:	
<b>Mobile Number</b>	:	

Note:

Please spell the names and all other information sought above correctly.

\*This Email address should be currently used by you.

The filled in form should be submitted after getting duly signed from respective Head of the Department.

(Signature of Head of Department)

## Wi-Fi Access Requisition Form

### Form for Requisition of Wi-Fi Access

(For Students only)

<b>First Name</b>	:	
<b>Middle Name</b>	:	
<b>Last Name</b>	:	
<b>Department/ Branch</b>	:	
<b>Roll Number</b>	:	
<b>Current Email address</b>	:	
<b>Mobile Number</b>	:	

Note:

Please spell the names and all other information sought above correctly.

\*This Email address should be currently used by you.

The filled in form should be submitted after getting duly signed from respective Head of the Department.

(Signature of Head of Department)



### Code of conduct for the Students

#### **PREAMBLE:**

This Handbook indicates the standard procedures and practices of **VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING & VISUAL ARTS** for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

#### **JURISDICTION:**

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.
- c) Possession or use of weapons, explosives, or destructive devices off campus.
- d) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

#### **ETHICS AND CONDUCT:**

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institutes Interests or reputation. The student should follow the following rules and regulations:-

1. He/she shall be regular and must complete his/her studies in the Institute.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including participating in any activity off-campus which can affect the Institute's interests and reputation substantially.
4. Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
5. Any disruptive activity in a class room or in an event sponsored by the Institute.



**Disciplinary Action will be taken against student in case of :-**

1. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
2. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry ,use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks.
3. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, physical or mental disability, gender identity etc.
4. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
5. Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
6. Smoking, consuming alcohol in the campus of the Institute.
7. Rash driving on the campus that may cause any inconvenience to others.

**BREACH OF CODE OF CONDUCT:**

If there is a case against a student for a possible breach of code of conduct, then a committee will suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest disciplinary actions based on the nature of misconduct.

**ANTI-RAGGING:**

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

Ragging constitutes one or more of the following acts:

- a. 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 any student;
- b. 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 other student.



- c. 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 a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i. Any act that affects the mental health and self-confidence of 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 other student.

#### **ANTI-RAGGING COMMITTEE:**

The Anti-Ragging Committee, as constituted by the Principal and HODs and other as per the norms shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

#### **ANTI-RAGGING SQUAD:**

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract punishments, as imposed by the Anti-Ragging Committee. Further in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

#### **STUDENT GRIEVANCE PROCEDURE:**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. The Cell shall take cognizance of the grievance and do the needful.

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# Code of Ethics to check malpractices and plagiarism in Academics and Research

Our college strictly follows code of conduct prescribed the University for Examinations. Malpractices such as copying, using cell phones or answers from texts or guides are completely banned. Any student found guilty is reported to the external examiner and the university takes action on the defaulters.

Our institution does not allow any malpractices or plagiarism in research. Individual researchers undertake the responsibility of original research done and secondary and primary sources are accepted and acknowledged wherever required in each research paper.

Cheating is dishonest behavior usually in tests or examinations. It includes: Unless explicitly authorized by the course instructor or examiner ,using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily; Copying from the work of other students. Communicating with others during an examination to give or receive information, either in the examination room or outside it; Consulting other on a take-house examination (unless authorized by the course instructor); Commissioning or allowing another person to write an examination on one's behalf; Not following the rules of an examination; Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early); Altering answers on an assignment or examination that has been returned; Taking an examination out of the examination room if this has been forbidden.

**Plagiarism:** Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students "use of others" expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices: Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism); Presenting the whole or substantial portions

of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet. Students who are uncertain what plagiarism is should discuss their methodology with their instructors. Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats; Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal; Theft of another student's notes; Alteration or destruction of the work of other students; Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project.

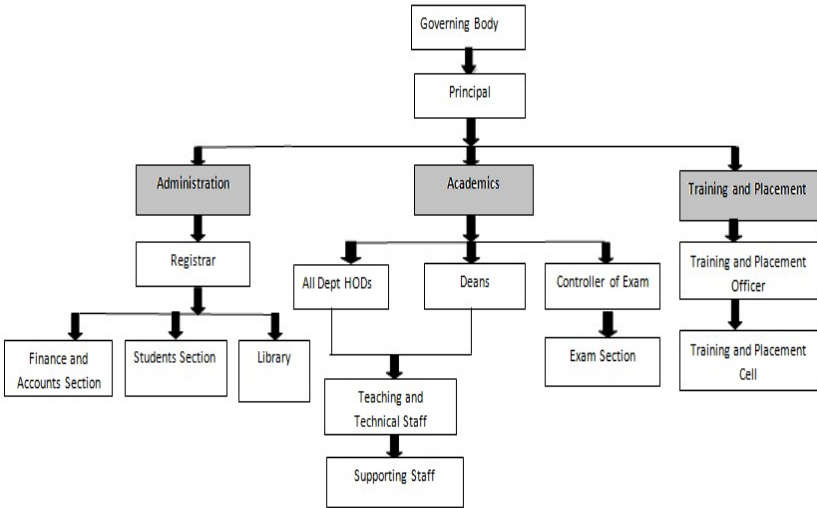


## MANDATORY DISCLOSURE

1	Name and address of the Institution	<b>Vasantdada Patil Pratishthan's College of Engineering and Visual Arts</b> Vasantdada Patil Educational Complex, Eastern Express Highway, Padmabhushan Vasantdada Patil Marg, Sion, Mumbai – 400022 Email : principal@pvppcoe.ac.in Phone : 022 -20840325, 7226, 7228, 7229 Fax: +91 22 24038717 Website : <a href="http://www.pvppcoe.ac.in">www.pvppcoe.ac.in</a>		
2	Name and address of the Trust and the Trustees	<b>Vasantdada Patil Pratishthan</b> Vasantdada Patil Educational Complex, Eastern Express Highway, Padmabhushan Vasantdada Patil Marg, Sion, Mumbai – 400022 Email : principal@pvppcoe.ac.in Phone : 022 -20840325, 7226, 7228, 7229		
3	Name and Address of the Principal	<b>Dr. Alam N. Shaikh</b> Principal & Campus Director Vasantdada Patil Educational Complex, Eastern Express Highway, Padmabhushan Vasantdada Patil Marg, Sion, Mumbai – 400022 Phone : 022 -20840325, 7226, 7228, 7229, +91 9702011319 Email : principal@pvppcoe.ac.in <a href="mailto:dralamshaikh99@gmail.com">dralamshaikh99@gmail.com</a>		
4	Name of the affiliating University	<b>University of Mumbai</b>		
5	Governance	<b>Board of Governors</b>		
	Members of the Board and their brief background	<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
		1	Hon. Shri. Nandkumar Katkar President, VPPCOE&VA	Chair Person
		2	Adv. Appasaheb S. Desai Gen. Secretary, VPPCOE&VA	Member
		3	Mr. Ravindra Ghorpade Vice President , VPPCOE&VA	Member
		4	Adv. Pralhad G. Desai Treasurer, VPPCOE&VA	Member
		5	Mrs. Urmila Appasaheb Desai Trustee VPPCOE&VA	Member
		6	Mr. Suresh A. Desai Trustee, VPPCOE&VA	Member
		7	Mr. Anandrao K. Shinde Trustee, PVPP	Member



		8	Adv. Amit A. Desai Trustee, VPPCOE&VA	Member
		9	Mr. Suresh G. Desai Trustee, VPPCOE&VA	Member
		10	Dr.Ajeet Singh Director, Western Regional Office, AICTE	Ex-Officio
		11	Mr.Pramod Naik Jt. Director, Technical Education,MS	Ex-Officio
		12	-----	Nominee of University
		13	Dr. M.R. Sawant Former Professor,UICTE Matunga	Educationalist
		14	Mr. Pramod Ambekar	Industrialist
		15	Dr. Alam N. Shaikh Principal, VPPCOE&VA	Member Secretary
		16	Dr.Pramod Bhavarthe Professor, VPPCOE&VA	Faculty Member
		17	Dr. Raise Mulla Professor, VPPCOE&VA	Faculty Member
	Members of Academic Advisory Body	<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
		1	Hon. Shri. Nandkumar Katkar	President
		2	Adv. Appasaheb S. Desai	General Secretary
		3	Adv. Pralhad G. Desai	Management Representative
			Mr.Varun Desai	Registrar
		4	Dr. Raise Mulla	HOD Of Information Technology
		5	Mr. Pramod Ambekar	Industrialist
		6	Dr. Mukesh D.Patil	Educationalist
		7	Mrs.Archana Wani	Social Service Members
		8	Mr. Neil Sawant	Alumnus & Industry Representative
		9	Dr. Alam N. Shaikh	Member Secretary
		10	Dr.Sailaksmi K.	Co-Ordinator, Internal Quality Assurance
		11	Mrs. Pravin Shinde	Member-Teaching
		12	Ms. Manjiri Phatak	Member-Teaching
	13	Mr. Vinod Alone	Member-Teaching	
	14	Ms.Shital Chilare	Member-Non Teaching	

<p>Frequency of the Board Meeting and Academic Advisory Body</p>	<p>Once in a Year.</p>
<p>Organizational chart and processes</p>	 <pre> graph TD     GB[Governing Body] --&gt; P[Principal]     P --&gt; Admin[Administration]     P --&gt; Acad[Academics]     P --&gt; TP[Training and Placement]     Admin --&gt; Registrar[Registrar]     Registrar --&gt; FAS[Finance and Accounts Section]     Registrar --&gt; SS[Students Section]     Registrar --&gt; Lib[Library]     Acad --&gt; AHOD[All Dept HODs]     Acad --&gt; Deans[Deans]     Acad --&gt; CE[Controller of Exam]     AHOD --&gt; TTS[Teaching and Technical Staff]     TTS --&gt; SS[Supporting Staff]     CE --&gt; ES[Exam Section]     TP --&gt; TPO[Training and Placement Officer]     TPO --&gt; TPC[Training and Placement Cell] </pre>
<p>Nature and Extent of involvement of Faculty and students in academic affairs/improvements</p>	<p>Staff plays quite an important role in overall development of the college on all fronts, let it be academic or Administrative. Hence involvements of staff in decision making process and respecting their opinion for the betterment of the college is very important and well realized by VPPCOE and Visual Arts.</p> <p>VPPCOE and Visual Arts. being an institution of higher technical education realizes the importance of student’s opinion and their involvement in decision making process for dynamic development of the college.</p> <p>The college has opened students’ chapters CSI, IEEE, ISTE to groom and streamline creativity and talent of the students.</p> <p>Under Total Quality Management Drive the institution sponsors faculty for higher studies through institutional QIP Program</p> <p>All decisions of co-curricular and extra-curricular activities are taken through proper consultation with student and staff committees formed for the same</p> <p>We realized the importance of your product i.e. students and tool to make the quality product i.e. staff.</p>
<p>Mechanism/ Norms and Procedure for democratic/ good Governance</p>	<p>The first and foremost decision taken by VPPCOE and Visual Arts administration is that all laws and practices, norms and standards, services and defined practices of democratic Governance by all Authoritative Agencies like Government of Maharashtra, Government of India, AICTE, DTE, University of Mumbai are followed to the earnest without expectation and without fail. The College Authorities do not approve any rule as practice which is contrary to these defined rules or standard practices.</p>

		<p>Hence all rules, regulations, appointments, facilities, policy statements are all according to standard rules or code as stated by all Normative State or Central Agencies for Higher Technical Education.</p> <p>Democracy is the Heart of VPPCOE and Visual Arts Governance in which, every rule is implemented with proper space of say to every employee of VPPCOE&amp; VA without Suppression or discrimination.</p>
	Student Feedback on Institutional Governance/ Faculty performance	<p>The student feedback mechanism is available in the institute.</p> <p>The student Feedback form consists of the parameters indicating the performance of faculty. The students fill the feedback form and put their views regarding performance of particular faculty.</p> <p>The suggestions are conveyed to respective faculty in order to improve their performance.</p>
	Grievance Redressal mechanism for Faculty, staff and students	<p>We have an open door very transparent functioning where all staff whether teaching or non-teaching can meet the President and / or Principal respectively for any problem / query that they may face. We have a staff grievance redressal committee nominated by Dr. Alam N. Shaikh, Principal from among the senior faculty. However we also have annual Self-Assessment of all employees to ascertain the understanding and harmony between employee and the employer.</p> <p>For students, teacher mentors are nominated for batch of students who will take care of their problems. However, a Student Member is also appointed for Grievance redressal.</p>
	Establishment of Anti Ragging Committee	Anti-Ragging Committee is established as per AICTE Regulations
	Establishment of Online Grievance Redressal Mechanism	Online Grievance Redressal Mechanism is established in the Institute as per the AICTE norms.
	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University	Grievance Redressal Committee is established as per AICTE Regulations.
	Establishment of Internal Complaint Committee (ICC)	Internal Complaint Committee (ICC) is established as per AICTE Regulations.
	Establishment of Committee for SC/ ST	Committee for SC/ ST is established as per AICTE Regulations.
	Internal Quality Assurance Cell	Internal Quality Assurance Cell is established as per NAAC guidelines.
6.	Programmes	

Name of Programme approved by AICTE	1. Engineering and Technology 2. Applied Arts and Crafts
Total number of Courses	5
No. of Courses for which applied for Accreditation	-

Name of the Course	<b>Computer Engineering</b>				
Level	Under Graduate				
Status of Accreditation	NAAC Accredited				
Number of seats	120				
Duration	4 Years				
Cut off marks (out of 200)of admission during the last three years	2022-23	2021-22	2020-21	2019-20	
	Max: 93.17% Min 84.15%	Max: 90.79% Min: 71.12%	Max: 90.07% Min: 38.8%	Max: 92.5% Min: 72.35%	
Fee	Rs.1,22,751/-				
Placement Facilities	Available				
Campus placement in last three years with minimum salary, maximum salary and average salary	Year	No. of Students Placed	Maximum Salary (LPA)	Minimum Salary (LPA)	Average Salary (LPA)
	2022-23	40 (In process)	8.1	3.5	4.8
	2021-22	79	13.59	1.2	4.1
	2020-21	77	13.0	1.8	3.5
	2019-20	67	4.1	1.8	2.5

Name of the Course	<b>Information Technology</b>				
Level	Undergraduate				
Status of Accreditation	NAAC Accredited				
Number of seats	120				
Duration	4 Years				
Cut off marks (out of 200)of admission during the last three years.	2022-23	2021-22	2020-21	2019-20	
	Max: 89.38 % Min: 80.03 %	Max:87.77% Min: 60.85%	Max:73.41% Min: 43.7%	Max: 91.87% Min: 77.84%	
Fee	Rs.1,22,751/-				

	Placement Facilities	Available				
	Campus placement in last three years with minimum salary, maximum salary and average salary	Year	No. of Students Placed	Maximum Salary (LPA)	Minimum Salary(LPA)	Average Salary(LPA)
		2022-23	42 (In progress)	7.2	3.5	4.0
		2021-22	116	10.54	1.26	4.0
		2020-21	111	7.0	2.2	3.0
		2019-20	61	12.0	2.0	2.4
	Name of the Course	<b>Electronics &amp; Telecommunication Engineering</b>				
	Level	Undergraduate				
	Status of Accreditation	NAAC Accredited				
	Number of seats	60				
	Duration	4 Years				
	Cut off marks (out of 200)of admission during the last three years.	2021-22		2020-21	2019-20	
		EXTC COURSE CLOSED		Max: 73.41% Min: 29.4%	Max: 82.9% Min: 13.8%	
	Fee	Rs.1,22,751/-				
	Placement Facilities	Available				
	Campus placement in last three years with minimum salary, maximum salary and average salary	Year	No. of Students Placed	Maximum Salary (LPA)	Minimum Salary(LPA)	Average Salary(LPA)
		2022-23	9 (In process)	5.0	2.88	3.5
		2021-22	40	4.25	3.0	3.5
		2020-21	46	5.0	1.5	3.0
		2019-20	61	8.0	1.5	3.2
	Name of the Course	<b>Artificial Intelligence and Data Science</b>				
	Level	Undergraduate				

Status of Accreditation	NAAC Accredited			
Number of seats	60			
Duration	4 Years			
Cut off marks (out of 200)of admission during the last three years.	2022-23			
	Max: 87.89 % Min: 83.16 %			
Fee	Rs.1,22,751/-			
Placement Facilities	Available			
Name of the Course	<b>Applied Arts and Crafts</b>			
Level	Undergraduate			
Status of Accreditation	-			
Number of seats	60			
Duration	4 Years			
Cut off marks Rank of admission during the last three years.	2022-23	2021-22	2020-21	2019-20
	Max:1511 Min:254	Max:539 Min:146	Max: 1594 Min: 136	Max:1524 Min: 53
Fee	Rs. 65000/-			
Placement Facilities	Available			
Name of the Course	<b>Painting</b>			
Level	Undergraduate			
Status of Accreditation	-			
Number of seats	30			
Duration	4 Years			
Cut off marks Rank of admission during the last three years	2022-23	2021-22	2020-21	
	Max:1435 Min:246	Max:1541 Min:263	Max: 1594 Min: 297	
Fee	Rs. 65000/-			
Placement Facilities	Available			

## 7. Faculty Information:

**Branch: Computer Engineering**

Sr. No.	Name of the Staff	Designation	Qualifications	Date Of
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			<b>Ph.D/P.G.</b>	<b>U.G.</b>	<b>Joining</b>
1	Dr.Rais Allauddin Mulla	HOD/Associate Professor	Ph.D.M. Tech. CST	BE IT	5/1/2015
2	Dr.Mahavir Arjun Devmane	Professor	Ph.D,ME,CSE	BE COMP	1/7/1999
3	Dr.Mahendra Eknath Pawar	Associate Professor	Ph.D.ME COMP	BE COMP	4/8/2015
4	Mrs.Manjiri Ganesh Pathak	Associate Professor	M.S. Soft. Sys.	BE COMP	5/1/1998
5	Mr.Atul Hindurao Shintre	Associate Professor	Ph.D.Pursuing ME IT	BE CSE	14/02/2007
6	Mr.Vinod Netaramji Alone	Assistant Professor	Ph.D.Pursuing M.Tech. COMP	BE COMP	20/11/2000
7	Mrs.Hema Ramesh Galiyal	Assistant Professor	ME COMP	BE COMP	7/4/2015
8	Mrs.Prajakta Sudhirkumar Khelkar	Assistant Professor	ME COMP	BE COMP	2/15/2016
9	Mrs.Asharani Jaysing Shinde	Assistant Professor	ME COMP	BE COMP	09/07/2019
10	Ms.Jignasha Arjunbhai Sosa	Assistant Professor	ME COMP	BE COMP	12/07/2021
11	Mrs.Priyanka Susheelkumar Rane	Assistant Professor	ME COMP	BE I.T.	04/03/2022
12	Mrs.Shrushti Sachin Jadhav	Assistant Professor	M.Tech.CSE	BE.I.T	17/01/2017
13	Mrs.Swarupa Amey Wagh	Assistant Professor	ME COMP	BE COMP	06/07/2022
14	Mrs.Aditi Santosh Warange	Assistant Professor	M.Tech.Soft Engg	BE.Comp	08/07/2022
15	Mr.Pankaj Vijay Meheshre	Assistant Professor	ME COMP	BE COMP	29/07/2022
16	Mr.Ranjit Raghunath More	Assistant Professor	ME CSE	BE COMP	12/07/2021
17	Mr.Prafulla Choughale	Assistant Professor	ME COMP	BE COMP	11/07/2022
18	Mrs.Vidya A.Kothati	Assistant Professor	ME COMP	BE COMP	17/08/2022
19	Ms.Sarala Margaret Mary S	Assistant Professor	ME COMP	BE COMP	10/10/2022
20	Ms.Randeep Kaur	Assistant Professor	ME COMP	BE COMP	31/10/2022
21	Mr.Shubham Girish Zanwar	Assistant Professor	ME COMP	BE COMP	06/07/2022
22	Mrs.Priyanka Sahebrao Jogdand	Assistant Professor	ME COMP	BE COMP	01/03/2023
23	Dr.Kavita Vilas Wagh	Associate Professor	Ph.D. ME EXTC	BE EXTC	3/8/2011
24	Parmeshwar Manikrao Manegopale	<b>Assistant Professor</b>	<b>ME EXTC</b>	<b>BE ELEX</b>	<b>21/04/2015</b>

**Branch: Electronics and Telecommunication Engineering**

Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
			Ph.D/P.G.	U.G.	
1	Mr.Tulsida Ramesh Mane	<b>Assistant Professor</b>	<b>M. Tech. Embd. Sys.</b>	<b>BE EXTC</b>	<b>6/15/2016</b>
2	Mrs.Nita Pravin Ingale	Assistant Professor	ME EXTC	BE EXTC	6/15/2016
3	Mrs.Sonali Yugesh Pakhamode	Assistant Professor	M. Tech. Electrical	BE Ind. ELEX	16/07/2007
4	Mrs.Priya Manish Gupta	Assistant Professor	ME. Digitl. Comm	BE ELEX	23/07/2012
5	Mr.Shridhar Uttam Desai	<b>Assistant Professor</b>	<b>ME EXTC</b>	<b>BE EXTC</b>	<b>7/24/2017</b>
6	<b>Mr.Nilesh Babrao Nagrale</b>	Assistant Professor	<b>M. Tech.RF&amp;Microwave Engineering</b>	<b>BE EXTC</b>	<b>7/4/2015</b>
7	Mr.Abhijit Pralhad Desai	Assistant Professor	ME EXTC	BE.EXTC	9/12/2017

### Branch: Information Technology

Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
			Ph.D/P.G.	U.G.	
1	Dr.Pradip Suresh Mane	HOD Associate Professor	Ph.D,ME I.T.	BE COMP	04/02/2021
2	Dr.Seema Anand Ladhe	Professor	Ph.D,ME,COMP	BE.COMP	1/1/2018
3	Dr.Neeraj Sharma	Professor	Ph.D.COMP M.Tech.I.T.	BE COMP	7/25/2022
4	Dr.Gayatri V Bachhav	Associate Professor	Ph.D,ME,COMP	BE.COMP	7/26/2022
5	Dr.Pravin Vishnu Shinde	Associate Professor	Ph.D. ME COMP	BE COMP	31/01/2017
6	Mrs.Medha Nitin Kulkarni	Associate Professor	Ph.Pursuing ME COMP	BE COMP	9/5/2007
7	Mr.Sachin Ramesh Barhate	Associate Professor	ME COMP	BE CSE	2/7/2012
8	Mrs.Darshana Sachin Gajbhiye	Assistant Professor	ME CSE	BE IT	21/07/2014
9	Mrs.Vijaya Ravindra Sagvekar	Assistant Professor	M.Tech. I.T.	BE COMP	13/04/2015
10	Mr.Pravin Rammchandra Patil	Assistant Professor	Ph.D .Pursuing ME COMP	BE IT	15/02/2016
11	Mr.Vinod Siddharth Sapkal	Assistant Professor	ME COMP	BE COMP	7/6/2015
12	Ms.Ashwini Hanmant Phalke	Assistant Professor	ME COMP	BE COMP	05/01/2018
13	Mr.Kiran Arjun Deshmukh	Assistant Professor	ME COMP	BE COMP	08/07/2019
14	Mrs.Vedika Vishawas Avhad	Assistant Professor	ME COMP	BE COMP	08/07/2019



15	Mr.Viki Tukaram Patil	Assistant Professor	M.Tech.COMP	BE COMP	12/07/2021
16	Mrs.Archana Kamalkant Salskar	Assistant Professor	ME COMP	BE COMP	12/07/2021
17	Mrs.Mayuri Tejas Karnik	Assistant Professor	ME .IT	BE.IT	12/07/2021
18	Mrs.Manisha Prashant Patil	Assistant Professor	ME COMP	BE COMP	07/07/2022
19	Mr.Nilesh Subhash Mali	Assistant Professor	ME COMP	BE COMP	11/07/2022
20	Mrs.Priyanka Sunil Manke	Assistant Professor	ME COMP	BE COMP	11/07/2022
21	Mrs.Gitanjali Sachin Korgaonkar	Assistant Professor	Ph.Pursuing ME EXTC	BE EXTC	21/08/2007
22	Mrs.Anagha Sharad Dhavalikar	Assistant Professor	Ph.D.Pursuing ME EXTC	BE Electronics	23/07/2014
23	Mrs.Jayshree Dasharath Pawar	Assistant Professor	Ph.D.Pursuing ME Electrical	BE Electrical	30/07/2013

### Branch: AI & DS

Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
1	Dr.Alam Najir Shaikh	Principal/Professor	Ph.D,(EXTC) ME,Electronics	BE,Electronics	1/2/2017
2	Dr.Pramod Parshuram Bhavarthe	HOD-Professor	Ph.D. ME EXTC	BE EXTC	7/4/2015
3	Dr.Suvarna Ranjeet Bhise	Associate Professor	Ph.D.Elex. ME Electronics	BE Electronics	16/09/2002
4	Mr.Rajesh Bhimrao Khotre	Associate Professor	ME Digital Electronics	BE Electronics	6/2/2003
5	Mr.Swapnil Rajendra Desai	TPO/Assistant Professor	M.E.CSE	BE.COMP	22/01/2018
6	Mr.Rajesh Bhagwanrao Morey	Associate Professor	Ph.D.Pursuing ME Electronics	BE Industrial Electronics	21/08/2007
7	Mrs.Seema Prashant Pawar	Assistant Professor	M.Tech.COMP	BE I.T.	1/17/2023
8	Dr.Kompela Sailaxmi Parvati	Assistant Professor	Ph.D.Pursuing M. Tech. EXTC	B. Tech. EXTC	8/2/2010
9	Mrs.Harsha Harishchandra Sanap	Assistant Professor	ME EXTC	BE EXTC	15/02/2016

### Branch: Applied Arts and Crafts

Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
			Ph.D/P.G.	U.G.	
1	Dr. Muktadevi Prashant Mohite	Professor	PH.D, MFA	BFA Applied art	26/3/2021

2	Dr. Supriya Chandan Dudhal	Associate Professor	PH.D, MFA	BFA Applied art	15/06/2021
3	Dr. Shradhha Vitthalrao Kaje	Associate Professor	PH.D, MFA	BFA Applied art	15/06/2021
4	Mr. Girish Deodas Ramteke	Assistant Professor	MFA	BFA Applied art	26/3/2021
5	Ms. Mohini Raghavendra Khadilkar	Assistant Professor	MFA	BFA Applied art	26/3/2021
6	Mr. Vrushasen Prashant Mohite	Assistant Professor	MFA	BFA Applied art	22/2/2020
7	Mr. Virag Ravindra Jaulkar	Associate Professor	MFA	BFA Applied art	26/3/2021
8	Mr. Sunil Rambhau Kapse	Assistant Professor	MFA	BFA Applied art	26/3/2021
9	Ms. Pooja Narayan Tikhe	Assistant Professor	MFA	BFA Applied art	26/3/2021
10	Mr. Akshay Husan Chaudhari	Assistant Professor	MFA	BFA Applied art	4/2/2022
11	Ms Surbhi Shashikant Durshettiwar	Assistant Professor	MFA	BFA Applied art	14/02/2022
12	Mr. Sachin Dadarao Ghayal	Assistant Professor	MFA	BFA Applied art	11/7/2022
13	Mr. Sagar Mohan Shejwal	Assistant Professor	MFA	BFA Applied art	8/7/2022
14	Ms. Suchita Prashant Gaikwad	Assistant Professor	MFA	BFA Applied art	17/08/2022
15	Mr. Sapan Premnath yadav	Assistant Professor	MFA	BFA Applied art	17/08/2022
16	Mr. Gaurav Harishchandra Panchal	Assistant Professor	MFA	BFA Applied art	1/12/2022
17	Mr. Kunal Dattatray Thakre	Assistant Professor	MFA	BFA Applied art	1/1/2023
18	Ms. Sayali Shridhar Juikar	Assistant Professor	MFA	BFA Applied art	8/3/2023
19	Dr. Gouri Priyadarshan Pande	Associate Professor	PH.D, MFA	BFA Applied art	1/3/2023

**Branch: Painting**

Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
1	Dr. Minal Madhukarrao Rajurkar	Associate Professor	Ph.D, MFA Painting	BFA Painting	3/8/2020
2	Mr.Virag Ravindra Jaulkar	Associate Professor	MFA	BFA Painting	26/3/2021
3	Mr. Amit Harishchandra Kshirsagar	Assistant Professor	MFA	BFA Painting	26/3/2021
4	Ms. Sharddha Chandrakant Kumbhar	Assistant Professor	MFA	BFA Painting	26/3/2021
5	Mr.Sanjeev Raghunath Mirajkar	Assistant Professor	MFA	BFA Painting	26/03/2021
6	Mr. Tushar Lallu Moleshwari	Assistant Professor	MFA	BFA Painting	1/3/2022
7	Mr.Gopal Laxmanrao Shinde	Assistant Professor	MFA	BFA Painting	10/3/2022
8	Mr. Mahendra Bhiku Bhapkar	Assistant Professor	MFA	BFA Painting	1/10/2022

**Humanities and Applied Science Engineering**


Sr. No.	Name of the Staff	Designation	Qualifications		Date Of Joining
1	Dr..Anirudra Yogiraj Shete	HOD-Professor	Ph.D.Maths, MSc. Maths, Bed.	<i>B.scMaths.</i>	<i>15/09/2000</i>
2	Dr.Namdev Haribhau More	Professor	Ph.d.Math, M.sc Maths	B.sc.Maths	11/2/2015
3	Mr.Koonthily Shiney Saju	Associate Professor	ME Stru	<i>B.Tech Civil,</i>	<i>9/10/1991</i>
4	Mr.Ramu Vadiraj Aital	Associate Professor	M.Tech Prod.	<i>BE Auto,</i>	<i>10/10/1992</i>
5	Dr.Rajeev Ranjan	Associate Professor	P.hD,M.Tech Heat Power	<i>B.Tech.Mechanical Engg</i>	<i>2/2/2021</i>
6	Dr.M.Krishnamoorthy	Assistant Professor	Ph.D.Maths, M.Phill.MSc. Maths,	<i>B.Sc.</i>	+
7	Mrs.Vibhavari Narendra Kulkarni	Assistant Professor	M. Phill, MSc Chem.	<i>B.sc. Chemistry</i>	<i>2/7/1999</i>
8	Mr.Neeta Manish Vanage	Assistant Professor	MSc. Physics	<i>B.sc. Physics</i>	<i>10/8/1999</i>
9	Mrs.Smita Purushothaman Namboodiri	Assistant Professor	M.Phill,M.Sc.Maths	<i>B.scMaths.</i>	<i>2/8/1999</i>
10	Mr.Manjunath Parshuram Gawali	Assistant Professor	SET,M.A.English,	<i>B.A</i>	<i>4/9/2015</i>

11	Mr.Sayas kisan Lad	Assistant Professor	M.Sc.Chemistry, NET	B.Sc. Chemistry	4/7/2015
12	Mr.Ashwin Narayan Kambale	Assistant Professor	M.Tech.Heat Power	B.E.Mechanical	15/02/2016
13	Mr.Earesh Vitthal Kendule	Assistant Professor	MBA Msc,Chemistry	B.sc. Chemistry	6/14/2016
14	Ms.Shifa Sofewala	Assistant Professor	NET ,M.sc.Physics	B.sc.Physics	2/3/2022
15	Ms.Daimi Syeda Mariya Begum	Assistant Professor	M.Sc,Maths, NET,	B.sc.Maths	11/23/2022
16	Ms.Parimal Jolly Maliekal	Assistant Professor	Ph.D. Thesis Sub.Msc,Chemistry	B.sc. Chemistry	11/22/2022
17	Mr.Onkar Virupax Potdar	Assistant Professor	ME.Mechanical	BE Mechanical	3/20/2023

Permanent Faculty student Ratio	
Undergraduate in Engineering	1:20
Applied Arts and Crafts	1:15

	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
No. of Faculty Employed	81+8	75	90	90	85	96
No. of Faculty left	04	08	06	17	10	32

#### 8. Profile of Principal: Available on website

	<b>Name</b>	<b>Dr. Alam N. Shaikh</b>			
	<b>Designation</b>	<b>Principal &amp; Campus Director</b>			
	<b>Department</b>	<b>Electronics &amp; Telecommunication</b>			
	<b>Qualification</b>	<b>M.E. Ph.D</b>			
	<b>Contact No.</b>	<b>022-24070547</b>	<b>Mobile No.</b>	<b>+91 97020 11319</b>	
	<b>Email ID</b>	<a href="mailto:principal@pvppcoe.ac.in">principal@pvppcoe.ac.in</a>			
	<b>Experience</b>	<b>Teaching:</b>	<b>28 years</b>		
	<b>Area of Interest</b>	Wireless Networks – OFDM			
<b>Patents</b>	<ol style="list-style-type: none"> <li>1. Dr. Alam Shaikh et.al Application number: 201841014694 Title: "An apparatus for reducing linear micro strip line bend loss using rectangular patch Antenna", Date of filing: 18th April 2018, Jurisdiction: Chennai, India.</li> <li>2. Dr. Alam Shaikh et.al Application number: 201841015587 Title: "Planar Inverted-F Antenna (PIFA) with improved bandwidth and impedance", Date of filing: 25th April 2018, Jurisdiction: Chennai, India.</li> <li>3. "Symmetrical Quadrant Structured filter for single operating point frequency" (Under Evaluation)</li> </ol>				
<b>Publications</b>	<b>International Journal (s):</b>	23	<b>National Journals (s):</b>	-	
	<b>International Conference(s):</b>	11	<b>National Conference:</b>	04	

**Publication  
Details**

**• Papers Published in International Journal**

1. Alam N. Shaikh and Dr. S. K. Bodhe, "Computation of Throughput for Optimal Scheduling Algorithm for Cognitive Radio Network in 4G," published in International Journal of Multidisciplinary Research and Advances in Engineering, (IJMRAE), ISSN 0975-7074, Vol. 4, No. II (April 2012), pp. 289-302.
2. S. K. Bodhe and Alam N Shaikh "Interference Model for Scheduling Algorithm in CDMA Based Cognitive Radio Network". International Conference and workshop on Emerging Trends in Technology (ICWET 2012). Proceedings published in International Journal of Computer applications (IJCA), ISSN: 0975 - 8887, New York, USA, ICWET (7), pp. 17-22, March 2012.
3. S. K. Bodhe, Alam N. Shaikh, "Dynamic Radio Resource Allocation Based on OFDMA in fourth generation 3GPP LTE: Part-II" published in International Journal of Engineering Research and Industrial Applications (IJERIA), ISSN: 0974-1518, Vol.5, No. I, February 2012, pp. 399-410.
4. S. K. Bodhe, Alam N. Shaikh, "Dynamic Radio Resource Allocation in Fourth Generation 3GPP LTE: PART-I "published in "International Journal of Engineering Research and Industrial Applications" (IJERIA), ISSN: 0974-1518 Vol.5, No. I, February 2012, pp. 339- 356,
5. Alam N. Shaikh, S. K. Bodhe, "Radio Resource Management and Design of Interference Model for Scheduling Algorithm in 4G CDMA Based Cognitive Radio Network", "International Journal of Computer Science and Network Security," IJCSNS, Korea, November 2011, Vol. 11 No. 11 pp. 157-166. 10
6. Alam N. Shaikh and Dr. S. K. Bodhe, "Comparison of radio resource management in GSM" "International Journal of Distributed and Parallel Systems," IJDPS, Vol.2, No 6, pp. 153- 165, November 2011.
7. Alam N. Shaikh, S. K. Bodhe, "Radio Resource Management in CDMA 4G Networks, Based on Mutual Frequency Assignment "International Journal of Computer Science and Network Security," IJCSNS, Korea, October 2011, Vol. 11 No. 10 pp. 76-83.
8. Alam N. Shaikh, S. K. Bodhe, "Radio Resource Management Schemes in Cellular Mobile Communication: A Comprehensive Survey "International Journal of Computational Intelligence and Information Security", IJCIIS, Australia, June 2011 Vol.2, No.6, pp. 4-1.
9. Alam N. Shaikh and Dr. S. K. Bodhe, " Performance Evolution of Fixed Channel and Dynamic Channel Allocation Strategies with Handoff Reservation and ON/OFF model in 4G" The Mediterranean Journal of Electronics and Communications, Vol. 7, No. 4, 2011, ISSN: 0975-5462.
10. Alam N. Shaikh and Dr. S. K. Bodhe, "Radio Resource Allocation using Multiuser Scheduling in LTE," Submitted to "International Journal of Engineering Science and Technology" (IJEST), ISSN: 0975-5462, 2012.
11. Alam N. Shaikh and Dr. S. K. Bodhe, "Performance Evaluation of System Level and link Level Simulator and RRM using different Scheduler in LTE," Submitted for publication to "International Journal of Engineering and Technology" (IJET), ISSN: 0975-4024, 2012.
12. Alam N. Shaikh et al, " QoS Improvement with MPLS Mechanism in NGN", accepted for publication in "International Journal of Computers and Technology",2014.
13. Alam N. Shaikh et al, "Complex Number Reed-Solomon Coded OFDM by Unique Word Length", accepted for publication in " International Journal of

- Networking and Parallel Computing”, 2014. 11
14. Alam N. Shaikh et al, “4G LTE Technology”, accepted for publication in , “International Journal of Networking and Parallel Computing”, 2014.
  15. Priyanka M Dubal, Dr. Alam N. Shaikh, “Adaptive Head-Light System For Vehicle”, IJERCSE, Vol 5, Issue 2, February 2018, ISSN (Online) 2394-2320 .
  16. Ms. Kavita V. Wagh, Mrs. Jayashree Pawar, Mr. Manish Gangawane, Dr. Alam N. Shaikh, “Implementation and Comparative Study of Tracking Methods for Human Tracking”, IJERCSE, Vol 5, Issue 2, February 2018, ISSN (Online) 2394-2320.
  17. Mrs. Priyadarshini Badgujar, Mrs. Hema Galiyal, Dr. Alam N. Shaikh, “Intelligent Structured Self Optimizing ACO based Routing for MANET”, IJERCSE, Vol 5, Issue 2, February 2018, ISSN (Online) 2394-2320.
  18. Dr Alam Shaikh and Alka Leekha “Implementation and Comparison of the functions of building blocks in SHA-2 Family used in secured cloud Applications”, Journal of Discrete Mathematical Sciences and Cryptography, vol 22 No. 02 pp: 323-335, March 2019, ESCI, Scopus Index.
  19. A. Shaikh and Alka Leekha "Detection and Localization of Content deduplication using 64- bit architecture of SHA-256," 2021 IEEE 6th International Conference on Computing, Communication and Automation (ICCCA), 2021, pp. 483-491, doi: 10.1109/ICCCA52192.2021.9666267.
  20. Dr. Alam Shaikh and Alka Leekha “Implementation of Data Deduplication detection and removal on Cloud using 64-bit architecture of SHA256”, [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=4109062](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=4109062) doi:- <https://dx.doi.org/10.2139/ssrn.4109062> and received Best Paper Award.
  21. Alam N. Shaikh, Pradnya Kamble Evolution towards 6G Wireless Networks: Allocation Perspective with Deep Learning Approach -A Review , Proceedings of International Conference on Advancements in Smart Computing and Information Security (ASCIS – 2022)
  22. Shaikh, A. N., Kamble, P., (2022). Cognitive Radio Networks: Path Toward Advanced Spectrum Sensing—A Survey. In Proceedings of International Conference on Wireless Communication (pp. 259-269). Springer, Singapore.
  23. Alam Shaikh, Sonia Aneesh, "Dynamic Repositioning of 6G base station based on user location using AI", 7th International Conference on Innovation and Research in Technology & Engineering (ICIRTE), 8-9th April 2022.

• **Papers Published in International Conference**

24. Dr. Alam N. Shaikh, “A Compact Hammer Spanner Type Electromagnetic Band Gap Structure for DualBand Applications”, ICIRTE 2017, INDIA.
25. Prashant Jadhav, Prasad Mantri, Ganesh Sahu, Ajaykumar Yadav, Dr. Alam Shaikh, “VR robotic telepresence platform using raspberry PI and VR headset “, ICIRTE 2017, INDIA
26. S. K. Bodhe, Alam N. Shaikh, “Radio Resource Management in 4G CDMA-based Cognitive Networks: A Comprehensive Survey” International Conference & Workshop on Emerging Trends in Technology, “ICWET 2012, INDIA.
27. Alam N. Shaikh, S. K. Bodhe, “Performance Evaluation of Fixed Channel and Dynamic Channel Allocation Strategies in 4G”, WASET, International Conference on Electrical, Computer, Electronics and Communication Engineering, ICECECE 2011, Singapore, World Academy of Science Engineering and Technology, 81 2011, pp.817-822.

	<p>28. Alam N. Shaikh , S. K. Bodhe, “Radio Resource Allocation Schemes in 3G and 4G Systems”, 3<sup>rd</sup> IEEE International Conference International Conference on Computer 12 Research and Development, ICCRD 2011 , 978-1-61284-840- 2/11, 2011 Paper Published in IEEE Xplore.</p> <p>29. Alam N. Shaikh, S. K. Bodhe, “Adaptive Techniques for Multiuser OFDM and Fading Channel Characteristics”, International Conference on Emerging and Futuristic System and Technology” ICE-FST‘09, Alwar, 2009.</p> <p>30. Alam N. Shaikh, S. K. Bodhe, “A Distributed Dynamic Access Channel Protocol used for Broadcast Transmission Schedules in Ad-hoc Networks”, International Conference “PICETE-2008”, November 2008.</p> <p>31. Alam N. Shaikh et al, “GSM based display toolkit”, International Conference on “Emerging Trends in Technology and it’s Application”, ICETTA-2013, March 2013.</p> <p>32. Alam N. Shaikh et al, “Two factor Authentication Security System”, International Conference on “Emerging Trends in Technology and it’s Application”, ICETTA-2013, March 2013.</p> <p>33. Alam N. Shaikh et al, “Zigbee based Industrial Automation”, International Conference on “Emerging Trends in Technology and it’s Application”, ICETTA-2013, March 2013.</p> <p>34. Alam N. Shaikh et al, “PC based RF control device applications”, International Conference on “Emerging Trends in Technology and it’s Application”, ICETTA-2013, March 2013.</p> <p><b>• Papers Published in National Conference</b></p> <p>35. Alam N. Shaikh , S. K. Bodhe, “A Dynamic Distributed Channel Protocol used for Broadcast Transmission Schedules in Ad-hoc Networks” National Conference on Computing and Information Technology (NCCIT 2009), NCCIT-2009, NMIMS University, March 2009.</p> <p>36. Alam N. Shaikh, S. K. Bodhe, “Channel Allocation Schemes and Distributed Dynamic Access Channel Protocol used for Broadcast Transmission Schedules”, ACES’09, Aurangabad, 8-9 January 2009.</p> <p>37. Alam N. Shaikh et al. “Handoff Algorithm for Wireless Network”, National Conference on Communication, Information Technology and Automation, NCCITA-2008, Mumbai. 13</p> <p>38. Alam N. Shaikh et al. “Comparison for CAC for Wireless Mobile network”, National Conference on Trends In Advance Computing, December 2007 NCCITA-2008, Mumbai.</p>
<b>Professional Memberships</b>	<ul style="list-style-type: none"> <li>• Life Member- Indian Society for Technical Education</li> <li>• Member – IEEE</li> <li>• Life Member – IJERIA</li> <li>• Life Member of Forum for International Integration</li> </ul>
<b>Workshop/ Seminar/ Conference attended</b>	<ol style="list-style-type: none"> <li>1) Workshop on “Optical fibre”, SEAK, Nov1995</li> <li>2) Workshop on “Optical Fibre Communication”, K.J. Somayya, Mumbai. Sep2006</li> <li>3) Workshop on “Multipurpose Lab Station”, Fr. C. R. Inst. of Tech., Navi Mumbai, Sep2007</li> <li>4) Workshop on “Placement”, T.I.M.E, T.I.M.E Mumbai, Nov2007</li> <li>5) Coordinated STTP on “Advanced Comm. System”, TEC, Mumbai July2008</li> </ol>

	<p>6) STTP on “Wavelet Transform”, KJSCOE, Mumbai Sep2008</p> <p>7) International Workshop on “Global ICT standardization Formula in India”, STES, Pune,Mar2009</p> <p>8) STTP on “Advanced Networking and PLC Automation” LTCOE, Navi Mumbai, Jan2009</p> <p>9) Organized International Conference, ICETTA, on “Emerging Trends in Technology And Its Application”, SES, ISTE,2013</p> <p>10) ASM Workshop on “Technical Writing for RESEARCH PUBLICATIONS” Kualalumpur Akademi Sains, Malaysia ---- Malaysia 2013</p> <p>11) Conference Chair of International Conference, ICAST 2014 SCOE IEEE and ISTE Mumbai,2014</p>
<p><b>Rewards/ Honors</b></p>	<ol style="list-style-type: none"> <li>1. Award of "Innovative Leader Award" at the 15th Innovative Education Leadership Awards on February 17, 2023 at Taj Lands End, Mumbai.</li> <li>2. Received award of 'Outstanding Leader in Higher Education'* by Elets Technomedia (Asia and Middle East's premier media, technology), 2023.</li> <li>3. “The Mahatma Jyotirao Phule National Meritorious Teacher Award” by Dr. Panjabrao Deshmukh RashtriyaShikshak Parishad on 17<sup>th</sup> February, 2019.</li> <li>4. “Award for Excellence in BEST PRINCIPAL” from ASIA AFRICA ICT EXCELLENCE Award 2018 at NCRDSIMS Navi Mumbai on 1st December, 2018.</li> <li>5. “Dr. A.P.J. Abdul Kalam Shikshan Ratan National Award” from IISER, Bengaluru held on 2nd June, 2018 at A.D.A. Ranga Mandira, Bengaluru.</li> <li>6. “Award for Educational Leadership” from Indo global Education/Skills Summit &amp; Expo-2017 by Indus Foundation on 17th July 2017 at The Lalit, Mumbai.</li> <li>7. “Young Education Achiever of the Year” from Praxis Media National Education Excellence Award on April 23, 2017 (Sunday) at Shangri-La, Eros Hotel, New Delhi.</li> <li>8. Recognized PG teacher.</li> <li>9. Recognized Doctoral guide at Shivaji University in Electronics Engineering program.</li> <li>10. Recognized Doctoral guide at VTU University in Electronics &amp; Telecommunication Engineering program.</li> </ol>
<p><b>Extra Activities</b></p>	<ul style="list-style-type: none"> <li>• Working as Campus Director &amp; Principal of PVPPCOE</li> <li>• Worked as Convener/ Co-Convener of International Conference</li> <li>• Worked as CAP Director at University level Examination</li> <li>• Worked as M.E. –Coordinator</li> <li>• Worked as Training &amp; Placement Officer</li> <li>• Organized National level Marathon on 21st September, 2014.</li> <li>• Organized “Nirbhaya Sign Petition Camp” at Kharghar and CBD Belapur railway stations and submitted proposal for Women’s Safety to Chief Minister of Maharashtra.</li> <li>• Organized workshop on “Women Self Defense” .</li> <li>• Organized workshop on “Anti-Terrorism” in association with ACP, Mr. Sanjay KhaireATS, Navi Mumbai.</li> </ul>



## 9. Fee

Fee (2022-23) for UG Engineering	Rs.12,2,751/-
Fee (2022-23) for Applied Arts and Crafts	Rs.65000/-
Fee (2021-22) for UG Engineering	Rs.1,46,225/-
Fee (2021-22) for Applied Arts and Crafts	Rs.105210/-
Time schedule for payment of fee for the entire programme	Available
No. of Fee waivers granted with amount and name of students	Available
Number of scholarships offered by the Institution, duration and amount	Available
Criteria for fee waivers / scholarship	On Merit

## 10. Admission

Number of seats sanctioned with the year of approval (2022-23) – Under Graduate	Branch	FE
	Computer Engineering	136
	Information Technology	137
	Artificial Intelligence & Data Science	68
	Applied Arts	60
	BFA (Painting)	30
Number of seats sanctioned with the year of approval (2021-22) – Under Graduate	Branch	FE
	Computer Engineering	120
	Electronics & Telecommunication Engineering	COURSE CLOSED 2021-22
	Information Technology	120
	Artificial Intelligence & Data Science	60
	Applied Arts	60
	BFA (Painting)	30

Number of students admitted under various categories each year in the last three years  (Under Graduate Engineering)	Year	Open	OBC	SC	ST	DT/ VJ/ NT	SBC	Jain	Muslim
	2022-23	145	55	38	05	33	16	00	00
	2021-22	134	53	37	04	27	13	00	02
	2020-21	145	54	35	01	03	06	00	05
	2019-20	125	44	30	00	01	15	00	08

Mention the admission test being followed, name and address of the Test Agency and its URL (website) (Engineering)	Common Entrance Test (MHTCET 2020)	State Common Entrance Test Cell, Maharashtra State 8th Floor, NewExcelsior Building, A K NayakMarg, Fort, Mumbai : 400001 (M.S.)		www.dte.maharashtra.gov.in www.mahacet.org
	Joint Entrance Test(JEEMain 2020) Paper –I	National Testing Agency Block C-20 1A/8, Sector 62, IITK Outreach Centre, Gautam Buddh Nagar, Noida : 201309 Uttar Pradesh		www.jeemain.nic.in
Number of seats allotted to different Test Qualified candidate separately (AIEEE / CET (State conducted test / University tests / CMAT / GPAT) / Association conducted test)	No. of Seats- as % of Sanctioned Intake			
	CAP Seats		Institutional Quota	
	Maharashtra State(M.S.) Candidates	All India Seats		
	45.5 % for HU 19.5 % for OHU	15%	20%	
Calendar for admission against Management / vacant seats :	As per the calendar for admission issued by competent authority			
Last date of request for applications				
Last date of submission of applications				
Dates for announcing final results				
Release of admission list (main list and waiting list shall be announced on the same day)				
Date for acceptance by the candidate (time given shall in no case be less than 15 days)				
Last date for closing of admission				
Starting of the Academic session				

Number of students admitted under various categories each year in the last three years ( Applied Arts and Crafts)	Year	Open	OB C	SC	ST	DT / VJ / NT	SB C	Jain	Muslim
	2022-23	156	42	26	03	09	01	03	00
	2021-22	41	10	7	0	2	0	0	0
	2020-21	42	13	03	0	2	0	0	0
	2019-20	37	11	7	1	3	1	0	0
Number of students admitted under various categories each year in the last three years (BFA (Painting))	Year	Open	OB C	SC	ST	DT / VJ / NT	SB C	Jain	Muslim
	2022-23	21	06	08	0	02	01	00	00
	2021-22	7	4	3	0	1	1	0	0
	2020-21	6	0	4	0	1	1	0	0

Number applications received during last two years for admission under Management Quota and number admitted (Under Graduate Engineering)		No. of Applications received	No. of admitted students
	2022-23	104	104
	2021-22	92	92
	2020-21	87	87
	2019-20	85	85
(Applied Arts and Crafts)	2022-23	32	12
	2021-22	30	17
	2020-21	21	17
	2019-20	20	15
(BFA (Painting))	2022-23	02	01
	2021-22	02	02
	2020-21	00	00

## 11. Admission Procedure

The policy of refund of the fee, in case of withdrawal, shall be clearly notified	As per the Admission information Brochure published by competent authority.
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## 12. Criteria and Weightages for Admission:

	Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.	<p><b>(1) Maharashtra State Candidature Candidate. –</b></p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together and The Candidate should have appeared in all the subjects in MHT-CET 2020 and should obtain non zero score in MHT-CET 2020.</p> <p style="text-align: center;">Or</p> <p>(ii) Passed Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);</p> <p><b>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates. -</b></p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies and obtained at least 45% marks (at least 40% marks, in case of Backward class categories,</p>
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		<p>Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only)  in the above subjects taken together and should obtain non zero positive score in JEE Main (B.E/B.Tech) or the candidate should have appeared in all the subjects in MHT-CET 2020 and should obtain non zero score in MHT-CET 2020.</p> <p>However, preference shall be given to the candidate obtaining non zero positive score in JEE Main(B.E/B.Tech) over the candidates who obtained non zero score in MHT-CET 2020.</p> <p style="text-align: center;">Or</p> <p>(ii) Passed Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);</p>
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		<p><b>(3) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. -</b></p> <p>(i) The candidate should have passed the HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks in the above subjects taken together;</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
	<p>Direct Second Year (Lateral Entry)- Engineering /Technology [ 3 Years duration ]</p>	<p><b>(1) For Maharashtra State Candidature Candidate and All India Candidature Candidate, -</b></p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed Diploma Course in Engineering and Technology with at least 45% marks (40% marks in case of candidates of backward class categories, Economically Weaker Section and Persons with Disability belonging to Maharashtra State only) in appropriate branch of Engineering and Technology from an All India Council for Technical Education or Central or State Government approved Institution or its equivalent ;</p> <p style="text-align: center;">Or</p>

		<p>(ii) Passed B.Sc. Degree from a University Grants Commission (UGC) or Association of Indian Universities recognized University with at least 45% marks (40% in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging to Maharashtra State only) and passed HSC with Mathematics as a subject. Provided that students belonging to this category shall clear the subjects of Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the first year Engineering Program along with second year subjects.</p> <p style="text-align: center;">Or</p> <p>(ii) Passed D.Voc. Stream in the same or allied sector.  (iii) In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.  (iv) Any other criterion declared from time to time by the appropriate authority as defined under the Act</p>
Mention the minimum level of acceptance, if any		<p><b>(1) Maharashtra State Candidature Candidate. –</b></p> <p>(i) The Candidate should be an Indian National;  (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together and The Candidate should have appeared in all the subjects in MHT-CET 2020 and should obtain non zero score in MHT-CET 2020.</p> <p style="text-align: center;">Or</p> <p>(ii) Passed Diploma in Engineering and Technology and obtained at least 45% marks  (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);</p> <p><b>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates. -</b></p> <p>(i) The Candidate should be an Indian National;  (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies and obtained at least 45% marks.</p>

		<p>(at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only)  in the above subjects taken together and should obtain non zero positive score in JEE Main (B.E/B.Tech) or the candidate should have appeared in all the subjects in MHT-CET 2020 and should obtain non zero score in MHT-CET 2020.  However, preference shall be given to the candidate obtaining non zero positive score in JEE Main(B.E/B.Tech) over the candidates who obtained non zero score in MHT-CET 2020.  Or  (ii) Passed Diploma in Engineering and Technology and obtained at least 45% marks.  (at least 40% marks, in case of Backward class categories, economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only);</p>
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		<p><b>(3) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National. -</b>  (i) The candidate should have passed the HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks in the above subjects taken together;  (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.</p>
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**Admission process of Applied Arts and Crafts**



<p>Mention the admission test being followed, name and address of the Test Agency and its URL (website) (Applied Arts and Crafts)</p>	<p>State Common Entrance Test Cell Floor, New Excelsior Building, A. K. Nayak Road, Fort, Mumbai 400001 (M.S.) – Mail:maharashtra.cetcell@gmail.com Website: <a href="http://www.mahacet.org">http://www.mahacet.org</a></p> <p><b>Invitation of Application.–</b></p> <p>(1) The Competent Authority shall invite Online Applications from Candidates for participating in CET and/ or CAP for seeking admission to the Courses for which State CET or alternative entrance examination is required for the academic year.</p> <p>(2) The Competent Authority shall also invite online application from the eligible candidates for participating in the Centralized Admission Process (CAP) for the undergraduate Visual Art courses for which the entrance test is conducted by the appropriate authority under any Central Act and shall be applicable, for seeking admission to such professional courses, as per the provisions of the Central Act, rules and regulations made there under. 5</p> <p>(3) The Candidates seeking admissions to the professional courses for the seats provided in.– (a) rule 7(1), 7(2), 7(3) and 7 (5) (b) of these rules shall apply to the Competent Authority for admission through Centralized Admission Process (CAP) b) rule 7(4) and 7(5) (a) of these rules shall initially apply to the Competent Authority for verification of documents and then to respective institute, to enable the institutions to give admissions to such eligible applicants on the basis of Inter-Se Merit, as specified in rule 13.</p> <p>(4) The Candidate should submit, along-with the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned competent authority</p> <p><b>4. Role of Competent Authority in the process of Admission. –</b></p> <p>a) The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralised Admission Process and shall direct the students as per their allotment through CAP to all institutions i.e. Government, Government Aided, and Unaided Private Professional Visual Art Institutions.</p> <p>b) The Competent Authority shall deal with the representations received from the candidates pertaining to allotment and</p>
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		admissions as Grievance Redressal Authority.  c) All the decisions taken in relation to Admission to First Year of Visual Art courses, by the Competent Authority shall be final and binding on all concerned.		
	Allocation of seats within Sanctioned Intake for First Year of Unaided Private Professional Educational Institutions. (Applied Arts and Crafts)	Maharashtra State (M.S.) Candidates	All India Seats	Quota (including 5% Quota for NRI, if applicable)
		75%	5%	20%
	Calendar for admission against Management/vacant seats: Last date of request for applications Last date of submission of applications Dates for announcing final results Release of admission list( Main list and waiting list shall be announced on the same day) Date for acceptance by the candidate Last date for closing of admission Starting of Academic session	As per the calendar for admission issued by competent authority		
		<b>(A) First Year — (1) Maharashtra State Candidature Candidate.—</b>  (i) The Candidate should be an Indian National;  (ii) Passed HSC examination of Maharashtra State Board of		

	<p>Eligibility Criteria: (Applied Arts and Crafts)</p>	<p>Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45 % marks in aggregate. (Aggregate 40 % marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.</p> <p><b>(2) All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates.—</b></p> <p>(i) The Candidate should be an Indian National; 10</p> <p>(ii) Passed HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45 % marks in aggregate (Aggregate 40 % marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.</p> <p><b>(3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.—</b></p> <p>(i) Passed HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45 % marks in aggregate (Aggregate 40 % marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State)</p> <p>(ii) Any other criterion declared by appropriate authority from time to time.</p>
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Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc. (Applied Arts and Crafts)

**(1) Maharashtra State Candidature. - A Candidate can claim only one type of Maharashtra State**

Candidature Type i.e. from Type A to E.

**Type-A**

(i) Candidates passing SSC and also HSC from a recognized institution in Maharashtra State;

(ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;

**Type-B**

A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.

**Type-C**

A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.

**Type-D**

A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.

**Type-E**

Candidates passing SSC and/or HSC Examination from a recognized institution located in a disputed Maharashtra Karnataka Border Area and whose Mother tongue is Marathi.

**(2) All India Candidature** - The Candidates having Indian Nationality are eligible under this Category.

**(3) Minority Candidature** - The Candidate belonging to a particular Linguistic or Religious Minority Community from State of Maharashtra and as notified by the Government are eligible under this Category.

**(4) NRI Candidature** - The Candidate who fulfils the conditions as defined in clause (n) of section 2 of the Act are eligible under this category.

**(5) Foreign Student or OCI or PIO Candidature-** The Foreign Student Candidates, as defined in clause

(i) of section 2 of the Act, the Overseas Citizen of India (OCI) candidate, as in under clause (p) of rule 2 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category.

**(6) Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature -**

(a) The children of citizens, who are displaced from Union Territory of Jammu and Kashmir and Union Territory of Ladakh to any part of India or from unsafe border area of Union Territory of Jammu and Kashmir and Union Territory of Ladakh to a relatively safer place in Union Territory of Jammu and Kashmir and Union Territory of Ladakh from 1990 onwards due to terrorist activities;

or

(b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to 7 military and paramilitary forces transferred to Union Territory of Jammu and Kashmir and Union Territory of Ladakh to combat terrorist activities and joined the post on

or

before the last date for submission of application for admission;

or

(c) The children of staff and officers of Union Territory of Jammu and Kashmir and Union Territory of Ladakh police engaged in combating terrorism are eligible under this category;

**(4) Supernumerary Seats for.--**

(a) OCI / PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates,-

(i) the Candidates having candidature as given in rule 5(5) of these rules and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats.

(ii) these seats shall be subject to the maximum of 15% of the Sanctioned Intake seats, out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates or as prescribed by the appropriate authority, from time to time. Provided that, if seats in a course reserved for children of Indian Workers in Gulf Countries remains vacant, then such vacant seats shall be filled in from the candidates of OCI, PIO or Foreign Students and if seats reserved for candidates of OCI, PIO or Foreign Students remains vacant then such seat shall be filled in from the children of Indian Workers in Gulf Countries. 8 Provided

	<p>further that, any vacant seat in both the above quota may be filled in from NRI Candidature Candidates, subject to the approval from appropriate authority for the NRI seats.</p> <p>(iii) These seats shall be filled in by the institution on the basis of Inter-Se-Merit of candidates as given in section 8 of this brochure.</p> <p>(iv) Candidates fulfilling the eligibility criteria for Foreign Nationals/PIOs/Children of Indian workers in the Gulf countries/Child or Ward of NRI shall send their applications to the designated centres notified by the Competent Authority for this purpose.</p> <p><b>(b) Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature:</b></p> <p>(i) These seats shall be filled in by the Competent Authority.</p> <p>(ii) The Candidates having candidature as given in 5(6) shall be eligible for these seats.</p> <p>(iii) The number of seats for this quota shall be as per the policy of the Government.</p> <p>(iv) candidates fulfilling the eligibility criteria for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature shall send the printed copy of online filled &amp; submitted application form &amp; copy of uploaded documents by hand/speed post/courier for verification &amp; confirmation to the designated centers notified by the Competent Authority for this purpose.</p>						
Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years	Year	Comp. Engg.	EXTC Engg.	IT Engg	AI & DS	Applied Arts	Painting
	2022-23	93.17	NA	89.38	87.89	462	544
	2021-22	90.79	NA	87.77	84.14	539	1541
	2020-21	90.07	73.41	73.41	NA	1594	1594
	2019-20	92.58	82.9	91.87	NA	1524	NA
Display marks scored in Test etc. and in aggregate for all candidates who were admitted	Displayed						

### 13. List of Applicants

List of candidate whose applications have been received along with percentile / percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats	Displayed
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### 14. Results of Admission Under Management seats / Vacant seats

Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)	AS per norms laid down by competent authority
Score of the individual candidate admitted arranged in order or merit	Displayed
List of candidates who have been offered admission	Displayed
Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate	As per norms.

## 15. Information of Infrastructure and Other Resources Available

Area Statement	
Existing Building for Engineering College & Fine Art College, Ground +5 Upper Floors	
Building Status	Overall Area (in Sq.mtrs.)
Total Instructional Carpet Area	5263.16
Total Administrative Carpet Area	1142.21
Total Amenities carpet Area	582.41
Circulation Area	2013.65
Total Area	9001.27

### Instructional Area

Sr. No.	RoomNo.	RoomType	Area in Sq. Mtrs.
1	112	Classroom	66
2	203	Classroom	67
3	208	Classroom	69
4	211	Classroom	66
5	212	Classroom	67
6	213	Classroom	66
7	214	Classroom	66
8	303	Classroom	66
9	308	Classroom	69
10	<b>311</b>	<b>Classroom</b>	<b>66</b>
11	<b>312</b>	<b>Classroom</b>	<b>67</b>
12	313	Classroom	66
13	314	Classroom	66
14	<b>407</b>	<b>Classroom</b>	<b>70</b>
15	<b>408</b>	<b>Classroom</b>	<b>70</b>
			<b>1007</b>



1	004	Tutorial Room	33
2	303 A	Tutorial Room	37.6
3	406 –A	Tutorial Room	33
4	406-B	Tutorial Room	33
			<b>136.6</b>

1	005	Laboratory	84
2	101	Laboratory	66
3	102	Laboratory	66
4	103	Laboratory	69
5	105	Laboratory	66
6	107	Laboratory	69
7	108	Laboratory	69
8	109	Laboratory	70
9	201	Laboratory	66
10	202	Laboratory	67
11	205	Laboratory	66
12	206	Laboratory	69
13	207	Laboratory	69
14	301	Laboratory	66
15	302	Laboratory	67
16	305	Laboratory	66
17	306	Laboratory	69
18	307	Laboratory	69
19	315	Laboratory	66
20	316	Laboratory	68
21	317	Laboratory	68
22	401	Laboratory	67
			<b>1502</b>

1	216	Seminar Hall	<b>146</b>
1	006B	Drawing Hall	<b>133</b>
2	006A	LanguageLab	40
1	001	Workshop	<b>200</b>
1	113	Library & Reading Room	<b>404</b>
2	019	Computer Centre	<b>152</b>
			<b>1075</b>
		<b>Total Instructional Area</b>	<b>3720.6</b>

<b>ADMINISTRATIVE AREA</b>			
<b>SR.No</b>	<b>Room no.</b>	<b>Room type</b>	<b>Area in sq.m</b>
1	002	Central Stores	30
2	007	Meter Room	10
3	010 & 010A	Principal Office & PA	40
4	003	Exam Section	48
5	015	Board Room	50
6	011,012,013,014,016,017,017A	Office All Inclusive	155
7	017B	Pantry for Staff	10
8	106A	Maintenance Room	12
9	215	Placement Office	54
10	024A	Housekeeping	15.64
11	020	Security	10
			<b>434.64</b>
1	009A	Faculty Room	19.17
2	110	Faculty Room	10
3	110A	Faculty Room	15.32
4	111	Faculty Room	45
5	203A	Faculty Room	37.6
6	209	Faculty Room	10
7	209A	Faculty Room	15.32
8	210	Faculty Room	45
9	309A	Faculty Room	15.32
10	310	Faculty Room	45
			<b>257.73</b>
1	104	HOD/Departmental Office	20
2	106	HOD/Departmental Office	20
3	204	HOD/Departmental Office	20
4	304	HOD/Departmental Office	20
			<b>80</b>
		<b>Total Administrative Area</b>	<b>772.37</b>
<b>Amenities</b>			
1	021	Girls Common Room	100
2	022	Boys Common Room	100
3	024	Cafeteria	160

4	008	Stationery Store	10
5	018	First Aid Room	10
		Toilet	184.47
			<b>564.47</b>

<b>Circulation Area</b>			
<b>1</b>		<b>Corridors</b>	<b>1182.94</b>
<b>2</b>		<b>Other Common Area</b>	<b>639</b>

<b>Applied Art</b>			
<b>Instructional Area</b>			
1	413	Classroom	66.00
2	502	Classroom	66.00
3	503	Classroom	66.00
4	508	Classroom	71.00
5	510	Classroom	66
6	511	Classroom	66
7	512	Classroom	67
8	513	Classroom	66.42
9	023	Tutorial Room	33.00
10	403A	Tutorial Room	37.6
11	505	Tutorial Room	37.6
12	501	Workshop / Studio	67.00
13	506	Workshop / Studio	69.00
14	507	Workshop / Studio	67.00
15	515	Workshop / Studio	70.62
16	411 & 412	Studio / Display Room	133.00
17	504	Common Workshop / Studio	89.70
18	415	Craft Center	66.00
19	402 & 403	Seminar Hall	135.00
		<b>Total Instructional Area AppliedArt</b>	<b>1339.94</b>

<b>Fine Art (Painting)</b>			
<b>Instructional Area</b>			
1	414	Classroom	66
2	417	Classroom	68.00
3	514	Classroom	60.20
4	405	Workshop / Studio	66

5	416	Workshop / Studio	68.00
6	516	Workshop / Studio	70.62
		<b>Total Instructional Area FineArt</b>	<b>398.82</b>

<b>Administrative Area</b>			
1	410,509,514	Office all Inclusive	150.20
2	509A	HOD	10
3	404	HOD/Departmental Office	23
4	508A	Departmental Office	15.32
5	409	Faculty Room	10
6	309	Faculty Room	10
7	409A	Faculty Room	15.32
		<b>Total Administrative Area</b>	<b>233.84</b>

<b>Amenities</b>			
1	5th Floor	Toilets	17.94
<b>Circulation Area</b>			
1	5th Floor	Corridors	116.61
2	5th Floor	Other Common Area (in Sq.Mtrs.)	75.10
		<b>Total Circulation Area</b>	<b>191.71</b>

**CirculationArea:**

$$\text{INS} + \text{ADM} + \text{AMN} = \text{x25\%}$$

$$5021.9 + 1043.81 + 582.41 = 6648.12 \times 25\% = 1662.03 \text{SQ.M}$$

- Barrier Free Built Environment for disabled and elderly persons:  
LIFT & TOILET FOR HANDICAPPED



- RAMP FOR HANDICAPPED PEOPLE





- Occupancy Certificate: Available
- Fire and Safety Certificate: Available

### Library

- Number of Library books/ Titles/ Journals available(program-wise)

Programme	Number of Titles	Number of Journals	Number of volumes	Number of e-Book Volumes - UG	No.of CDs
Engineering and Technology	7,616	55	33,193	10416	49
Applied Arts and Crafts	743	6	2,500	0	0

- List of online National/ International Journals subscribed : Available
- E- Library facilities
  - Digital Library: Available
- Laboratory & Workshop:
  - List of Major Equipment/Facilities /Experimental Setup in each Laboratory/Workshop : Available
- Computing Facilities
  - Internet Bandwidth :300 Mbps
  - Number and configuration of System: Available
  - Total number of system connected by LAN / WAN :All the systems
  - Major software packages available : Yes
  - Special purpose facilities available : MOOCS Learning center, Center for innovative learning, Language laboratory
  - Innovation Cell :Available

- Social Media Cell :Available

- List of facilities available Games and Sports Facilities



- **Extra-Curricular Activities:**

Students participate in various extra-curricular activities. There are 12 clubs available for the students which enhance to boost their knowledge. Students are provided the necessary support, encouragement and platform to showcase their talent and team work.

- Soft Skill Development Facilities: Language Laboratory

- Teaching Learning Process

- Curricula and syllabus for each of the programmes as approved by the University :

<http://mu.ac.in/portal/syllabus-for-engineering-rev-course/>

- Academic Calendar of the University :

<http://mu.ac.in/portal/distance-open-learning/idol-menu-barright/academic-calendar/>

- Academic Time Table with the name of the Faculty members handling the Course & Teaching Load of each Faculty: Available

- Internal Continuous Evaluation System in place: Yes

- Student's assessment of Faculty System in place :Yes



### 16. Enrollment of students in the last 3years

	Year	Open	OB C	SC	ST	DT / VJ / NT	SB C	Jain	Muslim
Under graduate (Engineering)	2022-23	145	55	38	05	33	16	00	00
	2021-22	134	53	37	04	27	13	00	02
	2020-21	145	54	35	01	03	06	0	05
	2019-20	125	44	30	00	11	05	00	08
	2018-19	118	38	33	01	10	07	01	11
Applied Arts and Crafts	2022-23	156	42	26	03	09	01	03	00
	2021-22	41	10	7	0	2	0	0	0
	2020-21	42	13	3	3	0	2	0	0
	2019-20	37	11	7	1	3	1	0	0
Painting	2022-23	21	06	08	0	02	01	00	00
	2021-22	7	4	3	0	1	1	0	0
	2020-21	6	0	4	0	1	1	0	0

### 17. List of Research Projects/ Consultancy Works : Available

#### List of Research Projects:

Project Name	Discipline
Pothole detection and filling using plastic mixture	Computer & IT Engineering
Smart Soldier's Strap	Electronics and Telecommunication Engineering
Design of compact patch Antenna for 5G application	Electronics and Telecommunication Engineering
Design of MIMO Antenna with Low Mutual Coupling for Modern Communication	Electronics and Telecommunication Engineering

#### List of Consultancy Works:

Company Name	Company Sector	Type Of Service	Year	Discipline
9LEDGEPRO PVT. LTD. MICROSOFT PARTNER NETWORK INDIA	Education	Consultancy & Advisory Service	2020-2021	Computer & IT Engineering
NUOS HOME AUTOMATION	IT	Consultancy & Advisory Service	2020-2021	Electronics Engineering
EARTHIO NUTRI-FUTURE	Others	Consultancy &	2020-2021	Computer & IT

PRIVATE LIMITED		Advisory Service		Engineering
EKEEDA PRIVATE LIMITED	Education	Consultancy & Advisory Service	2020-2021	Computer & IT Engineering
NUMERGION TECHNOLOGY	Telecom	Consultancy & Advisory Service	2020-2021	Electronics Engineering
LA BOOTCAMPS PVT LTD	IT	Consultancy & Advisory Service	2020-2021	Computer & IT Engineering
WISDOM CAREER EDUCATION PVT. LTD.	Education	Consultancy & Advisory Service	2020-2021	Electronics Engineering
PRATASTREN INFOTECH SERVICES	IT	Consultancy & Advisory Service	2020-2021	Computer & IT Engineering

### List of Consultancy MoU:

Sr. No.	MOU signed with Industry/ Organization	Date of signing MOU	Purpose of MOU
1	Nexus Technocrafts Automation & Sol. Pvt. Ltd.	1/25/2017-1/24/2022	Expert lecture on Armbased Embedded Webserver in 2017 Expert lecture on Security in Embedded System
2	Digital Dojo	7/27/2017-7/28/2022	IOT Workshop for students in 2017
3	Campus Crdential	1/2/2017-1/1/2022	Aptitude and SoftSkill Training
4	La Bootcamps Pvt.Ltd	12/13/2017-12/12/2022	Certification Training Program
5	LA Technologies Pvt.Ltd	11/6/2017-11/5/2022	Internship , Incubation Center
6	Naerial Consultancy	11/6/2017-11/5/2022	Vocational Short Term Course, Internship, Incubation Center
7	SMEC Automation Private Limited	12/8/2017-12/7/2022	Industrial Visit
8	Katalyst	10/24/2017-10/23/2021	Educational Facilities,scholarships,Internship and Skill enhancement training
9	BlocklogyEdutech Pvt Ltd	4/3/2020 - 3/3/2023	1. Internship Opportunity through Project Anubhav 2. Center of Academic Excellence 3. Commercial Projects to Student Teams 4. Access to 15+ Commercial Projects which Blocklogy Edutech 5. Scratch to Screen Internship cum Project Development under Industry Experts 6. Collaborative Diploma / Certification Programs on Blockchain, IoT, AI, Data

			Analytics, ML, Ethical Hacking, Networking etc
10	M/s 9Ledge Pro Private Limited	4/3/2020 - 3/3/2023	1. 9Ledge Pro Private Limited going to provide 1 Raspberry Pi kit and 1 Arduino kit 2. Arrange/conduct one seminar per semester for the students on recent trends 3. Provide Internship Opportunity to students
11	M/s Ekeeda Private Limited	4/3/2020 - 3/3/2023	1. Provide setup of Digital Library on any 2 computers in Computer Department Laboratory no. 307 2. Installing the Ekeeda software(.exe file) which will have the validity of 3 year 3. Arrange/conduct one seminar per semester for the students on recent trends
12	NUOS Home Automation	4/3/2020 - 3/3/2023	1. Smart Home Automation products worth Rs.80k 2. Support for Industrial Visit for students 3. Smart Partners in Annual meets , conferences, exhibitions.
13	Numergion Technology (OPC) Pvt. Ltd.	4/3/2020 - 3/3/2022	1. Jointly work on research projects , consultancy assignments ,faculty n staff development programs. 2. Industrial Visits. 3. Development of departmental laboratories 4. Expert Lectures. 5. Internship and Placements 6. Corporate trainings to staff.
14	IBM CSRBox Foundation	29/11/2021 - 28/11/2022	Enhance employment opportunities for students by imparting industry relevant Technical skills, Professional skills and Job readiness skills.
15	YBI Foundation	4/2/2022 - 3/2/2025	1. Providing free internship program as per latest AICTE directives 2. Educator at Campus 3. Joint Short Term Certificate Programs (Co-branded) within AICTE framework
16	GONG Labs Pvt. Ltd. (Coffeee.io)	23/05/2022 – 22/05/2027	1.Workshop on resume building 2. Training and Placements
17	Halp Technologies 05	05/01/2023 - 04/01/2024	1.Higher study( Seminar)

18	TNS India Foundation	02/03/2023 - 30/06/2025	1. Campus to Technical Currier program.
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**18. LoA and subsequent EoA till the current Academic Year : Available**

**19. Accounted audited statement for the last three years : Available**

**VASANTDADA PATIL PRATISHTHAN'S**  
**COLLEGE OF ENGINEERING & VISUAL ARTS,SION,MUMBAI-400022**  
**BALANCE SHEET AS ON 31ST MARCH-2021**

FUNDS & LIABILITIES	SCH	AMOUNT (RS.)	ASSETS & PROPERTIES	SCH	AMOUNT (RS.)
Trust Fund Account	A	1,079,094	Fixed Assets	I	30,874,774
Engineering Equipment Fund.	B	84,002,000	Investment in FD	J	26,592,508
Library Books Fund	C	4,305,382	Advances & Deposits	K	23,322,227
Grauity Fund	D	29,847,595	Other Current assets	L	509,864
Student Aid Fund	E	1,750,430	Shares - Shalini Sahakari Bank Ltd		100,000
Sports Equipment Fund		164,095	Sundry Debtors	M	101,333,318
Loans & Deposits	F	1,978,110	Cash at Bank	N	6,236,563
Sundry Creditors	G	6,677,077	Cash In Hand		140,050
Other Current Liabilities	H	48,581,118	<u>Branch/Divisions</u>		
<u>Branch/Divisions</u>			VPPS Manohar Phalke COA		6,956,779
Vasantdada Patil Pratishthan		211,270,993	P.V.P.P Applied Arts		12,134,175
			VPP's Law College		448,016
			VPPS Panjabrao Deshmukh Boy's Hostel		490,094
			VPPS law College(New)		-
			Profit or Loss A/c (loss)	O	178,859,217
<b>Total</b>		<b>389,655,894</b>	<b>Total</b>		<b>389,655,894</b>

As per our report of even date

For Sanjay Rane and Associates  
Chartered Accountants  
Firm Reg No.: 121089W

'Subject to significant accounting policies and notes to accounts'  
For Vasantdada Patil Pratishthan's College of Engineering  
& Visual Arts

C.A. Abhijeet Deshmukh

M. No. 129145

Place: Mumbai

Date: 18/01/2022

UDIN: 22129145AAAABQ4393



President

Shri. Nandkumar M. Katkar

Gen. Secretary

Shri. Appasaheb Desai



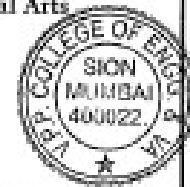
**VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING & VISUAL ARTS,SION,MUMBAI-400022.**

Particulars	Amount Rs.
<b>Schedule - 'A' : Trust Fund Account</b>	
<b>as on 31 st Mar-2020</b>	
Balance as per last Balance sheet	1,079,094.00
Add: Additions during the year	-
	<b>1,079,094.00</b>
<b>Schedule - 'B' : Engineering Equipment Fund</b>	
<b>as on 31 st Mar-2020</b>	
Balance as per last Balance sheet	84,002,000.00
Add:-Transfer from Income & Expenditure A/c	-
	<b>84,002,000.00</b>
<b>Schedule - 'C' : Library Books Fund</b>	
<b>as on 31 st Mar-2020</b>	
Balance as per last Balance sheet	4,305,382.00
Add:-Book Grant Recd. from Sp.Dist.Social Welfare	-
	<b>4,305,382.00</b>
<b>Schedule - 'D' : Granity Fund</b>	
<b>as on 31 st Mar-2020</b>	
Balance as per last Balance sheet	23,971,797.00
Add: Contribution during the year	3,323,645.00
	<b>27,295,442.00</b>
<b>Schedule - 'E' : Student Aid Fund</b>	
<b>as on 31 st Mar-2020</b>	
Balance as per last Balance sheet	1,300,000.00
Add:Amount transferred from Caution Money Dep.	716,750.00
	<b>2,016,750.00</b>
<b>Schedule -'F' : Loans &amp; Deposits</b>	
<b>as on 31 st Mar-2020</b>	
Caution Money Deposit.	1,300,110.00
Earnest Money Deposit	25,000.00
University Research Grant	29,500.00
Library Deposit.	60,500.00
	<b>1,415,110.00</b>

'Subject to significant accounting policies and notes to accounts'  
For Vasantdada Patil Pratishthan's College of Engineering & Visual Arts

*Ashalata*  
President  
Smt.Ashalata M. Phalke


*Shri.Appasaheb*  
Gen.Secretary  
Shri.Appasaheb Desai



**VASANTDADA PATIL PRATISHTHAN'S**  
**COLLEGE OF ENGINEERING & VISUAL ARTS, SION, MUMBAI-400022**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH-2021**


EXPENDITURE	SCH	AMOUNT (RS.)	INCOME	SCH	AMOUNT (RS.)
To Expenditure in respect of Property	P	12,596,153	By Tuition Fees		145,947,018
To Administrative & Establishment Expenses	Q	10,581,288	By Others Fees & Receipts	S	3,305,056
To Educational Expenses	R	15,878,955	By Interest on Bank		169,292
To Teaching Staff Salary		64,834,500	By Interest on Investment		1,523,865
To Non-Teaching Staff Salary		39,504,775			
To Audit Fees		177,000			
To Depreciation	I	5,759,504			
To Excess Income over Expenditure		1,613,056			
<b>Total</b>		<b>150,945,230</b>	<b>Total</b>		<b>150,945,230</b>


As per our report of even date  
For Sanjay Rane and Associates  
Chartered Accountants  
Firm Reg No.: 121089W

  
CA. Abhijeet Deshmukh  
M. No. 129145  
Place: Mumbai  
Date: 18/01/2022  
UDIN: 22129145AAAABQ4393



*'Subject to significant accounting policies and notes to accounts'*  
For Vasantdada Patil Pratishthan's College of Engineering  
& Visual Arts

  
President  
Shri. Nandkumar M. Katkar

  
Gen. Secretary  
Shri. Appasaheb Desai



**VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING & VISUAL ARTS,SION,MUMBAI-400022.**

Particulars	Amount (Rs.)
<b>Schedule -'A': Trust Fund Account</b>	
<b>As On 31st Mar-2021</b>	
Balance as per last Balance sheet	1,079,094
Add: Additions during the year	-
<b>Total</b>	<b>1,079,094</b>
<b>Schedule -' B': Engineering Equipment Fund</b>	
<b>As On 31st Mar-2021</b>	
Balance as per last Balance sheet	84,002,000
Add:-Transfer from Income & Expenditure A/c	-
<b>Total</b>	<b>84,002,000</b>
<b>Schedule -' C': Library Books Fund</b>	
<b>As On 31st Mar-2021</b>	
Balance as per last Balance sheet	4,305,382
Add:-Book Grant Recd. from Sp.Dist.Social Welfare	-
<b>Total</b>	<b>4,305,382</b>
<b>Schedule -' D': Grauity Fund</b>	
<b>As On 31st Mar-2021</b>	
Balance as per last Balance sheet	27,295,442
Add: Contribution during the year	2,552,153
<b>Total</b>	<b>29,847,595</b>
<b>Schedule -' E': Student Aid Fund</b>	
<b>As On 31st Mar-2021</b>	
Balance as per last Balance sheet	2,016,750
Add:Amount transferred from Caution Money Dep.	230,500
Less:Adjustment During The Year	496,820
<b>Total</b>	<b>1,750,430</b>
<b>Schedule -'F': Loans &amp; Deposits</b>	
<b>As On 31st Mar-2021</b>	
Caution Money Deposit.	1,257,110
Earnest Money Deposit	25,000
AICTE Grant	604,000
University Research Grant	29,500
Library Deposit.	62,500
<b>Total</b>	<b>1,978,110</b>

*'Subject to significant accounting policies and notes to accounts'*

For Vasantdada Patil Pratishthan's College of Engineering & Visual Arts



*(Signature)*  
President

Shri.Nandkumar M.Katkar

*(Signature)*  
Gen.Secretary

Shri.Appasaheb Desai





**VASANTDADA PATIL PRATISHTHAN'S**  
**COLLEGE OF ENGINEERING & VISUAL ARTS,SION,MUMBAI-400022.**

**Schedule - 'G' : Sundry Creditors**

**As On 31st Mar-2021**

Sr. No.	Name of the Parties.	Amount (Rs.)
1	Adv.Dinesh Bhosale	55,000
2	Anand Dudhawadkar	120,000
3	Aplomb Trading Company	40,485
4	Ace Hygine Products Pvt.Ltd.	12,950
5	Adarsh Berojagar Sewa Sahakari Sanstha Ltd.	148,642
6	B.K.Mhatre	100,000
7	Classic Ceramic Plus	150,977
8	Concept Print Solutions	144,532
9	Development fees Payable	148,312
10	DA-Modular Furniture	100,000
11	Desai Enterprises	54,105
12	Firelink Services	29,795
13	Hemantrao Desai	360,000
14	Mahendra Furniture	60,400
15	Max Cool Solutions Pvt.Ltd.	123,250
16	M.K.GAIKAR	572
17	Nvis Technologies Pvt.Ltd.	40,545
18	Nilesh Nagrale	9,408
19	Patel Trading Co.	10,800
20	P.M.Gajrelwar	705,000
21	Ply-Plast	146,651
22	Professional Membership Fees Payable	107,528
23	Quality Facility Management Service	48,000
24	Recurring Deposit Payable	11,100
25	Ruchira's Jet Age Chemicals Co.	75,039
26	Siddhi Printers	214,949
27	S.S.Rane & Associates	1,141,650
28	Shree Enterprises	105,000
29	Supreme Glass Traders	431,712
30	Shrikant Sanas	900
31	Thakur Variety Stores	150,244
32	THE PROFESSIONAL COURIERS	5,469
33	Vinayak Caterers	251,812
34	VINAYAK CONSULTANT	177,000
35	Vishumangal Technologies Pvt. LTd	308,750
36	V.P.Security Service	844,000
37	University Of Mumbai	242,500
	<b>Total</b>	<b>6,677,077</b>



**Schedule - 'H' : Other Current Liabilities**

As On 31st Mar-2021

Sr. No.	Name of the Parties.	Amount (Rs.)
1	Employee's Gratuity	1,209,145
2	Other Deductions	1,823,842
3	Outstanding Non-Teaching Staff Salary	9,752,502
4	Outstanding Teaching Staff Salary	26,973,280
5	Scholarship Payable	51,750
6	Staff Bank Loan Payable	384,614
7	Staff LIC Payable	108,985
8	Staff TdS Payable	3,716,673
9	Staff Professional tax Payable	30,700
10	PF Administration Charges	137,941
11	Staff Provident Fund Payble	3,295,622
12	AISHE Remuneration	4,000
13	Provision For Provident Fund	1,073,074
14	TDS for Contractor	18,990
	<b>Total</b>	<b>48,581,118</b>

Subject to significant accounting policies and notes to accounts'

For Vasantdada Patil Pratishthan's College of Engineering &amp; Visual Arts

  
President

Shri. Nandkumar M. Katkar

  
Gen. Secretary

Shri. Appasaheb Desai



**PADMABHUSHAN VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING,SION,MUMBAI-400022.  
BALANCE SHEET AS ON 31 ST MARCH-2019**

FUNDS & LIABILITIES	Sch	Amount	ASSETS & PROPERTIES	Sch	Amount
Trust Fund Account.	A	1,079,094.00	Fixed Assets.	J	38,530,957.80
Engineering Equipment Fund.	B	84,002,000.00	Investment in FD	K	8,022,513.00
Library Books Fund.	C	4,305,382.00	Advances & Deposits.	L	34,203,087.00
Gravuity Fund	D	23,971,797.00	Other Current assets	M	444,622.00
Student Aid Fund	E	1,300,000.00	Shares - Shalini Sahakari Bank Ltd.		100,000.00
Sports Equipment Fund		164,095.00	Sundry Debtors	N	49,042,825.25
Loans & Deposits	F	1,963,360.00	Cash at Bank.	O	2,965,195.29
Sundry Creditors	G	8,080,112.00	Cash In Hand.		85,387.86
Other Current Liabilities	H	11,729,549.00	Income & Expenditure Account	I	158,345,367.95
<u>Branch/ Divisions</u>			<u>Branch/ Divisions</u>		
Vasantdada Patil Pratishthan		154,746,998.47	VPPS Manohar Phalke COA		5,074,923.20
PVPPMPP		5,344,250.53			
VPPIMS		128,241.35			
<b>Total Rs.</b>		<b>296,814,879.35</b>	<b>Total Rs.</b>		<b>296,814,879.35</b>

As per our report of even date  
For Sanjay Rane and Associates  
Chartered Accountants

Firm Reg No.: 121089W

A. Abhijeet Deshmukh  
M. No. 129145

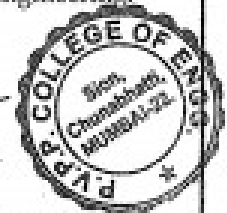
Place: Mumbai

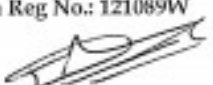
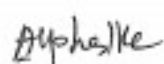
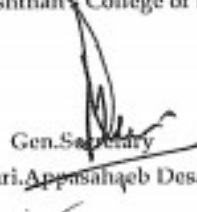


Date: 29th Sept, 2019

'Subject to significant accounting policies and notes to accounts'  
For P. Vasantdada Patil Pratishthan's College of Engineering.

*A. Phalke*  
President  
Smt. Ashalata M. Phalke

*S. Desai*  
Gen. Secretary  
Smt. Appasahaeb Desai



PADMABHUSHAN VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING,SION,MUMBAI-400022. INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH-2019					
EXPENDITURE	sch	Amount	INCOME	sch	Amount
To Expenditure in respect of Property.	P	15,560,279.60	By Tuition Fees.		121,711,562.00
To Administrative & Establishment Expenses	Q	12,322,576.74	By Others Fees & Receipts	S	3,261,972.00
To Educational Expenses.	R	34,564,964.76	By Interest on Investment		119,550.00
To Teaching Staff Salary		64,750,054.00	By Interest on Bank		182,281.00
To Non-Teaching Staff Salary		32,158,230.00			
To Audit Fees.		194,700.00	By Excess Expenditure over Income		41,770,300.10
To Depreciation.		7,391,596.00			
To Debtors Written Back		103,264.00			
<b>Total Rs.</b>		<b>167,045,665.10</b>	<b>Total Rs.</b>		<b>167,045,665.10</b>
As per our report of even date For Sanjay Rane and Associates Chartered Accountants Firm Reg No.: 121089W		'Subject to significant accounting policies and notes to accounts' For P. Vasantdada Patil Pratishthan's College of Engineering.			
 A. Abhijeet Deshmukh M. No. 129145 Place: Mumbai Date: 29th Sept, 2019.		 President Smt. Ashalata M. Phalke		 Gen. Secretary Shri. Appasaheb Desai	
					

**PADMABHUSHAN VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING,SION,MUMBAI-400022.  
BALANCE SHEET AS ON 31 ST MARCH-2018**

FUNDS & LIABILITIES	Sch	Amount	ASSETS & PROPERTIES	Sch	Amount
Trust Fund Account.	A	1,079,094.00	Fixed Assets.	J	43,059,692.80
Engineering Equipment Fund.	B	84,002,000.00	Investment in FD	K	19,956,136.00
Library Books Fund.	C	3,927,587.00	Advances & Deposits.	L	32,490,522.00
Gravuty Fund	D	15,291,873.00	Other Current assets	M	436,175.00
Student Aid Fund	E	1,300,000.00	Shares - Shalini Sahakari Bank Ltd.		100,000.00
Sports Equipment Fund		164,095.00	Sundry Debtors	N	53,356,334.00
Loans & Deposits	F	1,753,360.00	Cash at Bank.	O	4,165,715.24
Sundry Creditors	G	10,518,831.40	Cash In Hand.		38,037.86
Other Current Liabilities	H	10,931,522.00			
<u>Branch/Divisions</u>					
Vasantdada Patil Pratishthan		135,504,453.47			
PVPPMPP		5,541,223.53	Income & Expenditure Account	I	116,575,067.85
VPPIMS		163,641.35			
<b>Total Rs.</b>		<b>270,177,680.75</b>	<b>Total Rs.</b>		<b>270,177,680.75</b>

As per our report of even date  
For Sanjay Rane and Associates

Chartered Accountants

Firm Reg No.: 121089W

C.A. Abhijeet Deshmukhi

M. No. 129145

Place: Mumbai

Date: 29th Sept 2018



'Subject to significant accounting policies and notes to accounts'

For P. Vasantdada Patil Pratishthan's College of Engineering.

*Ashalata M. Phalke*

President



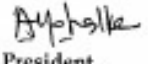

Smt. Ashalata M. Phalke

*Shri. Appasahaeb Desai*

Gen. Secretary

Shri. Appasahaeb Desai

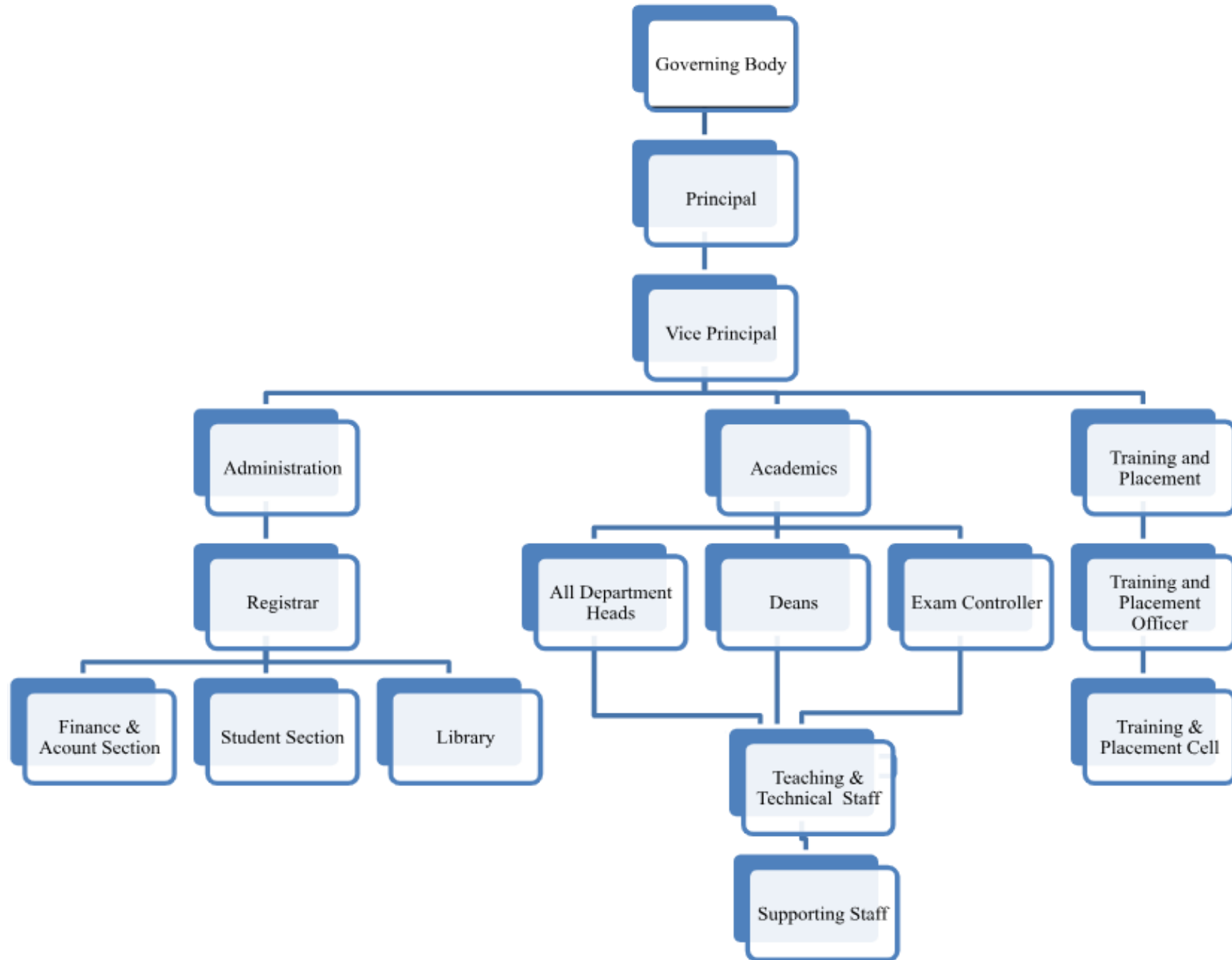


PADMABHUSHAN VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING, SION, MUMBAI-400022.					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH 2018					
EXPENDITURE	sch	Amount	INCOME	sch	Amount
To Expenditure in respect of Property.	P	15,638,532.00	By Tuition Fees.		118,923,998.00
To Administrative & Establishment Expenses	Q	22,951,703.16	By Others Fees & Receipts	S	4,270,819.00
To Educational Expenses.	R	31,142,818.00	By Interest on Investment		2,334,498.00
To Teaching Staff Salary		61,623,206.00	By Interest on Bank		242,463.00
To Non-Teaching Staff Salary		31,398,278.00	By Interest on Security Deposit		18,838.60
To Audit Fees.		324,500.00	By Unclaimed Creditors		1,211,195.85
To Depreciation.		8,598,094.43			
To Debtors Written Back		97,068.00	By Excess Expenditure over Income		44,772,387.14
<b>Total Rs.</b>		<b>171,774,199.59</b>	<b>Total Rs.</b>		<b>171,774,199.59</b>
As per our report of even date For Sanjay Rane and Associates Chartered Accountants Firm Reg No.: 121089W			'Subject to significant accounting policies and notes to accounts' For P. Vasantdada Patil Pratishthan's College of Engineering.		
					
C.A. Abhijeet Deshmukh M. No. 129145 Place: Mumbai Date: 29th Sept 2018		Smt. Ashalata M. Phalke President	Gen. Secretary Shri. Appasaheb Desai		

## **20. Best Practices adopted:**

- Mission Topper
- Organizing various events in association with professional societies
- Industry interaction through MOUs and industry visits
- Mentorship Programme.
- Online feedback system & Monitor Continuous performance of students
- Installation of CCTVs for security
- Use of rain water harvesting and renewable resources
- Periodical seminars by senior faculty members and outside experts.

# ORGANISATION STRUCTURE







# VASANTDADA PATIL PRATISHTHAN'S

## COLLEGE OF ENGINEERING AND VISUAL ARTS

TRUST REGD. NO. F. 6736 (MUMBAI)

NAAC ACCREDITATION FOR 5 YEARS (28.03.2019 TO 27.03.2024)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG./ ETXC. ENGG/ I.T.  
(F.No 28-110/2010 – NBA Dated 02/04/2012)

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## Training and Placement Department

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### Placement Policy for AY 2023-24

01. All the students have to fill the "Campus Placement Participation Form" just before the Placement Season 2023-24 begins. It will be provided by the Training and Placement Department (T&P Department) and it should be filled and submitted before the deadline as decided by the T&P Department. Only those students will be allowed to take part in the Placement Season 2023-24 who fill this Campus Placement Participation Form and will be considered as interested for the Placement Season 2023-24. Other students will not be allowed to participate in the placement season 2023-24. You are hereby instructed to provide correct and true data to T&P Department, VPPCOE&VA for the purpose of placement drives. Strict disciplinary action will be taken against those students who provide wrong and false data.

02. Students, in order to provide more flexibility for the current placement season 2023-24 and to secure placed students' interests, we have come up with the following:

- If a student gets placed with a CTC of 5.0 LPA or less, then he/she is eligible to register for the drives having CTCs of more than 5.0 LPA.
- If a student gets placed with a salary package in the range of 5.0 LPA to 7.0 LPA, then he/she is eligible to register for the placement drives having CTCs of more than 7.0 LPA.
- If a student gets placed with a salary package in the range of 7.0 LPA to 10.LPA, then he/she is eligible to register for the placement drives having CTCs of more than 10.0 LPA.

The students can register unlimited number of times for the placement drives if he/she satisfies the above mentioned criteria.



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### Training and Placement Department

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03. If any student is placed in a company and he/she has decided not to join that company due to the issues of CTC, job location, bond or service level agreement or due to his/her own personal reasons, then the T&P Department will blacklist such students and no help will be provided to such students from our end. Please note no excuse or explanation will be entertained in this regard.

04. Such students who wish to pursue higher studies they should not apply to any placement drives and inform us about their higher studies' plans. The T&P Department will help them in their quest for pursuing the higher studies. If such students don't inform about their higher studies' plans to either the T&P Department or the departmental staff coordinators, apply and attend the placement drives, get selected in the companies and refuse to join the company, saying we wish to pursue the higher studies. Such students will not be provided with the "Letter of Recommendation (LOR), needed for pursuing the higher studies.

05. If a student applies and registers for a placement drive, then it is compulsory for such students to attend the interview/selection process of that particular drive. If a student fails to comply with this norm, such students will be blacklisted from attending further drives.

06. After the registration for a particular drive, the T&P Department sends a link on the registered email id of a student to make himself/herself a part of the WhatsApp group. Only those students should join the WhatsApp group who have received the email from the T&P Department, VPPCOE&VA. If this is not followed by students, we will take strict action against such students.

07. If you get placed in a company on your own that is apart from the placement drives offered by the T&P Department, then it is obligatory and mandatory for you to inform the



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### Training and Placement Department

T&P Department or your department's staff coordinator. If you fail to comply with this, strict action will be taken against such students and you will be blacklisted.

08. If you found that if any student is applying for the placement drives even though he/she is not eligible (For example: Because he/she is already placed), then inform Training and Placement Department about such students as they are stealing your placement opportunities and this will enable us to take action against them.

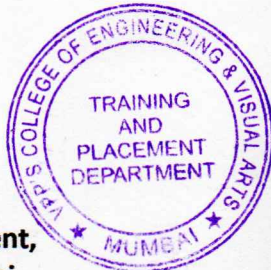
09. It is to be noted that before applying get your doubts cleared either through the Pre-placement talk or by asking the T&P Department about the CTC/salary, the job role/job description, job location, bond or service level agreement or whatever other doubts you have. Please note no excuse will be entertained about this after your selection in a company.

10. It is to be noted that the Life Skills' Training arranged by the T&P Department is compulsory for those students who have not undergone the training on Aptitude, Technical, Soft Skills, and English Language Proficiency training. If these students fail to comply, then they will not be allowed to participate in the Placement Season 2023-24. Students and parents, please take note of this.

11. You are advised to follow all the rules and regulations laid down by the T&P Department, VPPCOE&VA and also provide your support for placement drives as it is in your (students') own interest.

**Prof Swapnil Desai**  
Head, T&P Department,  
VPPCOE&VA, Mumbai.

Training and Placement Department  
Vasantdada Patil Pratishthan's College  
of Engineering and Visual Arts,  
Sion, Mumbai - 400 022



**Dr Alam N. Shaikh**  
Principal,  
VPPCOE&VA, Mumbai.

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