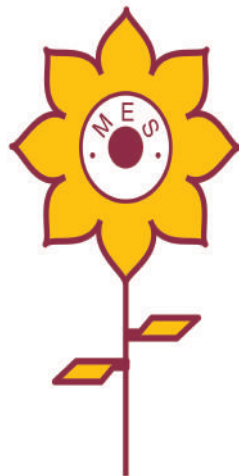




Faculty and Staff Handbook  
Updated June 2021



Mahatma Education Society

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# Preamble

## About Pillai College of Engineering

Pillai College of Engineering (PCE) seeks to develop in its students a sound technical foundation and to enhance the natural curiosity of its engineers. We believe that a successful engineer is one who complements his deep theoretical knowledge with an intuitive practical approach.

PCE was established in 1999 and is affiliated to the University of Mumbai. It has 3 departments that have been accredited by NBA and is recognised under section 2(f), 12B of the UGC act. Pillai College of Engineering (PCE) was formerly known as Pillai Institute of Information Technology, Engineering, Media Studies and Research (PIIT) from 1999 to 25th April, 2016. PCE has state-of-the-art facilities and distinguished faculty has been a nurturing ground for students of high academic capabilities. It is established on 7.15 acre of lush green campus with 2,30,000 sq. ft. of built up area having spacious classrooms, well-equipped laboratories and workshops, new age computer facilities and a well-stocked library provide a stimulating educational environment within the College.

## About Mahatma Education Society

Mahatma Education Society embarked upon its mission of "Education for all" with the Chembur English High School in the year 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and C.E.O., Dr. K. M. Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs.) Daphne Pillai have now transformed the Mahatma Education Society in to a vast educational organisation, spread over six elegant campuses at Chembur, New Panvel (Sector 7), New Panvel (Sector 8), New Panvel (Sector 16), Borivali (Gorai) and Rasayani (Raigad District). The Society now manages a total of 48 educational institutions providing quality education from kindergarten to Post-graduate professional courses in the faculties of Engineering, Architecture, Management, Teachers Training, Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for boys and girls, cafeteria, gymkhana and playgrounds. Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Today the Society also runs state of the art research centers in the fields of engineering, commerce, education and architecture. These centers provide its faculty and students to be involved in cutting edge research and development, entrepreneurship activities, industrial consultancies and many more.



# 1 PCE Management

- 1) **Name of the Trust** Mahatma Education Society
- 2) **Registered Address** Mahatma Education Society, Chembur Naka, Mumbai - 400 071, Maharashtra, India, Tel 022 2522 4856 / 2522 8414, Fax022 2522 9587, URL www.mes.ac.in
- 3) **Registration Number**
  1. Public Trust Act/ Under B. P. T. Act F 2068 (Mumbai)
  2. Society Registration Act BM / 23/70 g b 639, 24th July 1970
- 4) **Board of Trustees** Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.
- 5) **Executive Committee/Board of Governors (BoG)** The trust and society has a Board of Governance which assist Board of Trustees for management of the college activities. The Board of Governance also comprises of scientists of national repute, renowned academicians and eminent personalities from industry. The committee assumes a role of intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the trust. It comprises of the CEO, COO, Dy CEO, CFO and the principals of its various institutes.

## **Composition of Board of Governors**

- a) Two to five Members (Industrialist/ Technologist/ Educationist)to be nominated by the Registered Trust.
- b) Nominee of the affiliating University.
- c) Nominee of the All India Council for Technical Education(Ex-officio)
- d) Nominee of the State Government/ UT(Ex-officio)
- e) An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government
- f) Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.

## **BoGs primary responsibilities include**

- a) Planning and policy development
- b) Publicity
- c) Financial and Legal compliance
- d) Appointment of members of the governing boards of each institute
- e) Review and Approval of institutional budgets

- f) Review and Approval of non – budgeted expenditures
  - g) Review and Approval of major infrastructural changes
  - h) Starting new courses or departments
  - i) Final Approval of Appointments and Promotions of Faculty Members
- 6) **MES Vision** To have a trans-formative impact on society by ensuring that all individuals have an opportunity for lifelong learning and self improvement.
- 7) **MES Mission** To establish institutions of excellence that advance education, research, innovation, entrepreneurship, sports, arts, culture and impart a sense of social responsibility.
- 8) **MES Goals**
- a) To give students skills that they can use for the benefit of society both locally and globally.
  - b) To prepare students to become successful in research, industry and higher education.
  - c) To encourage holistic development in students so that they can become leaders of society.
  - d) To help faculty advance, generate, preserve and disseminate knowledge in their fields of study.
  - e) To inculcate in faculty, staff and students a sense of responsibility towards all sections of the community.
  - f) To instill within faculty, students and staff a sense of integrity, ethics and professionalism.
- 9) **MES Values and Guiding Principles**
- a) Accountability
  - b) Excellence
  - c) Integrity
  - d) Innovation
  - e) Inclusiveness
  - f) Leadership
  - g) Resilience
  - h) Sustainability
  - i) Service

## 10) Institute Mission and Vision

### **Vision**

Pillai College of Engineering (PCE) will admit, educate and train a diverse population of engineers who are academically prepared to benefit from the Institute's infrastructure and faculty experience, to become responsible professionals. It will further attract, develop and retain, dedicated, excellent teachers, scholars and professionals from diverse backgrounds whose work gives them visibility beyond the classroom and who are committed to making a significant difference in the lives of their students and the community.

### **Mission**

To develop professional engineers with respect for the environment and make them responsible citizens both from an Indian and global perspective. This objective is fulfilled through quality education, practical training, research, entrepreneurship and interaction with industries and social organisations.

The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the institutes discretion with permission of BoG Executive Committee. In particular, these policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employees appointment letter. Either the employee or the Institute may terminate the employment relationship at any time, for any reason. No supervisor, administrator, manager, or representative of the school has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer.

The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to June 2013. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.

## 2 The PCE Ethos

### 2.1 Institute Mission and Vision

#### Vision

Pillai College of Engineering (PCE) will admit, educate and train in technology, a diverse population of students who are academically prepared to benefit from the Institute's infrastructure and faculty experience, to become responsible professionals. It will further attract, develop and retain, dedicated, excellent teachers, scholars, scientists and professionals from diverse backgrounds whose work gives them visibility beyond the classroom and who are committed to making a significant impact in the lives of their students and the community.

#### Mission

To develop professional engineers with respect for the environment and make them responsible citizens, both from a local and global perspective. This objective is fulfilled through quality education, practical training, research, entrepreneurship and interaction with industries and social organisations

#### Goals

Inline to the institute's vision of making responsible technical professional with the help of trained and dedicated teachers, PCE has taken numerous initiatives to develop both students and faculty. The institute take a 360 view of the development of itself and all its stakeholders. We have articulated broad institutional goals such as

- 1) Empowerment of its stakeholders (Faculty, students, employers, alumni)
- 2) Increased Industry interactions through training, placement and consultancy
- 3) Conducting impact making research through its research centers and encouraging technology transfer
- 4) Creating social, moral, environmental awareness by following best practices such as recycling, using renewable sources of energy, value education, community service etc.
- 5) Automation of its administrative processes so that faculty and students can focus on teaching, learning and research

PCE believes in providing opportunities for all its stakeholders. The institute takes a 360 degree view of the development of its students and faculty and has defined key aspects of the PCE experience for its students (Figure 1) and faculty (Figure 2).

### 2.2 Student

The PCE student experience is supported by the 6 pillars shown below

- 1) **Enhanced and Supportive Teaching Learning**

PCE believes in creating an enhanced and supportive teaching and learning experience

for students. The curriculum gives multiple chances to students to gain practical experience through project based learning (PBL) and component library, additional support for slow learners such as study camps, remedial classes, counselling and prelims. PCE also provides opportunities and recognition for its students to take advanced courses online through MOOCs and NPTEL.

## 2) **Leadership**

PCE believes in developing the leadership abilities in its students. This is done through active participation of the student council and student groups in the institute and with student memberships in various committees. PCE has also established a student activity fund which provides students funds to compete in various competitions at the national and international level. It also conducts Alegria, a Pillai campus wide festival that is fully organised and executed by students. There is also active encouragement of sports activities throughout the academic year.

## 3) **Entrepreneurship**

Encouraging entrepreneurial spirit is an important aspect of the PCE student curriculum . PCE E-cell in conjunction with Pillai Center of Innovation and Entrepreneurship regularly organize seminars, workshops and colloquiums on entrepreneurship throughout the academic year for students. There is also a mega business plan competition organised every year with a prize money of 1 lakh to encourage budding entrepreneurs. PCE also have a full fledged maker space as well as a component library where students can come and develop prototypes of their ideas.

## 4) **Research and Industry**

PCE has a couple of center of excellence in various fields that create research and consultancy opportunities for its students and faculty. This is augmented by students getting industrial projects, going on industrial field trips competing in competitions and hackathons around the country. Alumni also routinely return to the campus to share their knowledge and experiences with current students.

## 5) **Social, Moral and Ethical Values**

PCE believes in inculcating strong social, moral and ethical values among its students with a strong focus on the environment and its conservation. To this in it has included in its curriculum value education as well as strict rules for academic honesty and plagiarism PCE also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling, bio-gas plant etc. Also every year PCE faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.

## 6) **Employability**

PCE takes a holistic view when it comes to making its students more employable in the eyes of its industry partners. In order to enhance the employable of its students PCE regularly conducts soft skill training, technical skill training and aptitude test training. It also has a mentor mentee system where faculty can have a full 360 evaluation of each students, their achievements, internships, training etc.

Each pillar is further supported by additional enabling activities, schemes and mechanisms each specifically designed to full fill different aspects of the student experience. During the course of the academic year, students are exposed to different activities and are moulded in each of the 6 pillars.

## 2.3 Faculty

Faculty development and enhancement is an important metric by which the institute improves. PCE believes in providing opportunities for its faculty to develop and improve themselves. The faculty experience is supported by 5 pillars shown below

### 1) **Enhanced Teaching Learning**

PCE believes in creating an enhanced and supportive teaching and learning experience for students and faculty. Faculty members are given continuous opportunities to improve their teaching through regular FDPs, MOOCs and NPTEL. They also have access to online platforms for ease of administration such as Mentor-Mentee portal, Self appraisal portal, Academic management system. Faculty are also encouraged to create their own E-content through the e-learning studio available in the college.

### 2) **Faculty Professional Development**

PCE offers numerous professional development schemes such as research promotion scheme, IPR support, grants for travel, conferences and support for higher education, support for faculty training. PCE functions as a remote center for IIT Bombay and faculty can get various certifications sponsored through that program.

### 3) **Social, Moral and Ethical Values**

PCE believes in inculcating strong social, moral and ethical values among its faculty with a strong focus on the environment and its conservation. To this in it has included in its curriculum value education as well as strict rules for academic honesty and plagiarism PCE also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling, bio-gas plant etc. Also every year PCE faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.

### 4) **Leadership**

PCE believes in developing the leadership abilities in its faculty. This is done through active participation of the faculty in the administration of the institute and memberships in various committees of the University of Mumbai such as the Board of Studies. It also encourages faculty to become members of various professional associations and assume leadership roles in them.

### 5) **Research and Consultancy**

PCE has established various center of excellence in various fields to encourage faculty expertise in certain areas or research. These centers bring together faculty having different backgrounds and they have a common research goal. It also creates a hub where faculty can carry out related consultancy actives Funds are also provided to conduct regular seminars, conferences and workshops on specialised topics of interest. In addition, faculty are interested in pursuing MOUs

with industries for activities such as joint research, common use of facilities, library access, placement and internships etc.

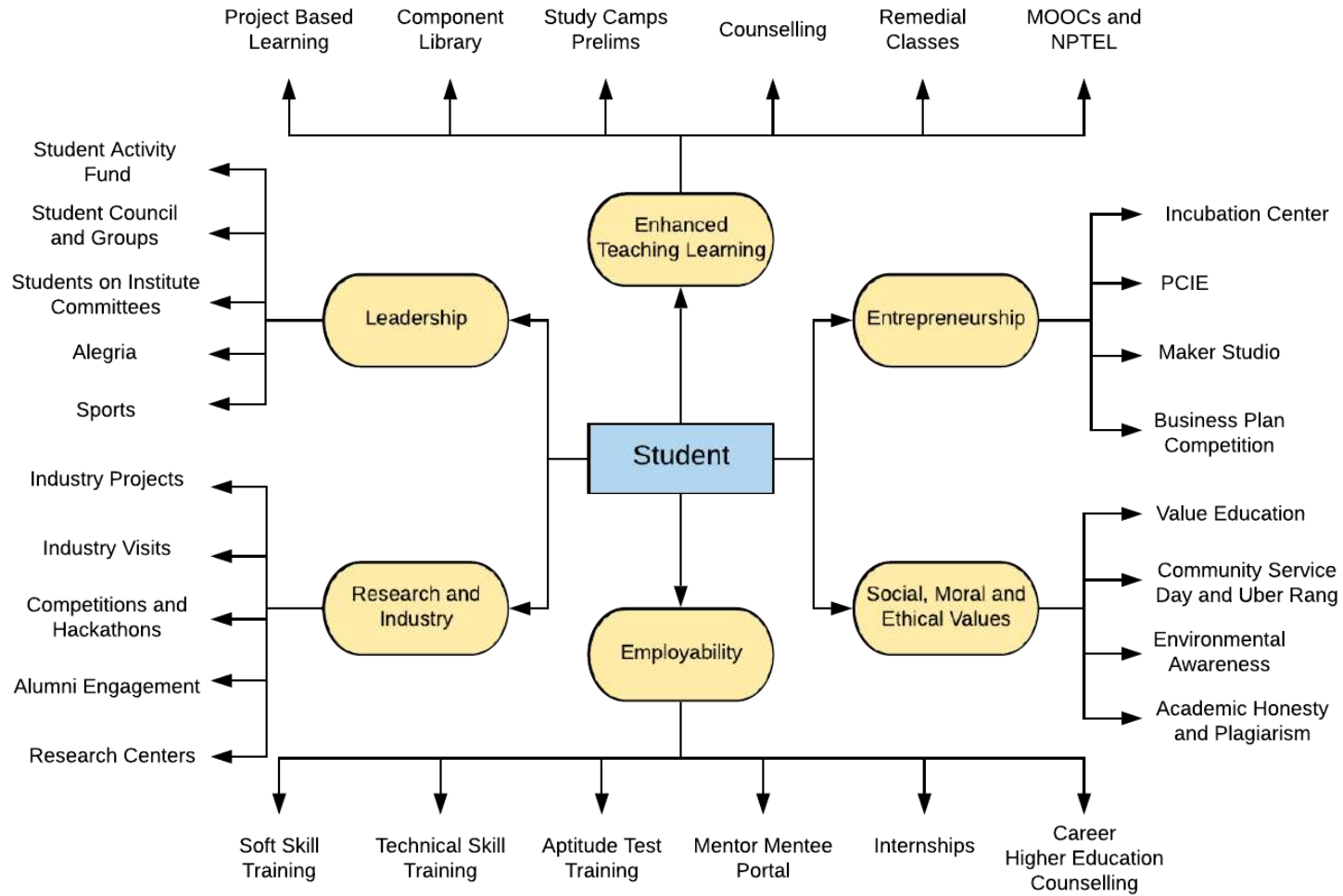


Figure 1: All quality aspects of Student Development at PCE



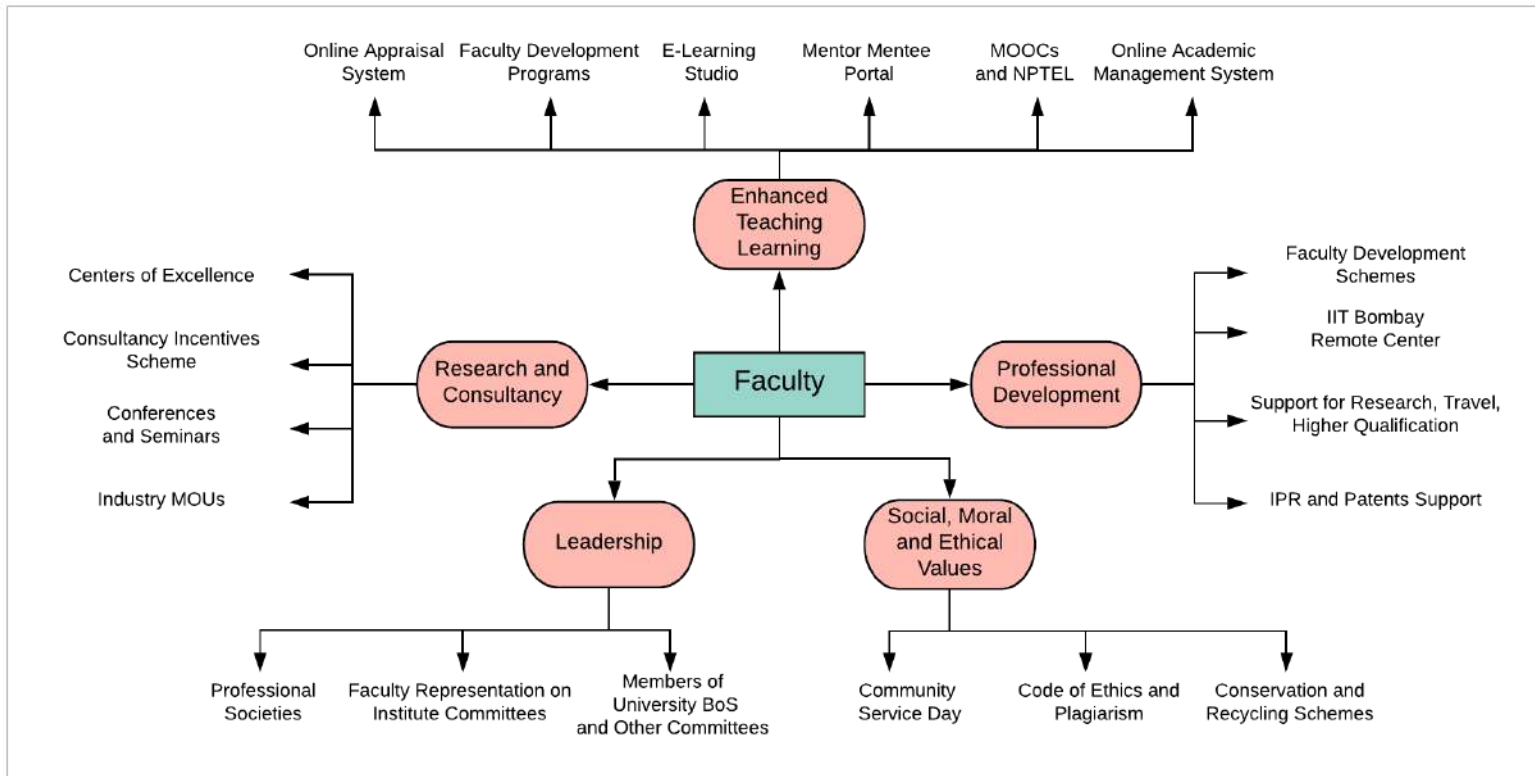


Figure 2: All Quality aspects of Faculty Development at PCE

## 3 Roles and Responsibilities of PCE Administrators

All PCE administrators should consider themselves representatives of the management and leaders of their respective institutions/departments and should therefore conduct themselves with the highest standards of ethics and professionalism while dealing with their respective faculty, staff and students. They must strive to become education leaders by acknowledging that they are providing each and every faculty and staff within their institution to an equal opportunity to grow as individuals and develop as professionals.

The work of the leader must emphasise accountability and results, increased student achievement, and high expectations for each and every faculty and student. To these ends, the educational leader subscribes to the following statements of standards

### All PCE Administrators must

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfils all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Advises the BoG and implements the managements and administrative rules and regulations.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Accepts responsibility and accountability for ones own actions and behaviours as well as behaviour of faculty and staff under them.

In order to facilitate a professional working environment the following set of guidelines have been adopted by the PCE management. College administrators must adhere to these guidelines while developing policies and procedures for their institutes.

### 3.1 Recruitment

- 1) All institutes should have an established written procedure for recruitment of faculty and staff.
- 2) All hiring decisions must adhere to the non-discrimination policy of MES.
- 3) Any one individual cannot make recruitment decisions unilaterally. A committee at the institute level must interview and evaluate all qualified candidates and the BoG must grant final approval for faculty. This ensures uniform quality of faculty across all MES institutes.

- 4) All faculty members must have the appropriate minimum qualifications from an accredited institution, have good verbal and written communication abilities and must conduct a demonstration class/lecture before being hired.
- 5) All staff members must have the appropriate minimum qualifications from an accredited institution and have good English speaking abilities.
- 6) All faculty and staff associated with sensitive or critical areas must undergo a thorough background check before being assigned to that area. A background check can include speaking with prior employers, relatives or known associates of the candidate etc. These areas can include but are not limited to
  - a) Examination Work
  - b) Work involving working with young children
  - c) Bus Drivers
  - d) Security Staff

## 3.2 Appointments

- 1) All faculty members should be given an appointment letter at specifying the following information
  - a) Salary details (amount, consolidated or scale)
  - b) Period of appointment
  - c) Amount of notice required to terminate the employment
  - d) Timings if appropriate.
  - e) Terms and conditions of appointment in addition to the general terms and conditions of the institute and MES
- 2) Before joining the faculty member can be given an offer letter and the full appointment letter can be given to a new faculty member when they are physically present in the institute.
- 3) All MES faculty and staff must sign and date the employment terms and conditions and specifically agree to the employee Intellectual property agreement, the leave and holiday policy of the institute, the code of conduct and all the clauses in the Faculty and Staff Handbook.
- 4) All employees must submit original or attested copies of their certificates at the time of appointment.
- 5) All the documents collected at the time of the appointment and during up gradation must be maintained in a file until the faculty or staff member leaves MES.
- 6) Services will be transferable to any other institute of MES.

### **3.3 Policies and Procedures During Employment**

- 1) All institutes must maintain written leave and holiday policies for all its faculty and staff members.
- 2) The institute must maintain a written code of conduct for all its employees that must include
  - a) Expected amount of working hours and expected timings
  - b) Expectations for development of lesson plans, teaching load, examination work, participating in school/college activities, participation in research and/or training activities etc
  - c) Dress Code
  - d) Mission/Vision and goals of the institute
- 3) These must be signed at the beginning of employment by all employees and reviewed every year.
- 4) All written policies and procedures as well as changes to these policies and procedures must be approved by the senior MES Executive Committee.
- 5) MES expressly encourages its employees to pursue career and professional development through training, workshops and pursuing higher degrees.
- 6) All institutes must have a written policy towards allowing faculty members to go for career enhancing activities but the following should be kept in mind
  - a) If a faculty member pays for their own workshop or training the institute will sanction leave provided it does not affect the smooth working of the institute.
  - b) If the institute sponsors or sends faculty or staff members for workshops or training a bond must be signed for a given period of time ensuring that the faculty member continues working for the institute after the training.
  - c) A bond must also be signed if a faculty member requires any extended leave or extra benefits to pursue any higher education.
- 7) The institute must also maintain a policy on academic honesty that must also be shared with faculty and students.

### **3.4 Academic Monitoring**

- 1) Principal must put in place mechanisms to accurately monitor the arrival and departure of employees from their respective campuses.
- 2) Principal must put in mechanisms to observe and evaluate all faculty members in the classroom and assess the effectiveness of their teaching methodologies.

- 3) All faculty and staff must be given metrics with which they will be evaluated every year. Administrators must collect examples of how faculty members have fulfilled or not fulfilled their metrics.
- 4) Every faculty member must be evaluated and appraised every academic year and feedback must be given on how to improve.
- 5) Provide feedback about individual faculty to the MES Executive Committee from time to time.

### **3.5 Promoting a Wholesome Work Environment**

- 1) Principal must lead by example and emulate the qualities that they seek in their faculty and staff. This includes but is not limited to
  - a) Being punctual
  - b) Adhering to the dress code
  - c) Not taking excess leave
  - d) Not gossiping or disparaging other administrators, management, faculty, students or staff
  - e) Applying the written rules and regulations of the institute fairly and appropriately
- 2) If any disciplinary action needs to be taken against any faculty or staff member the following guidelines must be kept in mind
  - a) All action must be taken in the presence of at least two senior administrators.
  - b) If the faculty member is a lady, another female administrator must also be present.
  - c) It should not be done in the presence of students, other faculty or staff.
  - d) For minor infractions, a warning is sufficient but a signed note must be placed in the faculty or staff members file.
  - e) Cases of major infractions must be brought to the attention of MES management.
  - f) Shouting, yelling at faculty or staff members in front of other employees, students or parents must be avoided.
  - g) It should be brought to the employees attention that all infractions will affect their salary increments.
- 3) All faculty, staff members and students must have a grievance addressable mechanism and must be provided with the email IDs of the CEO, COO, rector or the deputy CEO who can address their concerns, if not satisfactorily handled by the college administrators.

### 3.6 Responsibilities of the Principal

The Principal, as an administrative and academic head of the College, shall be responsible for

- 1) The academic growth of the College
- 2) The teaching, research and extension programmed of the College
- 3) Assisting in planning and implementation of academic programmes such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members
- 4) Implementation of the Institute Academic Calendar and Time Table.
- 5) Admission of the students and maintenance of discipline in the College
- 6) Managing the College library, Computer rooms, laboratories, etc.
- 7) All correspondence relating to the administration of the College.
- 8) Administering and supervising curricular, co-curricular/extra-curricular activities
- 9) All compliance with respect to all statutory requirements like Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders as issued by the University of Mumbai from time to time, Admission Regulating Authority, Fee Regulating Authority, Department of Technical Education (DTE), All India Council of Technical Education (AICTE), Etc.
- 10) Appointment of HODs, Dean R& D, Registrar and other posts identified by Board of Governors from time to time.
- 11) Conduct of College and University examinations, assessment, moderation of answer papers, etc.
- 12) Assessing teachers and maintenance of service books, personal files etc.
- 13) Any other work relating to the College as may be assigned by the competent Authority from time to time.
- 14) For ensuring that all statutory committees are formed as per the statutory requirements and in a timely manner.
- 15) For maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment and lab-furniture.
- 16) For drawing and disbursing all funds earmarked for the College.

### 3.7 Powers

Powers of the Principal are delegated by the Chairperson/CEO of MES. The Principal therefore, has delegated authority to continue to implement the educational standards of MES in the college and develop their institute. Under the direction and leadership of the Principal, college must strive to reflect in its structures, curriculum and practices, and in the quality of the relationships within it, the particular spirit of MES.

The Principal shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The Principal may also frame such supplementary rules, as deemed necessary, to maintain discipline in the college.

Powers of Principals are subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra in addition to the Chairperson of MES and the MES Governing Body. Specific powers of the Principal are as articulated below

The Principal/Director shall be the de-facto Chairperson of following committees

- 1) College Development Committee (Section 4.2)
- 2) Finance Committee (Section 4.3)
- 3) Institute Academic Calendar Committee (Section 4.11)
- 4) Institute Time Table Committee (Section 4.11)
- 5) Library Committee (Section 4.12)
- 6) Examination Committee (Section 4.13)

The Principal/Director nominates Coordinators/Committees for the following activities

- 1) Cultural Functions
- 2) Technical Activities
- 3) Sports
- 4) Discipline
- 5) Any other activities that emerge

The Principal can take disciplinary action on

- 1) Erring students
- 2) Erring faculty members
- 3) Erring non-academic staff

The Principal may delegate some of the powers to any officer working under the Principal for the sake of administrative control and convenience.

### **Financial Powers of the Principal**

- 1) Principal can sign all vouchers of expenditure that has already been approved by the governing body.
- 2) Discretionary spending of Rs 300000/- per academic year for various purposes.

## **3.8 Anti-Corruption and Bribery Policy**

### **3.8.1 Policy statement**

PCE is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. PCE has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate. MES administrators are responsible for implementation of this policy and will notify MES Governing Board of any violations of this policy and any other statutory authorities.

### **3.8.2 Who is covered by the policy?**

- 1) This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), faculty, consultants, contractors, trainees, seconded staff, home workers, casual workers, non-teaching staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located.
- 2) The policy also applies to Officers, Trustees, Board, and/or Committee members at any level. In the context of this policy, third-party refers to any individual or organization our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.
- 3) Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

### **3.8.3 Definition of bribery**

- 1) Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.
- 2) A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.



- 3) Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.
- 4) Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

#### **3.8.4 Gifts and hospitality**

MES and PCE accept normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- 1) It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- 2) It is not made with the suggestion that a return favour is expected.
- 3) It is in compliance with local law.
- 4) It is given in the name of MES, not in an individual's name.
- 5) It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- 6) It is appropriate for the circumstances.
- 7) It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- 8) It is given/received openly, not secretly.
- 9) It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- 10) It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the CEO.

As good practice, gifts given and received should always be disclosed to the Principal. Gifts from suppliers should always be disclosed. The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the compliance manager should be sought.

### **3.8.5 Facilitation Payments and Kickbacks**

- 1) MES does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.
- 2) MES does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a favour or advantage.

### **3.8.6 Political Contributions**

MES or PCE will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates.

### **3.8.7 Charitable Contributions**

- 1) MES accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.
- 2) Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.
- 3) We will ensure that all charitable donations made are legal and ethical under local laws and practices

### **3.8.8 Employee Responsibilities**

- 1) As an employee of MES , you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.
- 2) All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.
- 3) If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the principal.
- 4) If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. MES has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

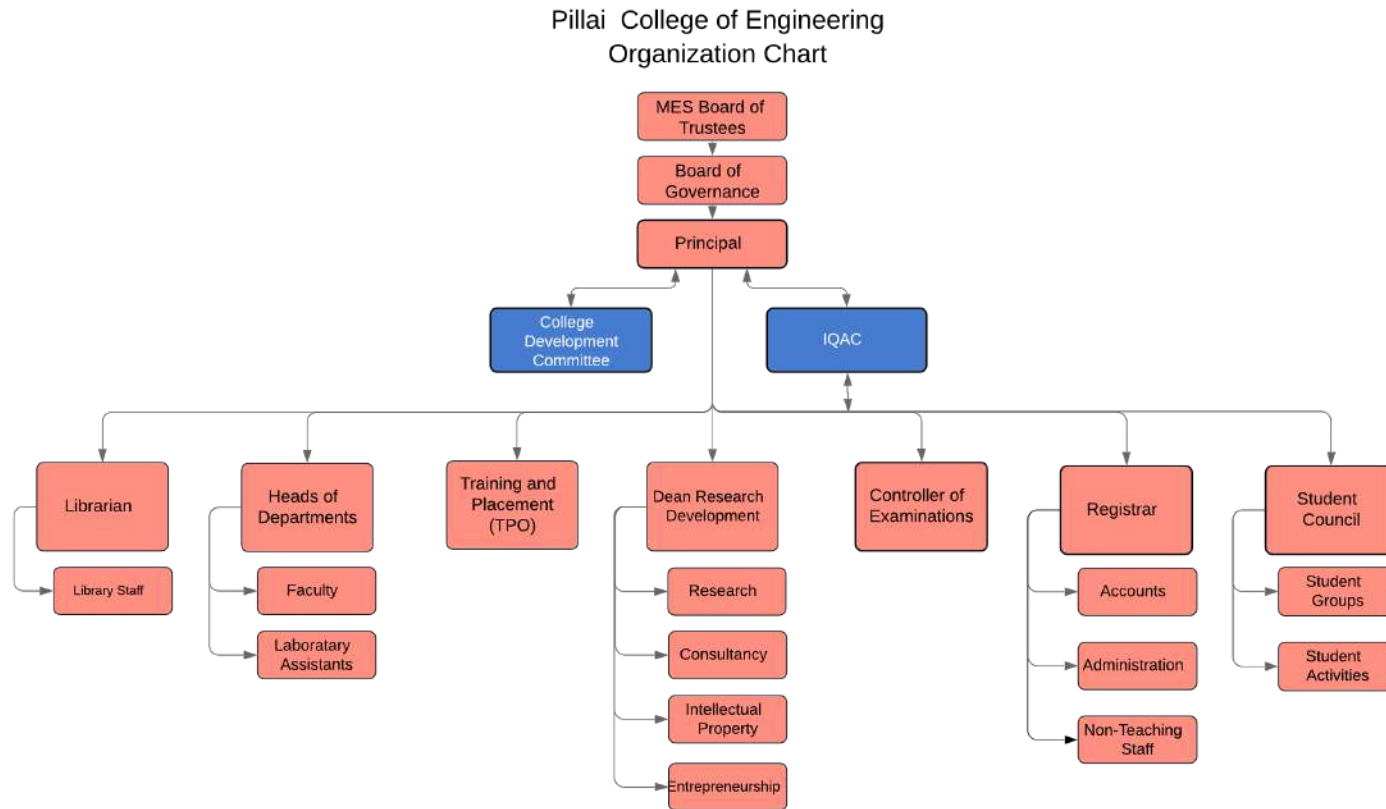


Figure 3: PCE Organisational Chart

### 3.8.9 PCE Organisational Chart

The principal is the final executive authority for all PCE for all of the various administrative and academic departments. He or She is advised by the College Development Committee and the IQAC committee who collect inputs and feedback from various institute departments, convert them into recommendations and communicate it back to the principal. The structure of PCEs various divisions and sections is given in the Figure 3 .

## 4 Institutional Committees

Each MES institute having more than a 100 students is expected to form the following committees. The roles, constitution and powers of each committee may vary depending on the rules of the University, Local Government, State Government or Central Government. Each committee should meet a minimum of once a year and should provide written minutes after each meeting.

### 4.1 Roles and Responsibilities of Committees

In order to realise the various laid down policies PCE has created several committees with clear objectives and responsibilities so as to achieve our mission and vision.

#### Objectives

- 1) To improve work efficiency in the day-to-day functioning of the Institute
- 2) To ensure accountability of each and every layer of administration
- 3) To make administrative environment of the Institute very cordial

#### Preamble

The 'Duties & Responsibilities of Committees mentioned herein, shall come into effect from the 3<sup>rd</sup> July 2012 and shall remain in force till further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the Board of Governors at any time, through due notification.

#### Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. Since many faculty members form members of these committees, this also gives them an opportunity to develop their skills in administration and decision making. Each year, committees are duly constituted by the Principal in consultation with heads of various departments. The outgoing conveners of the committees shall hand over all the relevant documents to the new incoming conveners in the presence of the Principal or a representative appointed by him. These documents are handed over with a covering note that lists all documents. This note is signed by both the incoming and outgoing conveners and also the Principal (or his representative).

#### The procedure followed for constituting a committee is as follows

A notice is circulated among the faculty inviting their choice of committee. If the choice made by the faculty is found suitable by the Principal and Management Representative, the same is approved. In case the choice is not found to be suitable the Principal and the Management Representative may/shall exercise their discretion and assign the responsibility to someone whom they deem fit.

However, the Principal along with the Management Representative reserves the right to appoint faculty to any post even if they had not opted for it.

## 4.2 Local Management Committee or College Development Committee

### Composition

There shall be a separate College Development Committee for PCE consisting of the following members, namely -

- 1) Chairperson of the management or his nominee ex-officio Chairperson
- 2) Secretary of the management or his nominee
- 3) One head of department, to be nominated by the principal
- 4) Three teachers in the college or recognised institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- 5) One non-teaching employee
- 6) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- 7) Co-coordinator, Internal Quality Assurance Committee of the college
- 8) General Secretary of the College Students' Council
- 9) Principal of the college as - Member - Secretary.

### Responsibilities

- 1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- 2) Decide about the overall teaching programmes or annual calendar of the college
- 3) Recommend to the BoG about introducing new academic courses and the creation of additional teaching and administrative posts
- 4) Make specific recommendations to the BoG to encourage and strengthen research culture, consultancy and extension activities in the college
- 5) Make specific recommendations to the BoG to foster academic collaborations to strengthen teaching and research
- 6) Make specific recommendations to the BoG to encourage the use of information and communication technology in teaching and learning process

- 7) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- 8) Make recommendations regarding the students' and employees' welfare activities in the college or institution
- 9) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- 10) Frame suitable admissions procedure for different programmes by following the statutory norms
- 11) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- 12) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- 13) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, National Board of Accreditation etc

### **4.3 Finance and Accounts Committee**

#### **Composition**

- 1) Principal as chairperson
- 2) 4 Member nominated by MES Governing Body
- 3) Registrar
- 4) Accounts Officer

#### **Responsibilities**

- 1) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- 2) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- 3) Final approval of all expenditures of the institute

**Department Finance Committees** Each department will have a budget sub-committee with the HOD as the chairperson. The department sub committees will submit the annual budgets to the Finance and Accounts committee.

## 4.4 Admission Committee

### Composition

- 1) Principal as chairperson
- 2) Member nominated by MES Governing Body
- 3) Registrar
- 4) 2 Members of Senior Faculty at least one of which will be from SC/ST community

### Objectives

- 1) To strengthen the admission process at PCE
- 2) To facilitate guidance and counselling procedures pertaining to admissions in the College.
- 3) To guide the admission team and oversee the counselling process.
- 4) To strategise the day-to-day business of the department.

### Responsibilities

- 1) Members of Admissions committee have been involved in conducting in-house and outbound Open House Sessions.
- 2) To ensure compliance of admission procedures with the rules and regulations of the Admission Regulating Authority Maharashtra
- 3) To help solve queries of parents and students interested in taking admission to the different programs of the PCE.

## 4.5 IQAC Committee

From its inception, PCE has been a quality conscious institution in all its actions and dealings and it has been the uppermost concern and thrust, and its motto

The core values, PCE abides by are derived from the vision and the efforts to realise it, are

- 1) Accountability and service to all stakeholders
- 2) Integrity and fairness in all practices
- 3) In still innovation and creativity
- 4) Inclusiveness and care for the marginalised
- 5) Resilience and sustainability
- 6) Striving for quality and excellence in all actions

## 7) Thought leadership and quality consciousness

The IQAC-vision, objective, strategies, functions, and benefits to PCE are stated in the IQAC Policy. PCE IQAC Committee is constituted accordingly. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.

The structure of IQAC in PCE was finalised as given below according to the directives of NAAC

- 1) Chairperson Principal
- 2) Management Representative
- 3) Administrative Officer
- 4) Teachers (8) including Controller of Exams, Librarian and Training and Placement Officer, NBA coordinator
- 5) Local Society representative
- 6) Alumni Representative
- 7) Parents Representative
- 8) Students Representative
- 9) Industry Representative
- 10) IQAC Coordinator

### **Objectives**

- 1) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- 2) To promote measures for institutional functioning towards quality enhancement through internalisation of quality culture and institutionalisation of best practices.

### **Responsibilities**

- 1) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- 2) The relevance and quality of academic and research programmes;
- 3) Equitable access to and affordability of academic programmes for various sections of society;
- 4) Optimisation and integration of modern methods of teaching and learning;
- 5) The credibility of evaluation procedures;



- 6) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- 7) Sharing of research findings and networking with other institutions in India and abroad.
- 8) To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA
- 9) To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.

### **Functions**

- 1) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 2) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- 3) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- 4) Dissemination of information on various quality parameters of higher education
- 5) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- 6) Documentation of the various programmes/activities leading to quality improvement
- 7) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- 8) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- 9) Development of Quality Culture in the institution
- 10) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### **Benefits**

#### ***IQAC will facilitate / contribute***

- 1) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- 2) Ensure internalisation of the quality culture

- 3) Ensure enhancement and coordination among various activities of the institution and institutionalise all good practices
- 4) Provide a sound basis for decision-making to improve institutional functioning
- 5) Act as a dynamic system for quality changes in PCE
- 6) Build an organize methodology of documentation and internal communication.

#### **4.6 Grievance Committee or Internal Complaints Committee**

Established to handle the grievances from various stakeholders such as students, faculty, parents and others. The cell will pay special attention to women's issues, student issues and any difficulties on SC/ST students.

##### **Composition**

- 1) Principal as chairperson
- 2) Member nominated by MES Governing Body
- 3) Registrar
- 4) 3 Members of Senior Faculty at least one of whom should be a female
- 5) 2 Students nominated by Principal (one for UG and one from PG)
- 6) Controller of Examinations
- 7) Member of Non teaching Staff
- 8) Member of External NGO

##### **Objectives**

To provide an avenue for the aggrieved students to redress their individual grievances  
To promote a healthy atmosphere among students, staff and management

##### **Responsibilities**

The Committee is responsible to

- 1) To receive complaints and grievances from faculty, staff and students regarding employment, administration and academics
- 2) Maintain all files pertaining to the grievances redressing activities
- 3) Meet once a month or more often if the situation demands, to discuss any grievances to discuss and resolve the grievances, if any received in writing from students
- 4) Maintain the minutes of the meetings and brief the Principal
- 5) Recommend to the Principal any action that needs to be taken in case of any serious or sensitive issue
- 6) Convey the decision of the Principal to the aggrieved students in writing

## 4.7 Anti-Ragging Committee

PCE is a zero tolerance policy to ragging and maintains a strict Anti-ragging policy (See Section 22.8)

### Composition

- 1) Principal as chairperson
- 2) Member nominated by MES Governing Body
- 3) 2 Members of Senior Faculty at least one of whom should be a female
- 4) 4 Students nominated by Principal (2 female and 2 male)

### Objectives

- 1) To educate students regarding anti-ragging laws and policies to prevent them from engaging in ragging.
- 2) To sensitise the student community towards developing empathy for the new students.

### Responsibilities

The Committee is responsible to

- 1) Give wide publicity regarding anti-ragging laws and policies across the college
- 2) Monitor activities during start of academic year
- 3) Solicit affidavits from parents/guardians and students in case incidents of ragging are brought to its notice
- 4) Conduct counselings sessions for senior students
- 5) Conduct counselings sessions for incoming students at the time of admission and induction
- 6) Prevent ragging by students in the institute by proactively by taking rounds.
- 7) Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging.

## 4.8 Canteen Committee

PCE has a canteen committee that communicates the needs of its faculty, staff and students to the canteen staff.

### Composition

- 1) 4 Member of the Faculty
- 2) 4 Members of the Students

- 3) 2 Member of the Non-Teaching Staff

Its primary responsibilities include

- 1) Sensitising the canteen staff on the various dietary needs of the PCE community
- 2) To ensure that the canteen food is cooked in a clean and hygienic manner.
- 3) To ensure that the canteen facilities are clean

## **4.9 Women's Development Committee**

### **Composition**

- 1) Senior Female Faculty Member as Chairperson
- 2) Member nominated by MES Governing Body
- 3) 2 Members of Senior Faculty at least one of whom should be a female
- 4) 2 female Students nominated by Principal

### **Objectives**

- 1) To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- 2) To address issues faced by women at work place and to organize awareness generation programs and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- 3) To have an Anti-sexual harassment Committee that is functioning as per the norms laid down by the All India Council of Technical Education and the University of Mumbai.

### **Responsibilities**

- 1) To organize workshops on issues affecting women in general.
- 2) To sensitise staff and students on gender equality on campuses.
- 3) To liaison with statutory bodies in case any such requirement arises.

## **4.10 Committee for SC / ST**

### **Composition**

- 1) Senior Faculty Member as Chairperson
- 2) 2 Members of Senior Faculty at least one should be from SC/ST Community.
- 3) 2 Students nominated by Principal

### **Objectives**

- 1) To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- 2) To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- 3) To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the prevailing Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act).

### **Responsibilities**

- 1) To look into the complaints, if any, received from the concerned staff and students belonging to SC / ST.
- 2) To liaison with any statutory bodies, in case of necessity.

## **4.11 Time Table and Academic Calendar Committee**

### **Composition**

- 1) Principal as Chairperson
- 2) 3 Senior Faculty Members

### **Objectives**

- 1) To ensure a detailed planning for smooth and efficient management of academic program throughout the semester.
- 2) To prepare a detailed Institutional Academic Calendar.
- 3) To prepare a detailed Time Table for each department.
- 4) To ensure that the Institutional Academic Calendar is distributed to all departments well in advance to enable them to prepare their respective Time Tables.

- 5) To ensure that the departmental Time Tables are distributed to all stake holders well in advance to enable them to prepare for the semester.

## **Responsibilities**

- 1) To prepare the Institutional Academic Calendar at the end of each semester for the next semester with the active involvement of the respective Heads of Departments and under the guidance of both the Principal and the Dean.
- 2) To collate, with the active involvement of the committee members of the respective departments, the requisite information like teaching load of individual faculty members from the departments, shared teaching load from other departments, lab-wise subject allotment, assigned classrooms and tutorial rooms, assigned shared common resources (classrooms, labs, tutorial rooms which are shared) and other department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times, etc.).
- 3) To prepare Class Time Table at the beginning of each semester
- 4) To prepare Lecture Room Time Table at the beginning of each semester
- 5) To prepare Laboratory Time Table at the beginning of each semester
- 6) To publicise widely the Institutional Academic Calendar and Time Tables to teaching staff, non-teaching staff and students.
- 7) To make the Institutional Academic Calendar and Time Tables available in the library for reference purposes.
- 8) To ensure that the Institutional Academic Calendar and Time Tables are uploaded on the Institutional website.

## **4.12 Library Committee**

**Composition** The suggested composition of the Committee is as follows

- 1) Principal as Chairperson
- 2) Chief Librarian as Member Secretary
- 3) 6 Members of Senior Faculty one from each department
- 4) Assistant Librarian
- 5) Dean R& D

## **Objectives**

- 1) To function as a channel between the library and its stakeholders, such as users, management, faculty, suppliers, etc.

- 2) To ensure that uninterrupted Library services are available for the students and faculty.
- 3) To prepare the annual budget of the library and to allocate the funds to meet the requirements of the departments.
- 4) To ensure maximum utilisation of the library and resources

### **Responsibilities**

- 1) To assist the Librarian in formulating Library policy.
- 2) To look after general maintenance of the library in terms of reading material and infrastructure.
- 3) To effectively involve in fostering the reading habit of staff and students.
- 4) To recommend / justify / sanction / approve withdrawal and weeding out of out-dated material to the competent authority for final decision in the matter.
- 5) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.
- 6) To identify vendors and shortlist.

### **4.13 Examination Committee**

The Examination Committee is an apex body of the Institute which is headed by Principal and the Controller of Examinations, and is facilitated by three sections Examination, Record Maintenance and Administration.

### **Composition**

- 1) Principal as Chairperson
- 2) Controller of Examinations
- 3) 4 Members of Senior Faculty
- 4) Member of Non-Teaching Staff

### **Objectives**

- 1) To ensure smooth and orderly conduct of internal and external examinations in the institute as per guidelines issued by the University of Mumbai from time to time.
- 2) To ensure timely correction of answer books for timely declaration of results by the University of Mumbai.
- 3) To ensure proper coordination with all departments for timely dissemination of examination related information to all students.

- 4) To coordinate and conduct internal examinations such as test and prelim exams.
- 5) To ensure that the results are made available to the students at the earliest after the examinations.

### **Responsibilities**

- 1) To conduct end of semester examinations as per the university time table and directives.
- 2) To prepare and submit gazettes of results to the University of Mumbai.
- 3) To publish results.
- 4) To distribute mark sheets to the students who pass the examinations at end of each year.
- 5) To distribute degree certificates that are provided by the University to the students who pass the examinations upon successful completion of course.
- 6) To keep record of each and every issue related to the examinations and organising workshops and seminars for the improvement of the examination system.
- 7) To prepare internal examinations time table as per academic calendar.
- 8) To coordinate with the Heads of the Departments to ensure timely submission of question papers to conduct internal examinations as per university guidelines.
- 9) To ensure availability of answer books.
- 10) To conduct the Internal Examinations.

### **Procedure**

- 1) Controller of Examinations should conduct regular meeting of the committee and take decision after due deliberations.
- 2) Time table relating to examination, date of result , date of revaluation, etc should be put up in the notice board as well as website well in advance.
- 3) Declaration of result should be done within 15 days from the date of examination.
- 4) Question paper setting, Xeroxing and storing of such Xeroxed paper should be done with at most secrecy,
- 5) Bill relating to examination work should be submitted within 15 days from the date of declaration of result.
- 6) Semester examination correction should be done centrally.
- 7) The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Principal may permit holding the examinations outside these periods.



## 4.14 Unfair Means Committee

PCE has a Unfair Means Committee constituted as per the directions of University of Mumbai vide circular O.5050.

### Composition

- 1) At least 4 Members of Senior Faculty

### Objectives

- 1) To ensure honesty and fairness during both Internal and University Examinations.
- 2) To ensure that the institute adhere to the Institute Academic policy (Section 22.6)
- 3) To assist the college authorities in promoting and maintaining discipline in the institute.

### Responsibilities

- 1) To report in the writing any malpractice or anomaly found during the examination to the Institute Joint Chief Conductor.
- 2) To complete all the necessary formalities for lodging a complaint.
- 3) To educate all junior supervisors about the unfair means process.
- 4) To take rounds of examinations (at least twice during the examinations).
- 5) To promote and maintain discipline in the Institute by proactively assisting the Heads of the Departments and the Principal by involvement and giving suggestions.

### Procedure

- 1) It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal.
- 2) The Principal in turn shall hand over the matter to the Unfair Means Committee of the college.
- 1) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Exam In Charge/ Principal.
- 2) The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- 3) The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- 4) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the University guidelines/ norms.
- 5) The same will be applicable for Internal Assessment Tests.

## 4.15 Academic Discipline and Attendance Monitoring Committee

PCE has a Academic Discipline Committee

### Composition

- 1) At least 4 Members of Senior Faculty

**Objectives** The committee, as a team, would ensure that

- 1) All the academic activities like the Lectures/ Practical/ Tutorials are all engaged by respective teachers as per the timetable.
- 2) Punctuality is maintained for all activities- teachers start the class in time and engage for the duration of the class. No class is left engaged
- 3) Any adjustments of load made by the absent teachers are actually engaged fully.
- 4) The students are involved in the designated academic activity and not disengaged from the activity being conducted in the class.

### Responsibilities

- 1) Counsel the teachers and students wherever there is unacceptable deviation from the expected decorum and issue appropriate warning to habitual/ repetitive defaulting teachers/ students.
- 2) Review the monthly defaulters list of each class
- 3) Take appropriate follow-up action w.r.t. defaulter students i.e. alerting the parents, obtain undertaking from the students and parents regarding consequences of non-fulfilment of attendance requirements.
- 4) Recommendation to the Principal w.r.t. the remedial/ punitive action to be taken on a case to case basis.

## 4.16 Research Monitoring Committee

### Composition

- 1) Principal
- 2) Dean R& D
- 3) Heads of the Departments Associated with the PhD Center Subject
- 4) External Experts

### Objectives

- 1) To oversee and supervise Research and Development activities in the Institute.

- 2) To ensure performance by proper monitoring of research projects and engagement in all the research thrust areas.
- 3) To identify newer areas of research and encourage faculty and students to work in those areas.
- 4) To encourage faculty to submit research projects to funding agencies and generate funds for equipment, projects etc.

## **Responsibilities**

- 1) To explore possibilities of research collaborations both nationally and internationally.
- 2) To review and monitor research and development activities in all the thrust areas.
- 3) To arrange lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendations from Empowered R& D Counselings Committee members.
- 4) To monitor the quality of dissertations and thesis topics and reports.
- 5) To give feedback to researchers and management periodically (half yearly).
- 6) To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- 7) To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- 8) To initiate and promote MoU with industries and R & D organisations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- 9) To arrange talks and interactions by eminent personalities from industry, R & D organisations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- 10) To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- 11) To visit R& D organisations and disseminate information regarding the effective implementation of research projects.
- 12) To suggest peer reviewed national and international journals for subscription in institute library.

- 13) To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defence Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR),All India Council for Technical Education(AICTE) , University Grants Commission (UGC), University of Mumbai etc.
- 14) To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.
- 15) To encourage and organize R& D Interdepartmental / collaborative work positively.

#### **4.16.1 Seminar and Conference Advisory Committee**

The Seminar and Conference Advisory Cell is a sub committee under the Research Monitoring Committee. The primary responsibilities are to

- 1) Recommend conferences/seminars/colloquiums on various topics of interest in PCE
- 2) Monitor the functioning of each conference and prepare reports/publications for the conferences
- 3) Approve and monitor finances and expenditures for the seminar/conference/colloquiums

#### **4.16.2 Institute Innovation Council (IIC)**

(Previously IPR cell and Enterpreneurship Cell)

Constitution will be as per MHRD Guidelines every session. The basic aim of IIC is to encourage college-level students throughout the nation to start their own enterprise.

##### **Objectives**

- 1) Monitor and recommend IP generated by PCE faculty, staff and students for and trademarks
- 2) Have information sessions and workshops for faculty and students on IPR related topics
- 3) To act as an institutional mechanism for providing various services including information to budding student entrepreneurs.
- 4) To create Entrepreneurial culture in PCE and other institutions in the campus and to promote the objectives of MES, including programmes related to women and weaker sections of the society

##### **Responsibilities**

- 1) Formulate an IPR policy for the Institute
- 2) Monitor the progress every year towards the laid down goals of MHRD IIC Cell.

- 3) Organising Workshops and Lectures periodically to create awareness about entrepreneurship.
- 4) Functioning as a guide for students with creative ideas which can be transformed into successful companies.
- 5) Providing Mentor ship through individuals for students launching their start-ups.
- 6) Organize events and competitions related to entrepreneurship

#### **4.17 Department Advisory Committees**

Each department will have a department advisory committee to advise departments on courses, industry requirements, training and placement etc.

##### **Composition**

- 1) Chairperson will be head of the department
- 2) One senior faculty member
- 3) One expert from industry
- 4) One faculty member from an external institute

##### **Objectives**

- 1) To evaluate the department PEO, PSO, CO etc and provide recommendations for improvements
- 2) To submit the report to IQAC on evaluation of attainment of PEOs
- 3) To recommend industry relevant courses or certifications to be implemented by the department

#### **4.18 Alumni Committee**

##### **Composition**

- 1) Principal
- 2) At least 2 Members of Faculty
- 3) 1 Student Member nominated by the Principal
- 4) 2 Alumni nominated by the Alumni Association

##### **Objectives**

- 1) To increase alumni interaction with the institution.

- 2) To foster and keep alive the loyalty to the institution and creating concern for its welfare.
- 3) To inculcate exchange of ideas among alumni and between alumni and the students.
- 4) To assist the current students to achieve their goals by means of mentor ship and scholarship setup through Alumni.

### **Responsibilities**

- 1) To maintain an up-to-date and detailed database of the alumni.
- 2) To highlight the success of alumni to improve the credibility and reputation of the Institute and the University.
- 3) To plan and promote a platform for interaction between all stakeholders.
- 4) To promote the interests and welfare of alumni association.
- 5) To maintain healthy relationship with the alumni body.
- 6) To assist the management in creating an environment in the college which is enables the students to have long-lasting memories

## **4.19 Career Guidance, Training and Placement Committee**

### **Composition**

- 1) Training and Placement Officer as Chairperson
- 2) At least 4 Members of Faculty (One from each department)
- 3) 2 Student Member nominated by the Principal

### **Objectives**

- 1) To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.
- 2) To identify internship opportunities for students from various specialisations

### **Responsibilities**

- 1) To conduct placement tests for and on behalf companies for recruitment.
- 2) To assemble the students for placement.
- 3) To assist in setting up laboratories for online recruitment tests.
- 4) To update TPO data on the college website from time to time.

## 4.20 Student Council

The student council helps share students ideas, interests, and concerns with faculty and principals. They often also help raise funds for institute-wide activities, including social events, community projects, helping people in need and institute reform. Its main goals are to help students learn how to handle leadership roles and give them influence over policies. Students can hold various positions, giving them experience handling responsibilities and working with others. In addition to their duties, most students also have voting powers.

### Composition

- 1) General Secretary
- 2) Cultural Secretary
- 3) Technical Secretary
- 4) Sports Secretary
- 5) Principal's Nominee
- 6) Principal's Nominee
- 7) Women's Representative
- 8) B.E. Representative
- 9) T.E. Representative
- 10) S.E. Representative

### Objectives

- 1) To enhance communication between students, management, staff and parents
- 2) To promote an environment conducive to educational and personal development
- 3) To promote friendship and respect among pupils
- 4) To support the management and staff in the development of the school
- 5) To represent the views of the students on matters of general concern to them

### Responsibilities

- 1) Represent the student body at the institute and civic events and other meetings.
- 2) Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces.
- 3) Supervise the functioning of the elected student body officers.

- 4) Develop the agenda for and preside over the meetings of Student Council.
- 5) Represent the student body at the institute, civic events, and other meetings as requested by the principal.
- 6) Coordinate the work of various college level committees.
- 7) Conduct events, workshops, seminars etc to enhance teaching learning
- 8) To assist students and student groups and bring their concerns to the management.

#### **4.20.1 Extra-Curricular Activities**

##### **Composition**

- 1) At least 2 Members of Faculty
- 2) 5 Student Members nominated by the Student Council

##### **Objectives**

- 1) To promote and arrange extracurricular activities to bring out the talents of students in the performing and other creative arts.
- 2) To identify and encourage students with exceptional talents for performing arts, etc.

##### **Responsibilities**

- 1) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the college
- 2) To plan and schedule cultural events (to be included in the academic calendar).
- 3) To give a wide publicity to various festivals and events to be celebrated in the college.
- 4) Arranging events for staff and students in coordination with Student Council.

#### **4.20.2 Social Responsibility**

Social Responsibility Cell was established with a view of inculcating moral values in the minds of the students and making them socially aware about the difficulties and hardships of society. These socially aware minds tend to empathise towards others regardless of race, gender, ethnicity, disability, class, or sexual identity, and hence help contribute towards building a healthy society.

##### **Composition**

- 1) At least 2 Members of Faculty
- 2) 5 Student Members nominated by the Student Council



## **Objectives**

To develop sensitivity in the students next generation towards

- 1) Societal issues
- 2) Gender issues, Moral values and professional ethics.
- 3) Environmental Issues

## **Responsibilities**

- 1) To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- 2) To organize social service groups and clubs as well as outdoor field activities
- 3) To encourage and involve students in social service activities.
- 4) To encourage community service among PCE faculty, staff and students.

### **4.20.3 Sports Cell**

#### **Composition**

- 1) Sports Director as Chairperson
- 2) At least 2 Members of Faculty
- 3) 5 Student Members nominated by the Student Council

#### **Objectives**

- 1) To promote athletics, sports and other extra- curricular activities in PCE.
- 2) To identify opportunities for competitions and encourage students to participate.
- 3) To provide support for outstanding athletes and sports personnel in times of competitions in which they are taking part.
- 4) To organize in-house competitions for the benefit of students, faculty and staff.
- 5) To provide healthy leisure time for students, faculty and staff.

#### **Responsibilities**

- 1) To coordinate with the Sports Secretary.
- 2) To maintain a stock of sports goods.
- 3) To order sports equipment after seeking necessary approvals.

- 4) To arrange venues for sports events.
- 5) To recommend students for permission to participate in the intra or inter collegiate events.
- 6) To ensure that those students who participate in sports events are given attendance as per the rules of the University of Mumbai.
- 7) To maintain discipline in all events happening in and outside the college.
- 8) To conduct sports events for staff members.
- 9) To maintain records of sports events attended by students.

#### **4.21 Website and Social Media Committee**

The Website & Social Media Committee uses technology and the internet to communicate the goals and initiatives of the Institute, connect alumni and students with each other and with resources, and advance the professional development of faculty and students.

##### **Composition**

- 1) 2 Faculty members
- 2) 2 Student members

##### **Objectives**

- 1) Engage and inform faculty, students and staff about all things PCE
- 2) Increase participation of all committees, events and competition in communicating to the faculty, students and general public

##### **Responsibilities**

- 1) To keep the institute websites and social media pages (facebook, youtube, twitter, instagram, linkedin etc) updated and dynamic

## 5 Qualifications for Faculty and Staff

### 5.1 Classification of PCE Employees

PCE employees are broadly classified into Academic Faculty (teaching) and non-teaching staff. All employees will report to their supervisor (Principal/Director/Registrar/Head Of Department). Academic faculty are all faculty engaged in teaching or research work for the institute.

#### Academic Faculty

- 1) Full Time Faculty
- 2) Part Time Faculty
- 3) Visiting Faculty
- 4) Research Faculty
- 5) Deans
- 6) Teaching Assistants
- 7) Lab Assistants
- 8) Emeritus Faculty
- 9) Adjunct Professors

#### Non Teaching Staff

- 1) Administration
- 2) Technical Support
- 3) Support Staff

In general MES prescribes the qualifications for different faculty positions. In cases where the University or other statutory body prescribes different qualifications those will supersede the ones listed below.

### 5.2 Academic Faculty

- 1) Lecturer/Teaching Assistant

- a) Individuals assigned to the teaching assistant position should either have a technical master's degree from a recognised university<sup>1</sup> or must be working towards a masters degree preferably at the institute.
- b) The appointment will be initially for a period of one year, extendable for a maximum of another one year based on performance review at the end of first year.
- c) Lecturer may or may not have prior teaching/industry experience.
- d) This post is a temporary post with for a specified fixed duration

## 2) Assistant Professor

- a) Candidates for the Assistant Professor must have a masters degree from a recognised university and two years of teaching and/ or industry experience. In case applicable they will also have qualified UGC NET/SET/GATE.
- b) Once selected, the faculty member can be appointed for a maximum period of three years. The faculty member's performance would be reviewed on an yearly basis for continuation of employment/confirmation/increment and other incentives.
- c) All confirmed faculty members are expected to register/enrol in a PhD program preferably at a local recognised university within the three years of initial appointment. In special circumstances, the appointment committee can extend the period for up to 1 additional year.
- d) After registering and enrolling for a PhD a faculty member can be reappointed for up to 4 years during which they must complete their PhD and apply for a promotion to Associate Professor. In special circumstances, the appointment committee can extend this period for up to 1 additional year.

## 3) Associate Professor

- a) Candidates for Associate Professor must have a PhD from recognised university with a minimum of five years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.
- b) Associate professors must have experience for five years after which they can be promoted to Professor.
- c) Associate Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.
- d) Associate professors must also actively participate in national and international conferences and publish research articles in reputed national and international journals demonstrating their scholarship.

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<sup>1</sup>A recognised university is one that is recognised to grant bachelors, masters or PhD degrees by the respective statutory authorities in their respective countries. In India, the university must be recognised by the AICTE and UGC and must be a member of the Association of Indian Universities. In certain cases, the appointment committee will ask the candidate to provide additional documentation to determine the validity of their degree.

- e) The faculty progress will be evaluated at the end of every year
- f) The appointment committee will make the final decision with respect to promoting the faculty and will take their quality of teaching, quality of research scholarship and their contribution to the goals of the institute and Mahatma Education Society into consideration.

4) Professor

- a) Candidates for professor must have a PhD from a recognised university with a minimum of thirteen years of teaching experience. In case applicable they will also have qualified UGC NET/SET/Gate.
- b) Professors must actively pursue unique research or consulting projects that are sponsored by non-MES sources.
- c) Professors must also actively participate in national and international conferences and publish research scholarship in national and international journals.
- d) Professors must actively guide research activities of masters and PhD level students in the university.
- e) A professor's progress will be evaluated every year.

5) Principal/Director

- a) Same qualifications as Professor with 13 years of experience in academia or industry

6) Deans

- a) Same qualifications as professor

7) Librarian

- a) Bachelor's degree or above in library science or related field with sound knowledge about recent library management techniques like library automation, digital library. In case applicable they will also have qualified UGC NET/SET/Gate. Head librarian should also have minimum 5 years experience managing various library related activities
- b) Candidates with less experience may be appointed as assistant librarian or junior librarian.

8) Counsellor

- a) Bachelors degree or higher in Psychology or any suitable certificate course or diploma course in counselings
- b) At least 5 years experience in Counselings

- c) Candidates with less experience may be appointed as junior counsellor.
- 9) Training and Placement Officer
- a) Same qualifications as assistant professor or above with significant industry experience or connections
- 10) Adjunct Faculty/Visiting Faculty/Part time faculty
- a) Candidates with research or industry experience whose expertise are not represented within the full time academic faculty
  - b) Generally visiting faculty will be paid on hourly basis.
- 11) Other Academic Designations All designations listed below need qualifications of assistant professor or above
- a) Examinations in charge
  - b) Head of the Department
  - c) Student activities coordinator
  - d) Dean of research
  - e) Faculty placement coordinator
  - f) Class counsellor
- 12) Appointments and promotions for Lecturer posts and below will be made by a committee comprising of the principal and one or more representatives of the MES Executive Committee and the Head of the associated department.
- a) Appointments are subject to the additional terms and conditions set in the employee's appointment letters.
  - b) Faculty must adhere to the terms and conditions set forth in the duties and responsibilities of teaching faculty. The management of Mahatma Education Society reserves the right to amend these terms from time to time.

Once selected, the faculty member will be required to submit copies of all the certificates along with original documents for verification at the time of joining.

### **5.3 Non-Teaching Staff**

- 1) Technical Staff It comprises of Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Librarian and Library Assistants, IT technicians, Electricians.

- 2) Administrative Staff It comprises of Registrar, Human resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.
- 3) Supporting Staff It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors, cooks.

## **6 Cadre Ratio**

### **6.1 Academic (Teaching) Faculty**

Cadre ratio will be as per norms of the affiliating University or as per the competent authority. As per AICTE PCE will maintain a minimum full time faculty to student ratio of 120.

### **6.2 Non-Teaching (Technical)**

- 1) There will be a minimum of 1 lab assistant per 2 laboratories.
- 2) There will be a minimum of 2 workshop assistants per workshop
- 3) There will be 1 IT/Network professional per 50 computer

### **6.3 Non-Teaching (Non-Technical)**

- 1) Registrar / Deputy Registrar / Assistant Registrar 01
- 2) Office In Charge 01
- 3) Office Assistants As per office requirement with the recommendation of Principal & BoG
- 4) Librarian 01
- 5) Library Assistant As per Library requirement with the recommendation of Principal and Governing Committee.
- 6) Clerk / Junior. Clerk As per various sections requirement with the recommendation of Principal/Director
  - a) For office it is as per the requirement and with the recommendation of BoG.
  - b) Each department, library and store may have one clerk for departmental office.
- 7) Other than above essential posts other category of the posts can be created with the recommendations of Principal & BoG.

## 7 Recruitment Policy and Procedure

### 7.1 Policy

- 1) All Academic faculty and staff recruited should be able to fulfil our Vision, Mission and organisational goal.
- 2) Towards achieving our goal the Organization is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
- 3) In terms of our policy, manpower requirement is decided well in advance of academic year/semester by the Principal in consultation with Heads of Departments and Coordinators of various streams.
- 4) Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with University requirements.

### 7.2 Procedure

#### Normal Appointment

- 1) Advertisement inviting application are given in the prominent newspapers.
- 2) Applications received are screened by the Registrar in terms of qualification and other requirements. Potential candidates are invited for a interview before a interview panel.
- 3) Interview panel for faculty consists of the Principal/director, Subject Expert invited from other college, Heads from the Institute and a Management representative.
- 4) Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
- 5) After demonstration lecture feedback of the students on the lecture is taken to decide the suitability of the candidate.
- 6) The candidate finally selected is briefed about the policies and rules of the institution.
- 7) Once the candidate decides to join the Institute his/her application is forwarded to Registrar for appointment and inclusion of his/her name in the register.
- 8) The final appointment order will contain the final terms and conditions of employment.
- 9) All new faculty and staff members shall be on a probation basis for a minimum period of 2 years or more. Employees on probation are not eligible for all the benefits that are granted to regular employees.



### **7.3 Emergency Requirements**

(Resignation, New Branches, Increase in number of Divisions)

- 1) Heads of Department and Coordinators decide the requirement and search from their contacts required quality teachers.
- 2) Stray Applications received by the office also come into help.
- 3) Located candidates are interviewed by the HODs and are asked to carry out demonstration lectures.
- 4) Once the candidate is accepted by the HOD and students his/her name is recommended for appointment. Normal recruitment procedure is then followed.
- 5) The recruitment is then regularised by the committee subsequently.

### **7.4 Documents to be Submitted after Recruitment**

- 1) One original or attested true copy and one copy of the Convocation Certificate of Graduation / Post Graduation (B.A., M.A., B.Sc., M.Sc., BE, ME, MTech, PhD etc.).
- 2) One original or attested true copy and one copy of the Professional Degree/Diploma (B.Ed., M.Ed.).
- 3) Original mark sheets or attested true copies
- 4) Experience letters
- 5) Copy of Thesis for plagiarism check.
- 6) References
- 7) PAN/Adhaar Card copy
- 8) Proof of Date of Birth

### **7.5 Succession Planning**

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a Professor.

The succession can be

- 1) Absolute Succession The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment.
- 2) Conditional Succession The identified candidate full fills minimum conditions but the appointment against the special conditions must be fulfilled during agreed time period. Special conditions may comprises of acquiring higher qualification, certifications etc.

## 7.6 Approval of Faculty by the University

The institute will ensure that, within the best of its capacity and within the rules the affiliating university, approves all the faculties. Even in case a faculty fails to obtain the approval of the University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

## 7.7 Faculty Induction

When a faculty joins the institution, in order to assist him/her to settle in and get their service under way quickly and efficiently, the Institute and the department extends certain facilities. They are

- Work Space
- Personal Locker/Drawer
- Identity Card that is expected to be worn as long as he/she is in the college
- Library Card
- Google Account accessible through MES email id

As part of induction, the concerned head of department would conduct an orientation program to the incoming faculty member.

## 7.8 Appointment Types and Probation Periods

- 1) **Temporary appointment** It means appointment made purely on temporary basis either against a permanent post or a temporary post. With the exception of certain employees, all employees serve the first twelve months or more of employment on a temporary basis. This post will be on trial basis on specified conditions for a stipulated period to a post for determining one's fitness for the job.
- 2) **Probation** Once a faculty member is approved by the University of Mumbai, the faculty may be put up on probation basis for a minimum period of two years. During which their performance will be evaluated by the principal and Head of Department.
- 3) **Evaluation in Probation** Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in, service else, he / she may be terminated from service.

- 4) **Continuance of Probation** If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the Principal/Management. The employee shall be duly informed about the continuation of the probation period.
- 5) **Voluntary Resignations and Termination Resignations** may be accepted in lieu of termination. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.
- 6) **End of Probation:** Once an employee's job performance is deemed to be satisfactory, and a suitable permanent position is available he or she may be given a letter of final confirmation of employment. As always the employment are subject to the Rules and Regulations of the Governing Body of Mahatma Education Society.

## 7.9 Salary Policy

Type and fixation of initial salary In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Mumbai norms and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.

**Consolidated salary** Usually employees on probation is paid consolidated salary at the time of joining till regularisation of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

**Regular Salary** And Increments as per pay commission / Pay Scale cadre wise Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and University of Mumbai approval & management's discretion. Salary is fixed as per All India Technical Education notification, dt 5th March 2010, F. No. 37-3/Legal/2010 and Government of Maharashtra Higher and Technical Education Department Resolution No. SPC-2010/(34/10)/TE -2 , dated 20th August 2010.

### 7.9.1 Salary Increments

- 1) Time scale of pay Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employees annual increment is subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, University of Mumbai etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Officers.. Annual increments, in general, will be paid in the month of January of every calendar year.

- 2) **Debt Repayment and Monetary Responsibility** The Institute is authorised to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliance and statutory obligations.
- 3) **Payroll Schedules** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.
- 4) **Higher remuneration** The institute is authorised to pay higher remuneration on a case- to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.
- 5) **Special Pay** Faculty assigned special duties such as (Examination in charge, Dean) may be paid a special pay based on the the nature of the extra duties.

### 7.9.2 Payroll Deductions

- 1) Income tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorise deductions for institute sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.
- 2) Income-tax It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalise tax deducted at source for the year.
- 3) Contributory Provident Fund Scheme is available to employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

### 7.9.3 Allowance granted in lieu of salary

Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

- 1) Allotment of staff quarter Limited facility is available for Principal and staff who are required to be all time on campus e.g. security.
- 2) Chauffeur driven car This facility may be made available to principal and selected institute employees according to their work profile.

- 3) Car petrol allowance This facility is available to principal and selected institute employees according to their work profile subject to the discretion of the management.
- 4) Mobile / telephone facility Mobile and telephone allowance is given to all employees who require a mobile use as per their official duties.
- 5) Personal Allowance This facility is available to principal and selected employees according to their work profile.
- 6) Travelling Allowance Travelling allowance is given for official travel to employees if required.

## 8 Employee Code of Conduct

### Applies to all MES employees

**Equal Opportunity** It is a policy of the MES and its institutes to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the institute and university.

**Drug and Alcohol Free Workplace Policy** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of MES institutes is prohibited as per the institute's policy. All employees as a condition of employment Abide by the institute's policy on prohibited substances; and Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanour or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

**Sexual Harassment** Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as

- Physical contact and advances. or
- Demand or request for sexual favors or
- Sexually coloured remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

**Soliciting / Canvassing** Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilising the MES resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or She shall not misuse the

facilities or forum provided by the institute or university.

**Employment of Relatives** No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organisational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

**Attendance** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action including removal from service.

**Conflicts of Interest** An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

**Code of Conduct** All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquette as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- 1) Insubordination
- 2) Theft
- 3) Conviction of a felony involving moral turpitude
- 4) Bringing discredit to the Institute
- 5) Falsifying, grafting, or forging of any record, report, or information
- 6) Discourteous behaviour
- 7) Any other misconduct interfering with performance of job tasks
- 8) Unauthorised absence from assigned work area
- 9) Sleeping on duty
- 10) Negligence
- 11) Dereliction of duty
- 12) Interfering with the work performance of another employee

- 13) Favouritism
- 14) Wasting materials
- 15) Wilful damage to equipment or property of the Institute
- 16) Entering an unauthorised work area
- 17) Continued failure to perform assigned duties
- 18) Failure to report absence
- 19) Habitual absence or tardiness
- 20) Job abandonment.

**Safety** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Human Resources Office immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

**Confidential Information** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

**Bribes** Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

**Political Activities** As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

**Disruptive Behavior** While honouring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorised to be discharged



or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

**Outside Employment** Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavours is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

**Media** Without prior sanction from the Management no employee can give a talk to media or publish any statement in print publications or on social media either by name or anonymously about issues related to institutional matters.

**Examinations** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute. Employees shall perform his or her academic duties and work related to examinations statutory reports and campus events as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations or campus events or preparing reports conducted by the Institute. A faculty member shall not be partial during assessment of a student or deliberately over mark, under mark, or victimise a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching/examinations/administrative work.

Failure to conform to the above mentioned norms shall be construed as misconduct and will trigger disciplinary action.

## 9 Curriculum Delivery Policy and Procedure

The curriculum is all the planned activities that are organized in order to promote student learning, personal growth and development. The curriculum, in its broadest sense, embraces all opportunities for learning.

We, at PCE, follow a well-defined design of curriculum; the flow of events is summarised as under

- 1) Nearing end of a semester, Heads of departments roll out spreadsheets for faculty to fill up their subjects of choice for the forthcoming semester, as per the syllabus proposed by the University of Mumbai. Time span allotted approximately 2-3 weeks.
- 2) Allotment of subjects by Heads of departments.
- 3) Rejoining of duties (at least a couple of days to a week before the commencement of semester).
- 4) Institute-level all-faculty meeting to monitor/review departmental goals and achievements at both student/faculty levels, and discussion on the current semesters goals and plans.
- 5) Floating of Academic Term Calendar by the Institute/Principal.
- 6) Chalking out plans by faculty members viz., lesson plans, their schedules, usage of possible resources, ICT in education etc. and recording them in the AMS (Attendance Monitoring System), SAMS—Student Attendance Monitoring System) for future use. Also, uploading of lecture notes/assignments is done.
- 7) HODs review each course and check if the faculty and course are in compliance with outcome based education. For ex the objectives and outcomes of each course and the rubrics that will be used by the faculty members to gauge attainment are clearly spelled out in the beginning of the semester.
- 8) Department-level meetings to discuss activities and plans in more detail. Appointment of Class-Coordinators and coordinators for other important activities are also decided. Any specific requirements for laboratories and other concerns are also put forth. Minutes of meetings and List of Academic Responsibilities are mailed for the information of all concerned.
- 9) Senior/Expert faculty members organize/visit other colleges for conducting/participating in the orientation programmes of various newly inducted courses of revised syllabus, if any.
- 10) Among the important events planned and conducted in PCE for the effective teaching-learning process, includes the MAKERS Day (arranged once in a year, so that students get familiar about the facilities available with all the departments of the Institute, promoting interest in projects that are inter-disciplinary in nature); also, Faculty Seminar Series (conducted at least once in a month, normally on a working Saturday) where

a faculty speaks about a small topic related to his/her subject area of research, to disseminate ideas to fellow faculty members; etc.

- 11) The day-to-day teaching and learning activities are duly recorded in the AMS website of PCE by the faculty members. This can be dynamically viewed by the Heads of departments and the Institute as and when necessary.
- 12) PCE hosts two student feedback Mid (in the middle of a semester) and End (at the end of a semester), so as to take corrective measures at both students and faculties perspective, to improve upon the students learning experience and minimise the discrepancies.
- 13) The parents/guardians of the students are also invited to the Institute (normally, on a working Saturday) in the form of PTM (Parent-Teacher meeting, at least once or twice per semester), to apprise them of their wards performance in the current semester. This also enables faculty members to understand psychological and behavioural traits about their students, which would further play an important role to alter teaching scheme for the students welfare
- 14) In PCE, use is also made of MOOCs (massive online open course ware), for e.g., NPTEL (National Program on Technology Enhanced Learning) and similar learning sites. Many faculty members and students enrol for one or two subjects of choice, with some opting to appear for exams at some pre-selected centers. Students avail the additional benefit of learning from these top-rated courses (lectured by high quality instructors) to improve upon their understanding of the subject/s. Faculty members act as mentors and guide the students in solving and understanding the queries related to their subjects.
- 15) **Project Based Learning** One of the best known tools for the effective teaching-learning schemes are the Project Based Learning (PBL), and PCE has begun using this method since the last 3 years. The PBL was initiated only for 2<sup>nd</sup> and 3<sup>rd</sup> year undergraduate courses, and subsequently this was also applied for the 1<sup>st</sup> year students too. One or more small projects applicable to real world scenario is selected, and students are asked to design/develop/program/fabricate/optimize the parameters that play an important role in the project. To assess the student's understanding on dynamic terms, PBL assessment is done in two stages, the first conducted in the mid of the semester, and the other the end of the course work. The Project Based Learning is found to play a key role in students understanding of the subject since it's based on the application of theoretical concepts to solve real-world problems. Also, students get to know, understand and apply managerial aspects such as decision making, leadership skills, team-building, communication skills, report writing apart from the technical aspects. This would also make them better prepared for their final year project.
- 16) To assess whether the course outcomes have been achieved, students fill out the on-line Course Exit Survey for each subject they undertake (after the course-work gets completed).

- 17) The HOD collects all the data from the faculty for each course with the course outcomes, exam results etc and maps out what percentage of the outcome is accomplished by each student and presents it to the principal and rest of the faculty in the subsequent semester.
- 18) **Use of ICT in Teaching** Many PCE faculty members have started recording the lectures (of respective subjects) in stipulated time slots of 10 minutes each, in PCE premise a dedicated recording room called as 'Lightboard Studio/e-studio'. A Lightboard is part chalkboard and part projection screen that floats course content in the space between the instructor and their student audience. Once edited, these videos may be shared with students using YouTube or other multimedia sources. The faculty records the lectures and shares it with students using various resources.
- 19) **Internal Assessment (IA) Tests** To assess the performance of students on a continuous basis, as per University norms, PCE students undertake two internal assessment tests (marks averaged), and they sum up the final scores in the University Exam in the ratio 2080 for each specified subject. The students unable to pass are given permission to re-appear for the internal assessment as a k.t. subject, in the next semester, normally after the IA-2 exams.
- 20) Direct second year students (getting admission Diploma through lateral entry) who are admitted late, are given separate lectures so as to cover up the contents taught.
- 21) Further, few faculties who do not complete the syllabus on account of certain unavoidable circumstances, also schedule extra lectures and/or practicals to complete the syllabus contents on time.
- 22) PCE also hosts extra lectures for drop-out/k.t. students so as to assist them to clear the subjects.
- 23) There is also mentorship provided to students appearing for GATE or other competitive exams.

## 9.1 Remedial Classes for Slow Learners & Special Attention to Advanced Learners

Faculty members at PCE identify and support students with varying learning capabilities. The subject-in-charge and class counsellors, during the teaching learning process, identify the slow learners and advanced learners by observing the performance of students in different activities, and also from the results of various assessment processes during the semester. The class counsellor/mentor has periodic interactions with the class students/allotted mentees and understands/records their progress and difficulties, if any.

- 1) At PCE, students in first year of undergraduate courses have an additional contact hour for critical/new/engineering subjects like Engineering Mechanics, Engineering Drawing, Basic Electrical and Electronics Engineering, Computer Programming, Engineering Mathematics etc. in the regular time table.

- 2) Identify the students of different academic categories based on their performance in the first internal assessment test.
- 3) The weaker students thus identified are given more attention and taught to do well enough to perform at least to a level of passing in the university examinations.
- 4) Ensure more practice by the slow learners, even during the practical sessions. As far as possible, senior teachers are allotted to such batches to ensure good performance.
- 5) Groups of brighter students are also identified and handled in such a way that they are able to score exceptionally well in the university examinations.
- 6) Study camp sessions, in an organized way, are planned and executed at least 1 or 2 times in a semester to familiarise/acquaint the new students with this professional study and assessment process.

Remedial classes are organized for the students who are not good performers in their respective year of study. Additional support is offered through

- 1) Examination-oriented coaching and well-formulated question banks and notes prepared by faculty.
- 2) Special counseling and extra classes for those students who have failed in any subjects
- 3) Extra laboratory sessions
- 4) Additional tutorial hours

Efforts taken for Advanced Learners in PCE include-

- 1) Advanced learners are given special projects to work on
- 2) Additional question papers solving sessions in order to improve their performance even further
- 3) High academic record students are encouraged to achieve higher ranks in university
- 4) They are constantly motivated/encouraged to take examinations like GATE, GRE, TOEFL, IELTS, UPSC/MPSC etc. during their final years
- 5) Students having orientation towards research are also motivated to present their work at conferences and competitions

## 9.2 Extra-Curricular Activities

Also called as extra-academic activities, extra-curricular activities are generally voluntary, and exist for all students. They fall outside the realm of the normal curriculum. One of the greatest advantages of participating in at least one of these activities is the decrease in anti-social behaviors and students growing up to be more successful in communication and relationships. These activities in PCE are either self-organized by students, or facilitated on students behalf by faculty members. Various forms of activities that students of PCE participate in regularly, include

- 1) Academic Clubs/Student Bodies viz., AESA, MESA, ISHRAE, CSI, ETSA, IEEE
- 2) Formula Student Racing Competitions viz., SPARK, Hyperion, Vanguard teams
- 3) Competitions such as Smart India Hackathon, Competitions conducted by industries and government bodies etc
- 4) Internships
- 5) Startups and Entrepreneurship
- 6) Volunteering (K12 education on a specialized topic of social/personal interest)
- 7) Community Service (Blood donation, Donation of old clothes in good condition, household items etc., Offering food and entertaining orphans/homeless young and old through Community Service Day etc.)
- 8) Sports (students at PCE have participated in college/inter-college/district/state/national/international levels in various sports events)
- 9) Coordinating and Participating in Fun Events, viz., Alegria The Festival of Joy

## 10 Duties and Responsibilities of Teaching Faculty

### 10.1 General

- 1) The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.
- 2) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- 3) The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 hours a week or as decided by management from time to time of which teaching contact hours should at least be as follows

For the above stipulations, two tutorial hours/ two laboratory/ Drawing hours will be counted as one teaching hour.

*In exceptional case whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total work load remains in parity with other teachers.*

### 10.2 The Work Plan

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 / 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. They should strive to function and excel in individual, department and institutional levels as outlined below

#### Individual

- 1) Faculty Members are expected to update their knowledge by attending Seminars/ workshops/ conference, after obtaining necessary permission from the HOD and Principal/ Management.
- 2) Faculty Members should attempt to publish text books, research papers in reputed International/ Indian Journals/ Conferences.
- 3) The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.
- 4) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

## **Department/Institution**

- 1) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the members professional and personal activities.
- 2) The teaching load will be allotted by the HOD after taking into account the Faculty Members interests.
- 3) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra curricular activities.
- 4) Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- 5) Every Faculty Members should maintain students attendance records and the absentees roll number should be noted everyday in the Master attendance register maintained in the department as soon as the classes/ laboratory hours are over.
- 6) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD or the next senior faculty and class counselor must be informed with appropriate alternate arrangements.
- 7) The Faculty Member should make himself/ herself presentable. The Faculty Members should show no partiality to any segment/ individual student.
- 8) The faculty advisor/ class counselor must update the students personal file regularly and put for inspection by HOD/ Principal as the case may be.

## **10.3 Classroom/Teaching**

- 1) Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.
- 2) The Faculty Members should get the lesson plan and course file- approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, PPT/ OHP sheets, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), minute paper, feed back analysis report, etc.
- 3) The Faculty Members diary must be regularly updated and put up for inspection by HOD/ Principal as the case may be.
- 4) The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded in digital library.



- 5) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- 6) The Faculty Member should engage the full 60 minutes and should not leave the class early.
- 7) The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then explain the lecture well upto 50 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.
- 8) The Faculty of member should cultivate suitable techniques (say, humour) in the lecture, to break the monotony.
- 9) The Faculty member should practice/ rehearse the lecture well before going to the class.
- 10) The Faculty Member should use PPT, Models etc., as teaching aids.
- 11) The Faculty Member should encourage students asking doubts/ questions.
- 12) The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
- 13) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- 14) In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- 15) The Faculty Member shall give possible 20 mark questions with answers for each unit.
- 16) The Faculty Member should interact with the class coordinator or counselor and inform him/ her about the habitual absentees, academically backward student, objectionable behavior etc.
- 17) The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
- 18) The Faculty Member should regularly visit library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.
- 19) The Faculty Member should make himself/ herself available for doubt clearance.
- 20) The Faculty Member should motivate the students and bring out the creativity/ originality in the students.

## 10.4 Laboratory

- 1) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 2) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 3) The lab observations/ records must be corrected then and there or at least by next class.

## 10.5 Test/Exam

- 1) While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- 2) During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/ test.
- 3) Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Exam section. (Class co-ordinator and HOD concerned in the case of Class Test/ Preliminary Examination).
- 4) The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Parents/ Principal with remarks.
- 5) The Faculty Members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/ Institute.

## 10.6 Student/Faculty Rapport

- 1) The teachers shall dress, conduct and behave themselves to ensure that proper decorum is maintained between the students and teachers.
- 2) The Faculty Member should have a good control of students both within and outside class.
- 3) As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counseling and if it does not bring any change the students must be directed to meet the class co-ordinator/ HOD.
- 4) The Faculty Member should act with tact and deal with insubordination by students maturely.
- 5) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of students.

## 10.7 Division of Labour

- 1) To absorb the growth of the institution and keep up the efficiency level we follow the decentralised concept of an institution.
- 2) Academic work is distributed to various coordinators, stream wise who coordinates and control the academic activity with guidance of HODs.
- 3) Non academic activities have been delegated to various teachers in the beginning of the academic year.
- 4) The performance of subject teacher is reviewed at the end of each semester based on the feedback, formal/informal, collected from students.
- 5) The performance of each teacher in-relation to non academic activity is reviewed at the end of each semester based on the report submitted to the Principal
- 6) The teaching work is allocated by the HOD after taking into account the capacity and interest of each teacher.

## 10.8 Quality Sustenance

Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.

- 1) Teaching programme is channelled through proper planning of academic activity well in advance through academic calendar, teaching plans in each subject, portion completion schedules, etc. This is prepared and circulated in the beginning of the session.
- 2) HODs co-ordinate and control such schedules by regular departmental meetings and through informal feedback from students so that our effort to sustain the quality of education is successful.
- 3) Quality enhancement is taken care by various methods such as regular class tests, presentations, industrial visit, seminars, etc.
- 4) Faculty from professional fields and higher learning centers are invited regularly for guest lectures.
- 5) Teachers are encouraged to participate in seminars, present papers in such seminars, attend workshops regarding syllabus, for quality improvement.
- 6) It has been our endeavor to search for weaknesses if any in any of our systems and strengthen those areas.
- 7) Teaching plan made at the beginning of the semester is verified through portion completion certificate obtained from the subject teachers. The portion completion certificate is verified by the HODs/Coordinators through formal/informal feedbacks.

## 10.9 Duties OF HODs

- 1) HODs should control, coordinate and motivate the teachers of their department.
- 2) They are accountable for preparation of teaching plan by each teacher well in advance of the semester and satisfactory completion of the portion as per the teaching plan.
- 3) They should coordinate with Board of Studies in relation to syllabus, question paper pattern etc.
- 4) They are responsible for availability of proper text book/reference book on the subject to which they are related to in the library.
- 5) To monitor and conduct academic activities of the department under the guidance of the Principal.
- 6) To take department and faculty feedback and accordingly take the remedial actions.
- 7) To plan and take the necessary actions for improvement of department results and academic performance.
- 8) To coordinate term work assessment and conduction of practical /oral examinations.
- 9) To maintain discipline and enforce rules as laid down by the institute, in the department.
- 10) To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- 11) To conduct regular meetings with teaching and non teaching staff as well as the Class counsellors to sort out any issue and queries related to academics.
- 12) To initiate recruitment of non teaching staff & teaching staff as per rules laid down by the BoG
- 13) To execute any other work assigned by the management/Principal
- 14) To prepare the department requirements and budget needed.
- 15) To oversee the purchase and deployment of any resource allotted for the department.

## 10.10 Duties of Coordinators

- 1) Each coordinator should inform well in advance, preferably at the beginning of the semester , the schedule of internal test.
- 2) Failure of students to appear internal test should be communicated to the guardian either at the end of class test or at the time of Guardian teacher meeting.

- 3) Coordinator should conduct at least one guardian teacher meeting in each semester and collect feedback from the guardian/students and correct the course of action if necessary.
- 4) Coordinator should communicate the general policy of the institute to the teachers and students and conduct regular interaction meeting with the teachers.
- 5) Coordinators should see the website atleast once in a week and ensure that all the programme relating to the department is made upto date.
- 6) Coordinators should review the end result of a student after each semester/University examination and recommend, if necessary, steps to improve the result

## **10.11 Training and Placement Officer**

### **10.11.1 General Responsibilities**

- 1) Develop an annual placement strategy for the college and execute it. The strategy should include events and activities starting from the first year.
- 2) Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
- 3) Counsel students who wish to pursue different careers and explain the different options available for them
- 4) Develop a placement strategy for ME students as well as plan activities/training for students who have drops
- 5) Understand industry requirements and conduct industry surveys as well as network with companies and HR groups
- 6) Update faculty on latest trends in industry and recommend training programs for faculty and students.
- 7) Maintain corporate database
- 8) Assist faculty coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
- 9) Maintain Student Resumes
- 10) Arrange for interview facilities at the campus or coordinate for pool campus activities
- 11) To collect the appointment letters or correspond with companies to get them as soon as the interview is over. To distribute appointment letters and collect acceptance letters from the students and dispatch to employers

- 12) To give an annual report of all training and placement activities for the college in the month of May including but not limited to
  - a) Department wise placement statistics and summary
  - b) Trainings conducted during the academic year and its effectiveness
  - c) Strength and weaknesses of the institute in terms of placement
  - d) Placement strategy for the upcoming year
- 13) Collect information of all students who are eligible for placement at the beginning of each academic year
- 14) Coordinate with other MES colleges in case joint placement and/or training drives are required to be organized
- 15) Any other responsibilities as assigned by the Principal or CEO from time to time.
- 16) Coordinate pool and off-campus placement activities
- 17) Circulate details of pool and off-campus opportunities with students and faculty coordinators
- 18) At the end of the drive TPO should collect all the offer letters and send it to students and faculty
- 19) To establish a placement committee of faculty coordinators, students and staff to coordinate all activities of placement.
- 20) TPO should produce a weekly schedule of the placement activities of the following week and circulate it with all faculty
- 21) Meetings with principal, heads of departments, department placement coordinators must be conducted once every 2 weeks during the academic session
- 22) Any other meetings as requested by the principal or HODs from time to time. Maintain minutes of all meetings conducted by TPO.
- 23) All correspondences regarding placement or any other college activities must be conducted via official MES email IDs only.
- 24) All student data collected by Placement Officer or placement department or placement coordinator will be stored on MES servers using Google Apps suite provided. These details must be produced on demand of the principal or CEO.
- 25) Storing, transmitting, copying or changing data on non-MES servers or using personal email or cloud storage is strictly prohibited.

The following information must be provided by the TPO as and when requested by the principal or CEO. The details must also be stored and backed up on the MES servers on a regular basis.

- 1) Details of companies visited by TPO (including date and time)
- 2) Details of companies visiting the college
- 3) Details of companies contact

### **10.11.2 Training Programs**

- 1) TPO should find and develop expertise within faculty of MES institutions and conduct training programs for students as much as possible
- 2) In the event external trainers or agencies are required the TPO should seek prior approval from Principal before engaging them.
- 3) All receipts, payments and remuneration for training will be carried out through MES accounts department only.
- 4) Any external agencies engaged for training programs must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. MES will withhold any taxes deemed statutory before making payments to external agencies.
- 5) Any external or internal training programs that require the use of MES facilities (classrooms, labs, administrative support etc) will be charged an administrative fee that can range from 0% -50% . The principal or CEO can decide the quantum of the administrative fee based on the extent of facilities used and the need for the particular training.

## **10.12 Faculty Placement Coordinator(s)**

### **General Responsibilities**

1. Coordinate with the TPO for all training and placement activities of the college.
2. Counsel students who wish to pursue different careers and explain the different options available for them

### **Pre-Placement Trainings and Workshops**

- 1) Organize pre-placement activities and workshops for each department including but not limited to
  - a) CV writing workshop (In third year)
  - b) Mock group discussions and personal interviews (In third year and final year)
  - c) Interviewing workshops (In third and final year)
  - d) Conduct aptitude tests as part of class tests (In third and final year)
- 2) Keep updated for latest trends in Industry and introduce add on training programs to build technical skills in students ( Second year onwards)

- 3) Conduct and coordinate industrial/company visits
- 4) Facilitate internships for students in industries. Coordinate with TPO to ensure a copy of internship certificate is obtained and kept on record.
- 5) Plan and conduct workshops and technical trainings for students who have drops
- 6) Organize guests lectures and information sessions from representatives of different industries (Min 1 per semester)
- 7) Participate in HR related workshops and seminars
- 8) Collect CVs/Biodata from all students at the start of the 6th semester. Verify their credentials with respect their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester.
- 9) Identify two student representatives for the department who will actively participate in placement work.
- 10) Inform the students about the date and time of interviews, campus placements.
- 11) Be present at the time of interviews or any on campus placement drives on a date given along with the two student representatives.
- 12) Collect the list of selected students from TPO and inform the students individually.
- 13) Distribute the appointment letters to the students and get the acceptance letters and give them to the TPO.

TPO is generally responsible for all placement activities of the institute. However, in certain circumstances faculty or the faculty coordinators may want to leverage and coordinate with their own contacts to bring in companies for placements. Guidelines for such activities are framed as under

- 1) All companies must be vetted and approved by the Principal and the TPO.
- 2) The companies cannot come on or before the Day 1 slot determined Principal and TPO
- 3) Faculty coordinators can utilize resources of the placement cell (administrative staff, classrooms, interview spaces etc) to conduct the drive
- 4) Only students who are eligible for placements will be allowed to participate
- 5) All details of the activities including details of students who participated along with number of students placed with the offer letter will be submitted to placement cell and it will be merged with existing statistics.
- 6) All correspondences regarding placement or any other college activities must be conducted via official MES email IDs only.



- 7) All student data collected by Placement Officer or placement department or placement coordinator will be stored on MES servers using Google Apps suite provided. These details must be produced on demand of the principal or CEO.
  - a) Storing, transmitting, copying or changing data on non-MES servers or using personal email or cloud storage is strictly prohibited.
- 8) Faculty coordinator should find and develop expertise within faculty of MES institutions and conduct training programs for students as much as possible
- 9) In the event external trainers or agencies are required the coordinator should seek prior approval from Principal before engaging them.
- 10) All receipts, payments and remuneration for training will be carried out through MES accounts department only.
- 11) Any external agencies engaged for training programs must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. MES will withhold any taxes deemed statutory before making payments to external agencies.
- 12) Any external or internal training programs that require the use of MES facilities (classrooms, labs, administrative support) will be charged an administrative fee that can range from 0% -50% . The principal or CEO can decide the quantum of the administrative fee based on the extent of facilities used and the need for the particular training.

### **10.13 IQAC Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility.

### **10.14 Non Teaching Staff**

#### **10.14.1 Registrar and Administration Office**

At a college, the registrar's office is where students go to get information about their enrollment, their academic and financial records, and their class schedules. Registrars therefore help to manage a huge amount of information. All institutes administration offices is headed by the Registrar. All the Administrative staff report directly to the Registrar. Registrar, being next in the hierarchy to the Principal for Administration, should

- 1) Be able to work with a variety of people
- 2) Have exceptional communication skills, including when collaborating with multiple college departments.

- 3) Be highly organized
- 4) Be able to quickly adapt to change
- 5) Pay attention to minute details in all correspondences
- 6) Facilitate the movement of students through their programs
- 7) Ensure that records are properly kept
- 8) Ensure that class scheduling is completed
- 9) Ensure that scholarship and grant information is properly disseminated

#### **10.14.2 Administrative staff**

All administrative staffs are expected to

- 1) Report to the Registrar
- 2) Demonstrate courtesy and respect in all dealings with students, academic and support staff
- 3) Be fully conversant with all aspects of the College's policies and procedure.
- 4) Respect professionalism.
- 5) Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.
- 6) Ensure that no activity in the department is running counter to those priorities; articulate departmental goals that further those priorities; and seek training in those areas where they are not equipped to meet the priorities of the College
- 7) Demonstrate professionalism in conflict resolution by doing the following respecting the dignity of all parties involved, ensuring that the terms of all resolutions of specific complaints are appropriately documented
- 8) Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic
- 9) Administrative staff are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.
- 10) Administrative staff will avoid attempts to use their authority as managers to forward any personal or political agendas.

### **10.14.3 Accounts Department**

Accounts department is headed by an Accountant who reports to the Principal. All the staff of the Accounts department like, Cashiers etc., report to the Accountant. The specific responsibilities of the accounts department are as follows

- 1) Organization and performance of the College's finance office
- 2) Setting up accounting systems and processes
- 3) Maintaining financial control over the College
- 4) Compiling financial statements (such as the balance sheet, income-expenditure, and profit-loss).

Further, some of the important duties of the Accounts Department are as given under

- 1) Prepare and issue all documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- 2) Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- 3) Compile budget data and documents based on estimated revenues and expenses and previous budget
- 4) Prepare cost statements or reports
- 5) Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- 6) Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- 7) Evolve a procedure for payments/ release of funds so that duplication of payment could be avoided.

### **10.14.4 Fire and Safety Technician**

Fire Fighting Technician is required to

- 1) Conduct periodic testing and maintenance (both routine and preventive) of the fire protection system and equipment at all facilities
- 2) Ensure fire safety of personnel, buildings and equipment.

#### **10.14.5 Laboratory Assistants**

Laboratory assistants at MES usually work under the direction of their Faculty Laboratory In-charges and report to their respective Heads of Departments. Tasks commonly performed by engineering laboratory assistants are listed below

- 1) Keep their labs clean.
- 2) Keep all their laboratory equipment always in working condition.
- 3) Assist students and teachers in conducting practical and experiments.
- 4) Maintain dead stock register and register of consumable materials
- 5) Undertake physical stock verification of laboratory materials.
- 6) Assist the Laboratory In-Charge in purchase and procurement of laboratory materials.
- 7) Supervise the work of laboratory attendants working under him.
- 8) Assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- 9) Report about breakages/losses in laboratory to superiors.
- 10) Report to in-charge of laboratory about any kind of misbehaviours happening inside the laboratory.
- 11) Ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- 12) Attend to such other duties as may be specially brought to his notice with approval of the Head of the Department.
- 13) Adhere to correct procedures, policies and health/safety guidelines.
- 14) Keep abreast of all industry developments and best practices.
- 15) Document all activities, record results and insert/retrieve data.

#### **10.14.6 Laboratory Attendants**

Major responsibilities of a laboratory attendant are as under

- 1) To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
- 2) To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.

- 3) To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- 4) To render physical assistance to students and teachers in conducting practical and experiments.
- 5) To report about loss of laboratory equipment and other materials to his superiors.

#### **10.14.7 Lift Operator**

A lift operator is a person who is appointed to operate the lift. This job position requires the candidate to be an expert at the operating and maintenance of lifts. A lift operator need not have specific educational qualifications or academic background. This job position comes with a set of important job responsibilities.

Lift operator must be able to

- 1) Operate the lift properly
- 2) Behave well with all passengers of the lift
- 3) Properly manage as per the standards of the lift authorization.
- 4) Load and unload goods in and out of the lift while ensuring that the lift is not damaged.
- 5) Manage the lift in case of any emergency.
- 6) Perform routine repairs of the lift.

#### **10.14.8 Peons and Sweepers**

Some specific responsibilities of peons and sweepers are as follows

- 1) To open class rooms, office rooms, windows etc., in morning
- 2) Switch on fans and lights
- 3) Switch off fans and lights when not required.
- 4) To close class rooms, office rooms, windows etc., in the evening.
- 5) Dusting of office furniture, machines, files, table equipment, replace covers of machines
- 6) Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer/Branch Head.
- 7) Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
- 8) Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.

- 9) Serve drinking water to employees and to visitors, when required.
- 10) Dispatch letters
- 11) Sweeping, cleaning rooms and furniture and electrical fittings.

# 11 Leave and Holiday Policy

## 11.1 Statement of Policy

The smooth functioning of PCE requires the continuous engagement of its faculty and staff with its students. Therefore leaves during teaching periods or examinations are highly discouraged. Each aided institute can determine the number of days that can be availed by faculty based on the rules of the University or any other competent authority. The unaided institute must follow the rules and regulations prescribed below for faculty and staff.

In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the principal/management. Leave is given to meet an urgent need and should not be claimed as a right. For any leave requested, an application must be filled out either in advance or on the day of resumption of duty, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of an August 1st of an academic year and end on July 31st of the next academic year.

Long leave (leave of three or more days continuously) during the academic term is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic term when classes are being taught. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the principal along with senior management can condone such absences. Applications to condone this type of absence must be routed to the senior management.

Unexcused leave of 3 or more days will constitute a break in continuous service and unexcused leave of 7 days or more will constitute abandonment of job. In case any faculty or staff wishes to return after an unexcused absence the management reserves the permit or to not permit the faculty/staff to return and the management may impose additional terms and conditions on the employee. The Registrar maintains a permanent record of leaves granted and used by each employee.

All Leave approvals are subject to the following

- 1) Prior leave record
- 2) Completion of syllabus
- 3) Availability of appropriate substitutions.

Faculty is liable to forfeit their salary increment if

- 1) Faculty do not make themselves available for Institute programs.
- 2) Faculty is habitually late.
- 3) Faculty take unsanctioned leave or take leave very often.
- 4) Faculty's work is sloppy or is not finished in time.
- 5) Faculty are in subordinate or defiant.

- 6) Faculty do not show any improvement in content development.

In all matters, the decision of the management will be final.

**Sanction of Leaves** Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal/Management. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Registrar shall sanction the Leaves for supporting staff. The Principal shall get his/her leave sanctioned by the CEO.

## 11.2 Types of Leaves

Leaves can be broadly classified as

### Casual Leave [CL]

- 1) The number of casual leaves that can be availed by faculty or staff is 8 days.
- 2) Should be evenly distributed in both semesters
- 3) Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- 4) Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- 5) It is necessary to get prior sanction of CL by reporting to the head of the institute.
- 6) In case of emergency, telephonic intimation is acceptable to administrator and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal / Director. The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.
- 7) CL cannot be equated with ML or vice versa.
- 8) One day casual leave will be deducted for every 3 late days.
- 9) In the event of transfer of an employee the unused CLs are carried over.

### On-Duty Leave [OD]

- 1) OD is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute, University or State.



### **Compensatory Leave [CO]**

- 1) Only the administrative and supporting staff, who works on holidays will be entitled to CO for an equal number of days that they have worked.
- 2) COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.

### **Earned Leave [EL]**

- 1) If any faculty or staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third the number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.
- 2) EL cannot be carried over into the next academic year

### **Special Leave [SP]**

- 1) An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

### **Medical Leave [ML]**

- 1) All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- 2) Request for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate describing the nature and duration of the illness.
- 3) If medical leave is taken for more than 3 or more days in a row the faculty or staff is required to also provide a physical fitness certificate from a medical physician.
- 4) ML cannot be carried over into the next academic year

### **Maternity Leave [MA]**

- 1) Maternity leave may be granted to a female teacher only twice in one's career.
- 2) A lady employee with minimum 3 years of continuous service is entitled to a maternity leave on full pay and allowances on the submission of a medical certificate.
- 3) In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.

### **Leave Without Pay [LWP]**

If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.

- 1) Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- 2) A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years service.
- 3) Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- 4) Should a position be not available upon the expiry of the leave of absence or return to work, the Head of the Department may request the management for an extension until such time as a position for which the employee is qualified becomes available.

### **11.3 Holidays and Vacation**

List of approved public holidays other than Diwali and Christmas

- 1) Janmashtami
- 2) Ganesh Chaturti
- 3) Id- ul- Fitr
- 4) Onam
- 5) Gandhi Jayanti
- 6) Dussehra
- 7) Bakri Id
- 8) Mahashivratri
- 9) Shivaji Jayanthi
- 10) Ambedkar Jayanthi
- 11) Holi
- 12) Gudi Padwa

- 13) Ramnavmi
- 14) Good Friday
- 15) In addition, if PCE specifically serves a disproportionate segment of students from a specific community or religion, the principal at their discretion can give a maximum of three additional days as a holiday.

Faculty holidays Faculty will be given holidays during Ganesh Chaturti, Diwali, Christmas and the summer vacation.

- 1) These holidays must overlap with student holidays.
- 2) Regular faculty may avail 60 days of holidays during the academic year.
- 3) Diwali, Christmas and summer vacations will be shortened and not transferred if satisfactory progress has not been made in the completion of syllabus, internal assessments, submission of lesson plans, etc.

Staff Holidays The following days can be availed by staff as holidays provided the institute is also not working on those days. These days are considered to be inclusive of Saturdays and Sundays.

- 1) Ganesh Chaturthi 3 days
- 2) Diwali 5 days
- 3) Christmas 2 days
- 4) Earned leave 30 days

In case the Ganesh Chaturthi, Diwali or Christmas holidays are extended beyond the sanctioned amount it will be deducted from earned leave.

### **11.3.1 Holidays for Faculty and Staff on Probation**

Faculty and staff on probation are not eligible for the entire vacation period. Each institute may determine how many vacation days faculty and staff on probation can avail.

## **11.4 Procedure for Applying for Leave**

- 1) Faculty member must notify in writing to the HOD or the principal at least 7 working days prior to leave days detailing the type and reasons for leaves.
- 2) Faculty must update their leave card.
- 3) Principal will approve or reject the leave application based on the guidelines framed in this policy.

- 4) HOD will arrange an appropriate substitute for courses or practicals for the absent faculty if and when required.
- 5) Faculty will make up for missed lectures or practicals on their return.
- 6) Non-teaching will follow the same process by applying for leave with the registrar.

## 12 Faculty Evaluation and Upgradation

### 12.1 Faculty Performance Appraisal

All faculty and staff members are evaluated every year on their performance. Once eligible for a change in grade or other salary hike or benefits, the categories below are considered. A performance measurement system is developed to support the objective assessment of the core functions of a faculty as a teacher, mentor, and researcher. Participation, monitoring, guiding Co-Curricular, Extension and Professional Development activities, etc., are considered and given due credit.

A well planned form has been created to aid the assessment and for meticulous documentation. Each faculty does a self-assessment followed by the evaluation of the concerned superior. The criteria for evaluation takes into account a large number of parameters with appropriate maximum marks. Marks for each criteria enables make the evaluation more objective and the assessee and the assessor are able to substantiate their judgment and arrive at agreement in case of a deviation.

#### 12.1.1 Evaluation Categories

All faculty performance is evaluated based on the five broad categories and its components listed below

- 1) Teaching, Learning and Evaluation
  - a) Classroom teaching and innovation
  - b) Student and Parent Feedback
  - c) HOD Feedback
  - d) Continuous evaluation and improvement
  - e) Punctuality, absences and professionalism
  - f) University/College examination results
  - g) Examination work
  - h) Establishment/Improvement of teaching labs
- 2) Administrative Activities
  - a) Contribution towards accreditation, affiliation and approvals
  - b) Student Counselling
  - c) Support to HOD/Principal for administrative tasks
  - d) Memberships of college, university committees
- 3) Co-Curricular, Extension, Professional Development Activities
  - a) Support for student groups and student activities

- b) Support for campus/college festivals and events
- c) Organization of add on courses
- d) Constant upgradation of academic credentials, additional certifications

4) Research & Academic Contributions

- a) Publications in reputed journals and conferences
- b) Establishment of research programs/centers/facilities
- c) Patents
- d) Applying for and receiving grants from various external funding agencies
- e) Organizing colloquiums, seminars, workshops and conferences

5) Industry Connections and Placement assistance

- a) Establishing partnerships with industries and keeping up with industry trends
- b) Being on the boards or managing committees of various industries.
- c) Conducting consultancy projects for industries
- d) Introduction of industry specific courses and training for students, faculty and external industry participants
- e) Help students get internships/jobs in local industries/companies
- f) Mentor students for building skills that would be relevant for industry/higher education
- g) Assist placement department wherever required

All faculty members are also expected to have contributions in all 5 categories listed above. They are also expected to excel in at least 3 of the 5 categories.

## 12.2 Non-Teaching staff performance appraisal

The function of the non-teaching staff is to provide administrative support for carrying out academics smoothly in PCE. There are three broad categorization of staff depending on where one is located, college office, department or laboratory. The hierarchy is registrar, office superintendent, officers, accountant in that order of responsibilities. The call of duty varies with hierarchy.

The staff assist the teaching learning process in the classroom and laboratories and support co-curricular, extension and professional development related activities, setting up experiments, maintenance and repairs, and ensures the cleanliness of classrooms, laboratories and administration area. Non-teaching staff performance is assessed in every academic year based on fourteen parameters. Assessment uses a questionnaire based on the above specified parameters and are evaluated on a five point scale. The assessment is used for promotions and increments.

### **12.2.1 Evaluation Categories**

- 1) Attitude towards co-workers
- 2) Attitude towards public
- 3) Perceptive and sensitivity
- 4) Staff/student relation
- 5) Dependability
- 6) Attendance/job performance
- 7) Initiative
- 8) Response to supervision
- 9) Judgment/decision making
- 10) Method of expression
- 11) Potential
- 12) Innovation and creativity
- 13) Job knowledge
- 14) Related accomplishments

## **12.3 Faculty Development Schemes**

### **12.3.1 Up gradation of Qualification**

It is the policy of the Institute to permit its current faculty to pursue higher qualifications on a part time basis from renowned and accredited Universities. However, the following conditions must be complied with

- 1) Once approved a faculty member can avail one day a week to dedicate in the pursuit of that higher degree. The teaching load must be adjusted within the remaining days of the week
- 2) The faculty member must spend the allotted day conducting research in their research center.
- 3) The faculty must make themselves available for routine administrative tasks such as examinations, inspections etc
- 4) No more than 3 faculty from each department can avail of one day leave at a time as this would affect the smooth functioning of the department
- 5) Faculty member should have received admission into a reputable college or university in Mumbai.

### **Procedure**

- 1) Faculty member must make an application to the Principal with a copy to the HOD
- 2) The Principal and HOD will review the application and check whether the policy guidelines are met.
- 3) The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

### **12.3.2 Faculty Training and Certification**

Faculty are free to take any training or certification courses of their choice during their free time, online or after college hours. In case, the faculty wishes to take leave to attend or complete the training or certification course the following conditions must be met.

- 1) The training or certification should be relevant to the department or subjects being taught
- 2) No more than 3 days can be given in one semester or more than 5 days in one year.
- 3) The lost days should not adversely affect the teaching load or syllabus completion of the faculty.
- 4) The training or certification is conducted by a reputable organization or Industry association



In addition, the faculty may apply for full or partial funding upto Rs 10000/- from the department budget for the training or certification provided the following additional conditions are met

- 1) Department has not exhausted its budget for the academic year.

### **Procedure**

- 1) Faculty member must make an application to the Principal with a copy to the HOD
- 2) The Principal and HOD will review the application and check whether the policy guidelines are met.
- 3) The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

### **12.3.3 Faculty Research Scheme**

From time to time faculty may want to work on different research oriented projects or purchase equipment or develop software that can be beneficial to the institute or can be a new exploratory project. The faculty may propose purchase of new equipment or software or support from the MES Executive Committee for their projects. Following are the guidelines for this scheme.

- 1) A total amount of upto Rs 100000 can be sanctioned for an individual faculty member for a specific project or facility or a total amount of upto Rs 1000000 can be sanctioned for any piece of equipment that would lead to research.
- 2) Faculty member should make a concrete proposal with details of proposed equipment needed. This should include associated costs of the equipment, how it will benefit the institute or contribute to the faculty members research.
- 3) This scheme cannot be used to purchase equipment to upgrade laboratories due to change in syllabus etc. Faculty and HODs should use regular departmental funds for such projects.
- 4) Once the purchase is made the faculty member will maintain records of the purchase of the equipment, any and all research, patents or other benefits of the project and submit it to the principal.

### **Procedure**

- 1) Faculty member must make an proposal to the Principal with a copy to the HOD and Dean Research and Development.
- 2) The Principal, HOD and Dean R& D will review the application and check whether the policy guidelines are met.

- 3) If approved the Principal will forward the application to the MES Executive Committee board.
- 4) The Management Board will consider and approve the proposal.
- 5) The Principal will communicate that to the concerned faculty member, HOD, Dean R& D and registrar.

#### **12.3.4 Sponsorships for Conferences and Workshops (Travel and Registration)**

Faculty members are actively encouraged to participate in conferences and workshops to present and disseminate their research. In case funds are required for conference expenses such as travel or conference registration, faculty members may apply to the department for the funds. Principal may sanction partially or completely the faculty request provided the following conditions are met.

- 1) A total amount of upto Rs 50000 can be sanctioned for each faculty member.
- 2) The faculty member can avail this facility once every 2 years.
- 3) Department has not exhausted its budget for the academic year.
- 4) The conference is conducted by a reputable organization or Industry association or university.
- 5) In case leave is required then no more than 3 days can be given in one semester or more than 5 days in one year.
- 6) The lost days should not adversely affect the teaching load or syllabus completion of the faculty.

#### **Procedure**

- 1) Faculty member must make an application to the Principal with a copy to the HOD
- 2) The Principal and HOD will review the application and check whether the policy guidelines are met.
- 3) The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

#### **12.3.5 Consultancy**

Pillai College of Engineering (PCE) has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations. As a policy PCE encourages its faculty members to take up consultancy projects. Following are the guidelines for consultancy projects for the faculty members.

- 1) A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes. The requirement may originate from the industry/other organizations, or faculty could approach industry/other organizations.
- 2) The concerned faculty member has to inform the Principal in advance before accepting the consultancy work. The proposal from the faculty member should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infra-structure of the institute.
- 3) Faculty member should also submit the budget to the principal where details of fees received (or to be received) and details of expenses towards travel etc are given. In general college would not pay for of travel or cost of equipment (specific to the project). Faculty member would be allowed to use available infra-structure of the institute.
- 4) Faculty member should pay 30% of the consultancy fee (and GST if applicable) to the college, if he/ she uses college infrastructure for implementation of the project. However, if faculty member does not use college infrastructure, he should pay 10% of the consultancy fee (and GST if applicable) to the college. The Principal is the final authority to decide the quantum of consultancy fee, which a faculty member should pay to the college.
- 5) Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work carried out, timeline and amount of consultancy, people involved.
- 6) MES will raise an GST invoice for any consultancy project and raise an invoice containing 18% GST as per the existing rates.

### **Unpaid Consultancy/Projects**

In certain circumstances, faculty members may be requested by government agencies or non-profit organizations to conduct consultancy on an honorary basis. In such cases, faculty members should try to obtain a letter or request from the requesting agency in writing wherever possible. The faculty may carry out such projects after notifying the principal.

### **12.3.6 Industry MOUs**

Faculty are encouraged to pursue formal tie-ups with genuine industries or companies which can be in the form of MOUs. The MOUs can have the following goals

- 1) Provide industrial or skill development training for students and faculty.
- 2) Use of laboratories, libraries, classrooms and equipment of the institute.
- 3) Use of equipment and facilities of the industry
- 4) Collaborate on research and consultancy projects
- 5) Sponsorship of college activities such as conferences, seminars etc

- 6) Provide internships and employment

### **Procedure**

- 1) Faculty can reach out to industries to initiate discussions on signing MOUs.
- 2) Faculty can then notify the HOD and the principal about the specifics of the industry and the nature of the MOU and interaction.
- 3) A internal committee constituting the principal, HOD, Dean R& D and member of MES Executive Committee board will consider the MOU and the draft terms and conditions.
- 4) If the internal committee approves the draft MOU it will be sent to the MES legal department for review.
- 5) Once approved the MOU will signed and implemented. The faculty who proposes the MOU will be responsible for its follow up and smooth implementation.

### **12.3.7 Organizing Colloquiums/Conferences/Seminars/Workshops**

For time to time, faculty members may want to organize colloquiums, conferences, seminars or workshops on special topics which are of research or industry relevance. Faculty member may invite experts from various fields for these events to the college campus. The guidelines for this scheme are as follows

- 1) There should be a clear focused area of interest for the seminar/workshop/conference/colloquium
- 2) Ideally a committee of a few faculty members would organize the event.
- 3) Funding will be derived from the departmental budget and will depend upon the level of support required. The funds can be used for pay TA/DA/Honorarium to the invited speakers, food or refreshments, banners and printing
- 4) It can be done in collaboration with some professional society or organization or industry

### **Procedure**

- 1) A single or group of faculty members can propose the event deciding the date, time and quantum of funds required for such an event.
- 2) An application can be sent to principal for approval.
- 3) Principal will review it along with the Dean R& D and Member of the Management board for approval.
- 4) Once approved the faculty may proceed to organize the event. Once completed an event report should be submitted to the principal.

### 12.3.8 Patents

Pillai College of Engineering (PCE) is an institute that nurtures new ideas and innovations in technology and science. Efforts are being made to create an atmosphere where in new ideas, research and scholarship flourish and the future leaders and innovators emerge. As a part of this, PCE has taken the initiative to promote innovations and facilitate protection of Intellectual Property (hereinafter referred to as IP) generated at the Institute. Towards this goal, a MOU has been signed with Brainiac IP Solutions, Brainiac Global Consulting Pvt.Ltd, Pune, who would facilitate filing of patent applications. Faculty during the course of their employment with the institute might generate a novel and patentable products. In such cases, MES owns 100% of all the rights to the invention and it is the faculty's duty to disclose the nature of the patentable invention to the principal. MES will pay for 100% of the charges associated with filing the patent provided the invention is useful, novel and non-obvious. Further an Intellectual Property Policy has been formulated.

#### **Policy**

Salient features of Intellectual Property Policy of PCE are:

- 1) The policy is applicable to all PCE personnel, which include faculty members, all registered students (UG, PG and PhD) and staff and other employees, including staff working on various projects.
- 2) PCE personnel are entitled to decide that the results of any research undertaken by them in the course of their employment / engagement with the Institute shall be disseminated through publications or patent. If the inventor decides to patent his invention, he has to follow institute IPR Policy, the details of which are given in subsequent paragraphs.
- 3) The PCE personnel are required to disclose their IP to the Principal of the institute using an Intellectual Property Disclosure Form. Disclosure is a critical part of the IP protection process and it formally documents claims of inventor ship, the date of the invention and other details of the invention. The inventor(s) shall assign the rights of the disclosed invention to PCE.
- 4) Intellectual property of any kind created by PCE personnel as a part of any of the academic programs of PCE or using PCE funds or facilities, are owned by PCE.
- 5) The ownership of IPR will be governed by specific provisions in the contract between the third-party and PCE, when funds for creating an IP are provided partially or fully by a third-party.
- 6) The PCE personnel who wants to file a patent has to apply to the Principal in a prescribed application giving full details of the invention. In case IP is connected with student projects, the applicant has to be the guiding teacher/ mentor.
- 7) An Intellectual Property Review Committee (hereinafter referred to as IPRC) of PCE will evaluate the IP applications for (i) assigning ownership of IP (ii) Determining whether an IP is innovative and fit for filing IPR and (iii) determining the possibility

of commercialization of the IP. Based on the recommendation of IPRC, college management will take a decision on whether to file the IPR or not. If management decides to file the IPR, the required expenses will be borne by the college. However, if IPRC or management does not accept the proposal for filing IPR, college will assign all the rights of the IP to the inventor and the applicant will be free to file the patent at his own cost.

- 8) Maximum period of evaluation of IPR will be six months.
- 9) Ms Brainic IP Solutions is consultant to the college for IP related issues. The inventor(s) shall conduct IP searches, study the prior art and provide the necessary inputs to assist in the drafting of the IP application. PCE shall bear all costs of drafting and filing an Indian IP application. The various forms required for filing the patents are to be filled in consultation with Ms Brainic IP Solutions.
- 10) It is envisaged that “Pillai College of Engineering” would be the “Applicant” for the patent and names of faculty members/ students would be given as “Inventors”. The main inventor (guiding teacher in case of student projects) will be responsible for addressing all correspondences/ queries between PCE, Brainaic, Patent Office or any other agency and will provide all justifications needed until the patent is finally issued or rejected.
- 11) PCE and inventors will take suitable steps to commercialize the invention in reasonable time. The amount thus earned will be kept by PCE till it recovers full cost of filing the patent plus 50% administrative costs. Once the cost of patent is recovered, the income from commercialization of invention will be shared equally by PCE and the inventor(s).

## **Procedure**

- 1) Faculty will disclose potential patents to the principal in the prescribed format.
- 2) The IPR committee will review the patent and recommend to the MES Executive Committee board whether to file the patent.
- 3) If approved by the management board, the patent filing process can start
- 4) If the patent is approved and subsequently licensed MES will initially recover all of its expenses from the licensing fees, plus another 50% administrative charges.
- 5) For any fees over and above the expenses and administrative charges, MES will retain 50% of the fees and distribute the remaining 50% amongst the inventors.
- 6) The IPR committee will suggest what type of patent to file. They may recommend to file an Indian Patent, International Patent or any other type of intellectual property registration.

- 7) In case the patent is rejected by the IPR committee or the management board the faculty can apply to MES to release any MES claims on the patent. After it is approved the faculty is free to file the patent by paying the patent filing charges on their own.
- 8) In case a Faculty files a patent on their own, they must report the patent and use the PCE affiliation in order to receive any benefit regarding salary, increments or upgradation. In all cases, any patents developed by PCE faculty and students while employed or studying at PCE can be disclosed to AICTE, Atal Rankings, NAAC, NBA, NIRF, University of Mumbai or any other accreditation or government agency.

### **12.3.9 Intellectual Property**

During the course of their employment, faculty members may generate intellectual property such as lecture notes, video lectures, pictures, software etc. MES will own 100% of the rights to any and all intellectual property generated and will be free to license this material to any and all third parties.

### **12.3.10 Conducting Workshops for Students**

Faculty members with specialized skills or knowledge may conduct independent workshops with students to improve their knowledge and employability. The faculty member may charge a nominal fee per participant to cover any expenses associated with conducting the workshop. These workshops should fulfill the guidelines below.

- 1) Should impart specialized training that would not normally be part of normal coursework.
- 2) Should be conducted outside of regular college hours.
- 3) Should utilize on campus classrooms and labs
- 4) Faculty members can take 50% of the student fees as honorarium for conducting the workshop

### **Procedure**

- 1) Faculty member must make an application to the Principal with a copy to the HOD
- 2) The Principal and HOD will review the application and check whether the policy guidelines are met.
- 3) The Principal will make the final decision and communicate that to the concerned faculty member, HOD and registrar.

### **12.3.11 New Initiatives**

Faculty/IQAC/CDC members may propose new initiatives to the Principal than fulfill the institutes mission and vision. These initiatives can enhance any of the following

- 1) Teaching learning process (ex. New Labs, Meditation etc)
- 2) Research and Consultancy (ex. Centers of Excellence in various fields)
- 3) Environmental initiatives (ex. clean campus, nature clubs, recycling programs, energy savings)
- 4) Cashless Campus
- 5) Sport Facilities
- 6) Cultural Activities

#### **Procedure**

- 1) Faculty/IQAC/CDC proposes a new initiative to the Principal who gives go ahead for the faculty
- 2) A small pilot of limited in scope or time frame is conducted implementing the new initiative
- 3) The faculty incharge conducts a cost-benefit and impact as well as SWOT analysis of the new initiative
- 4) Final proposal is made to Principal who puts it up to the BoG for approval
- 5) If the initiative is approved, it is implemented



## 13 Innovation and Startup Policy (for Students and Faculty)

(Formulated on 14th September 2020, Updated on 18th December 2020)

### 13.1 Strategies and Governance

1. Promotion of Innovation and Entrepreneurship is an important activity at Pillai College of Engineering (PCE), and a well articulated strategy has been formulated to implement entrepreneurial vision of the institute. Specific objectives and associated performance indicators are identified to assess and monitor the development of the entrepreneurial ecosystem in the organization.
2. The implementation of innovation entrepreneurial policy is the responsibility of a senior person at the level of dean/ director/ equivalent position, who understands the industry and startup culture. The policy is formulated keeping the institute's vision and missions in mind.
3. Resource mobilization plan is worked out to ensure not only development of incubation infrastructure and facilities, but also supporting pre-incubation activities. To minimize organizational constraints, a sustainable financial strategy is adopted for the implementation of entrepreneurial agenda.
  - a) Investment in entrepreneurial activities is part of the institutional financial strategy. Minimum 2% fund of the total annual budget of the institution should be allocated for funding and supporting innovation and startups related activities.
  - b) The strategy should also involve raising funds from diverse sources to reduce dependency on the funding. Bringing in external funding through government (state and central) agencies such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, UoM etc. and non-government sources should be encouraged.
  - c) To support technology incubators, the institute may approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.
  - d) Institute may also raise funding through sponsorships and donations.
  - e) Institute may also raise funding through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship.
4. For expediting the decision making, hierarchical barriers are minimized and individual autonomy and ownership of initiatives is promoted.
5. Importance of innovation and entrepreneurial agenda is known across the institute and promoted and highlighted at institutional programs such as conferences, convocations, workshops, etc.

6. Student and faculty startup Policy and action plan is formulated at Institute level, which is in line with the current document along with well-defined short-term and long-term goals. Micro action plans have also been developed by various departments to accomplish the policy objectives.
7. PCE endeavors to develop and implement I & E strategy and policy for the entire institute in order to integrate the entrepreneurial activities across various centers, departments, faculties, within the institutes, thus breaking the silos.
8. Product to market strategy for startups has been developed by the institute.
  - a) Development of entrepreneurship culture is not limited within the boundaries of the institution.
  - b) Institute would be the driving force in developing entrepreneurship culture in its vicinity (regional, social and community level). This shall include giving opportunity for regional startups, provision to extend facilities for outsiders and active involvement of the institute in defining strategic direction for local development.
  - c) Strategic international partnerships would be developed using bilateral and multilateral channels with international innovation clusters and other relevant organizations. Moreover, international exchange programs, internships, engaging the international faculties in teaching and research should also be promoted.

## 13.2 Startups Enabling Institutional Infrastructure

Creation of pre-incubation and incubation facilities for nurturing innovations and startups in PCE will be undertaken. Incubation and Innovation need to be organically interlinked. Without innovation, new enterprises are unlikely to succeed. The goal of the effort should be to link INNOVATION to ENTREPRISES to FINANCIAL SUCCESS.

- 1) PCE is in process of creating facilities for supporting pre-incubation (e.g. IICs as per the guidelines by MoE's Innovation Cell, EDC, IEDC, New-Gen IEDC, Innovation Cell, Startup Cell, Student Clubs, etc.) and Incubation/ acceleration by mobilizing resources from internal and external sources.
- 2) This Pre-Incubation/Incubation facility is accessible 24x7 to students, staff and faculty of all disciplines and departments across the institution.
- 3) Institute would offer mentoring and other relevant services through Pre-incubation/Incubation units and might charge a suitable fee for providing space to the startups. At times, there may be equity sharing in Startups supported through these units. The extent of equity sharing will depend upon the nature of services offered by these units and are elaborately explained in Section 13.3.

## 13.3 Nurturing Innovations and Startups

- 1) PCE has established processes and mechanisms for easy creation and nurturing of Start ups/enterprises by students (UG, PG, Ph.D.), staff (including temporary or

project staff), faculty, alumni and potential start up applicants even from outside the institutions.

- 2) While defining their processes, institutions will ensure to achieve following:
  - a) Incubation support: Offer access to pre-incubation & Incubation facility to start ups by students, staff and faculty for mutually acceptable time-frame.
  - b) Will allow licensing of IPR from institute to start up: Ideally students and faculty members intending to initiate a start up based on the technology developed or co-developed by them or the technology owned by the institute, should be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.
  - c) Will allow setting up a start up (including social startups) and working part-time for the start ups while studying / working: PCE allows its students / staff to work on their innovative projects and setting up start ups (including Social Startups) or work as intern / part-time in startups (incubated in any recognized HEIs/Incubators) while studying / working. At present Mumbai University does not allow student entrepreneurs to earn credits for working on innovative prototypes/Business Models. Efforts will be made so that student inventors may also be allowed to opt for start up in place of their mini project/ major project, seminars, summer training. The area in which a student wants to initiate a startup may be interdisciplinary or multi- disciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.
- 3) Students who are under incubation, but are pursuing some entrepreneurial ventures while studying should be allowed to use their address in the institute to register their company with due permission from the institution.
- 4) Efforts would be made that student entrepreneurs are allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute.
- 5) Efforts would be made to allow students to take a semester/year break (or even more depending upon the decision of the review committee constituted by the institute) to work on their startups and re-join academics to complete the course. Student entrepreneurs may earn academic credits for their efforts while creating an enterprise. Institute would set up a review committee for review of start up by students, and based on the progress made, it may consider giving appropriate credits for academics.
- 6) The institute has a provision of accommodation to the entrepreneurs within the campus for some period of time.
- 7) PCE envisages to start a part-time/full time MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get a degree while incubating and nurturing a startup company.

- 8) Institute will facilitate the startup activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur in the following manners:
  - a) Short-term/ six-month/ one-year part-time entrepreneurship training.
  - b) Mentorship support on a regular basis.
  - c) Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fund raising, financial management, cash-flow management, new venture planning, business development, product development, social entrepreneurship, product- costing, marketing, brand-development, human resource management as well as law and regulations impacting a business.
  - d) Institute may also link the startups to other seed-fund providers/ angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature.
  - e) License institute IPR as discussed in section 13.4 below.
- 9) In return for the services and facilities, the legal entity designated by the institute may take 1% to 5% equity/ stake in the startup/ company, based on use of brand, faculty contribution, infrastructure support and use of the institute's IPR. The legal entity designated by the institute would normally take nominal equity share, unless its full-time faculty/ staff have substantial shares. Other factors for consideration should be space, infrastructure, mentorship support, seed- funds, support for accounts, legal, patents etc.
  - a) For staff and faculty, the legal entity designated by the institute would not take more than 20% of shares that staff faculty takes while drawing full salary from the institution; however, this share will be within the 5% cap of company shares, listed above.
  - b) No restriction on shares that faculty / staff can take, as long as they do not spend more than 10% of office time on the startup in an advisory or consultative role and do not compromise with their existing academic and administrative work / duties. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, then they may go on sabbatical/ leave without pay/ earned leave.
  - c) In case of compulsory equity model, Startup may be given a cooling period of 3 months to use incubation services on rental basis to make a final decision based on satisfaction of services offered by the legal entity designated by the institute/incubator. In that case, during the cooling period, the legal entity designated by the institute cannot force startups to issue equity on the first day of granting incubation support.
- 10) The institute could consider providing services based on a mixture of equity, fee-based and/ or zero payment model. So, a startup may choose to avail only the support, not seed funding, by the institute on rental basis.
- 11) Institute has a policy to extend this startup facility to alumni of the institute.

- 12) Participation in startup related activities needs to be considered as a legitimate activity of faculty in addition to teaching, That is, in addition to R&D projects, industrial consultancy and management duties, contributions towards start-ups are considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor at least one startup.
- 13) Product development and commercialization as well as participating and nurturing of startups would now be added to a bucket of faculty-duties and each faculty would choose a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion.

### **13.4 Product Ownership Rights for Technologies Developed at Institute**

- 1) When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the institute.
  - a) Inventors and institute could together license the product / IPR to any commercial organisation, with the patentee having the primary say. License fees could be either / or a mix of
    - (i) Upfront fees or one-time technology transfer fees
    - (ii) Royalty as a percentage of sale-price
    - (iii) Shares in the company licensing the product
  - b) An institute may not be allowed to hold the equity as per the current statute, so SPV may be requested to hold equity on their behalf.
- 2) On the other hand, if product/ IPR is developed by innovators not using any institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.
- 3) If there is a dispute in ownership, a minimum five member committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the institute's alumni/ industry experts (having experience in technology commercialization) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. Institute can use alumni/ faculty of other institutes as members, if they cannot find sufficiently experienced alumni / faculty of their own.
- 4) Institute IPR cell or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If the institute

is to pay for patent filing, they can have a committee which can examine whether the IPR is worth patenting and own the patent. The committee should consist of faculty who have experience and excelled in technology translation.

- 5) The institute's decision-making body with respect to incubation / IPR technology-licensing will consist of faculty and experts who have excelled in technology translation. Other faculty in the department / institute, including heads of department, heads of institutes, deans or registrars, will have no say in the above.
- 6) PCE promotes Interdisciplinary research and publications or startup and entrepreneurship.

### **13.5 Organizational Capacity, Human Resources and Incentives**

- 1) PCE endeavors to recruit staff that has a strong innovation and entrepreneurial/ industrial experience, behaviour and attitude. This will help in fostering the I&E culture.
  - a) Some of the relevant faculty members with prior exposure and interest are routinely deputed for training to promote I&E.
  - b) To achieve better engagement of staff in entrepreneurial activities, a suitable institutional policy on career development of staff has been developed. There is emphasis on constant upskilling.
- 2) Faculty and departments of the institutes have to work in coherence and cross-departmental linkages should be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- 3) Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bring in skills which are not available internally.
- 4) Faculty and staff should be encouraged to do courses on innovation, entrepreneurship management and venture development.
- 5) In order to attract and retain the right people, PCE has academic and non-academic incentives and reward mechanisms for all staff and stakeholders that actively contribute and support entrepreneurship agenda and activities.
  - a) The reward system for the staff includes sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, training, etc.
  - b) The recognition of the stakeholders may include offering use of facilities and services, strategy for shared risk, as guest teachers, fellowships, associateships, etc.
  - c) A performance matrix should be developed and used for evaluation of annual performance.

## 13.6 Creating Innovation Pipeline and Pathways for Entrepreneurs at Institute Level

- 1) To ensure exposure of maximum students to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market, mechanisms should be devised at institution level.
  - a) Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability should be a part of the institutional entrepreneurial agenda example like arranging Business Plan Competition.
  - b) Students/ staff should be taught that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers. Entrepreneurs should innovate with focus on the market niche. Curriculum subjects like entrepreneurship development should be incorporated for students.
  - c) Students should be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition should be routinely organized.
  - d) To prepare the students for creating the start up through the education, integration of education activities with enterprise-related activities should be done.
- 2) PCE endeavors to link their start ups and companies with a wider entrepreneurial ecosystem and by providing support to students who show potential, in the pre-startup phase. Connecting student entrepreneurs with real life entrepreneurs will help the students in understanding real challenges which may be faced by them while going through the innovation funnel and will increase the probability of success.
- 3) PCE has established the Institution's Innovation Council (IIC) as per the guidelines of MoE's Innovation Cell and allocates appropriate budget for its activities. IICs should guide institutions in conducting various activities related to innovation, startup and entrepreneurship development. Collective and concentrated efforts are undertaken to identify, scout, acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey.
- 4) For strengthening the innovation funnel of the institute, access to financing is opened for the potential entrepreneurs.
  - a) Networking events are organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.
  - b) Provide business incubation facilities: premises at subsidized cost. Laboratories, research facilities, IT services, training, mentoring, etc. should be accessible to the new startups.

- c) A culture is promoted to understand that money is not FREE and is risk capital. The entrepreneur must utilize these funds and return. While funding is taking risk on the entrepreneur, it is an obligation of the entrepreneur to make every effort possible to prove that the funding agency did right in funding him/ her.
- 5) PCE envisages to develop a ready reckoner of Innovation Tool Kit, which must be kept on the homepage on the institute's website to answer the doubts and queries of the innovators and enlisting the facilities available at the institute.

### **13.7 Norms for Faculty Startups**

- 1) For better coordination of the entrepreneurial activities, norms for faculty to do startups are being created by the institutes.
  - a) Roles of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.
  - b) PCE is developing a policy on 'conflict of interests' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the startup activities.
  - c) Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
- 2) Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/ company.
- 3) In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the institute) may be permitted to the faculty.
- 4) Faculty must not accept gifts from the startup.
- 5) Faculty must not involve research staff or other staff of the institute in activities at the startup and vice-versa.
- 6) Human subject related research in startups should get clearance from the ethics committee of the institution.

### **13.8 Pedagogy and Learning Interventions for Entrepreneurship Development**

- 1) PCE has adopted a diversified approach to produce desirable learning outcomes, which should include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.



- a) Student clubs/ bodies/ departments are created for organizing competitions, boot-camps, workshops, awards, etc. These bodies should be involved in institutional strategy planning to ensure enhancement of the student's thinking and responding ability.
  - b) PCE has started annual 'INNOVATION & ENTREPRENEURSHIP AWARD' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the institute.
  - c) For creating awareness among the students, the teaching methods should include case studies on business failure and real-life experience reports by startups.
  - d) Tolerating and encouraging failures: Failures need to be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. Very importantly, this should be a part of the institute's philosophy and culture.
  - e) Innovation champions should be nominated from within the students/ faculty/ staff for each department/ stream of study.
- 2) Entrepreneurship education should be imparted to students at curricular/ co-curricular/ extra- curricular level through elective/ short term or long-term courses on innovation, entrepreneurship and venture development. Validated learning outcomes should be made available to the students.
- a) Integration of expertise of the external stakeholders should be done in the entrepreneurship education to evolve a culture of collaboration and engagement with the external environment.
  - b) In the beginning of every academic session, the institute should conduct an induction program about the importance of I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the institute and available support systems. Curriculum for entrepreneurship education should be continuously updated based on entrepreneurship research outcomes. This should also include case studies on failures.
  - c) Industry linkages should be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.
  - d) Sensitization of students should be done for their understanding of expected learning outcomes.
  - e) Student innovators, startups, experts must be engaged in the dialogue process while developing the strategy so that it becomes need based.
  - f) Customized teaching and training materials should be developed for startups.
  - g) It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product, others may join the leader and work for the startup. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.

- 3) Pedagogical changes need to be done to ensure that the maximum number of student projects and innovations are based around real life challenges. Learning interventions developed by the institutes for inculcating entrepreneurial culture should be constantly reviewed and updated.

### **13.9 Collaboration, Co-creation, Business Relationships and Knowledge Exchange**

- 1) Stakeholder engagement should be given prime importance in the entrepreneurial agenda of the institute. Institutes should find potential partners, resource organizations, micro, small and medium- sized enterprises (MSMEs), social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the programs.
  - a) To encourage co-creation, bi-directional flow/ exchange of knowledge and people should be ensured between institutes such as incubators, science parks, etc.
  - b) Institute should organize networking events for better engagement of collaborators and should open up the opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration, lectures, etc.
  - c) Mechanism should be developed by the institute to capitalize on the knowledge gained through these collaborations.
  - d) First focus of the incubator should be to create successful ventures.
- 2) The institute should develop policy and guidelines for forming and managing the relationships with external stakeholders including private industries.
- 3) Knowledge exchange through collaboration and partnership should be made a part of institutional policy and PCE endeavors provide support mechanisms and guidance for creating, managing and coordinating these relationships.
  - a) Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of the institutes should be given the opportunities to connect with their external environment.
  - b) Connect of the institute with the external environment must be leveraged in form of absorbing information and experience from the external ecosystem into the institute's environment.
  - c) Single Point of Contact (SPOC) mechanism should be created in the institute for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.
  - d) Mechanisms should be devised by the institutions to ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborators.

- e) Knowledge management should be done by the institute through development of innovation knowledge platforms using inhouse Information & Communication Technology (ICT) capabilities.

### **13.10 Entrepreneurial Impact Assessment**

- 1) Impact assessment of the institute's entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education should be performed regularly using well defined evaluation parameters and processes.
  - a) Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning should be assessed.
  - b) Number of startups created, support system provided at the institutional level and satisfaction of participants, new business relationships created by the institutes should be recorded and used for impact assessment.
  - c) Impact should also be measured for the support system provided by the institute to the student entrepreneurs, faculty and staff for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.
- 2) Formulation of strategy and impact assessment should go hand in hand. The information on impact of the activities should be actively used while developing and reviewing the entrepreneurial strategy.
- 3) Impact assessment for measuring the success should be in terms of sustainable social, financial and technological impact in the market. For innovations at the pre-commercial stage, development of sustainable enterprise models is critical. COMMERCIAL success is the ONLY measure in the long run.

## 14 Feedback Policy

**Purpose** The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on faculty, student, alumni, employer, parents perceptions of the quality and effectiveness of teaching, information of which would aid program evaluation and other academic quality assurance processes.

**Scope** Specifically, this Policy will provide a framework for

1. Monitoring and improving the quality of students learning experiences through the timely collection, analysis and reporting of feedback concerning teaching, learning, placement and assessment
2. Providing all stakeholders the opportunity to actively participate in the continual improvement of programs.
3. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University;
4. Ensuring the provision of information to students regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received.

### Responsibilities

- 1) Administrative Staff will be responsible for the collection, analysis and reporting of feedback relating to academic programs.
- 2) Coordination of responses to feedback will be the responsibility of the Heads of Departments.

### Policy Provisions

- 1) Feedback is a core component of program evaluation.
- 2) Students having more than 50% attendance will have the opportunity to provide feedback at various points during the academic year.
- 3) Feedback processes will be systematic. Each Semester Feedback will be carried for all streams for the students eligible for it.
- 4) Faculty will provide feedback about courses, laboratories, PBL and other activities conducted by the institute
- 5) Parents will provide feedback about the teaching, learning and communication progress of the institute
- 6) Employers will be provide feedback on the development of students as engineers and professional.

- 7) Alumni will give feedback about the courses and its relevance to their careers and industry

### **Collecting Feedback**

- 1) A core set of questions will form the basis of the feedback form deployed to systematically evaluate teaching and learning in all U.G. & P.G. courses.
- 2) Sample Feedback forms are given in Appendix F- Appendix L

### **Actions on summarised feedback**

- 1) Feedback received from stakeholders will be summarised and analysed with follow up action as a remedial measure.

# 15 Resignation and Termination Policy

## 15.1 Resignation

### Resignation Policy

- 1) Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- 2) Principal/ Head of the Department conducts the Exit Interview
- 3) Employee doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- 4) Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month or three months salary. Employees interested in resigning cannot utilise any leaves except OD and CO.
- 5) Employee who resign during academic semester is released after academic sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- 6) Employees who resign may be retained by PCE at the prerogative of the management
- 7) Handing over before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

## 15.2 Termination

### Policy Statement

Situations sometimes arise when an employees job performance does not meet the Institutes standards. Some examples include, but are not limited to, an employees inability to perform his, or her job duties, his or her engaging in disruptive behavior, or his or her poor attendance, misconduct, or violation of Institute policies.

Because an employees unsatisfactory performance can result in serious consequences, up to and including his or her employment being terminated, the immediate supervisor should address these situations promptly. Institute policy requires that the supervisor inform the employee involved of the nature of the problem and, except in cases of criminal or other serious misconduct, give the employee a reasonable opportunity to correct the situation.

The Institutes policy is that an employee should not be retained in the position if his or her unsatisfactory performance continues.

**Procedure** Administrators or Supervisors will typically consider the following steps when dealing with unsatisfactory job performance

- Verbal Counseling
- Verbal Warning
- Written Warning
- Discharge

A principal may immediately suspend an employee or may place him or her on paid administrative leave during an evaluation or investigation after consulting with the CEO or COO. Removal of a full time permanent worker will be done based on a written report by a competent independent committee after giving the aggrieved employee an opportunity to be heard. The institute may terminate any employee with immediate effect without notice and without compensation if the employee has

- 1) Engaged in any criminal behaviour
- 2) Engaged in political activities in the institute or any MES other premises
- 3) Committed academic malpractices such as plagiarism, examination fraud etc
- 4) Stolen institute or MES property
- 5) Falsely represented their academic or work qualifications
- 6) Committed fraud on the institute
- 7) Engaged in sexual harassment of other MES employees or students
- 8) Being verbally or physically abusive to any other faculty, student or staff
- 9) Unexcused absences for 10 or more days in one academic year
- 10) Not accepting or completing teaching or administrative tasks duly assigned to them.
- 11) Engaged in any activity that can disturb the sanctity of the educational environment

**Documentation** A written record of corrective action will be maintained in the employees file.

### 15.3 Notice Period

**Temporary or Part Time Workers or Faculty** All temporary workers can be terminated with immediate effect for any reason.

**Contractual Workers or Faculty on Probation** All contractual workers or workers on probation can be terminated with immediate effect by payment of one months salary before the expiration of their contract.

**Full time Permanent Workers or Faculty** All full time workers who performance is determined to be unsatisfactory or below average or have violated any policy of the institute or MES can be terminated with immediate effect upon payment of 1 or 3 months salary.

### 15.4 Retrenchment

In certain circumstances, it will be necessary to terminate the services of any full time employee due to unavoidable circumstances listed below

- 1) Change in the norms of AICTE/DTE/University of Mumbai
- 2) Closure of courses or reduction of student intake
- 3) Less or no admissions in the course
- 4) Reorganisation of Institute programs and departments.
- 5) Closure of Institute

In such cases it is MES policy to promptly notify the affected employees about the reason for the retrenchment, date of its effectiveness along with 3 months or more salary as compensation. These terminations are not subject to the institutes grievance and appeals procedure. If any new position arises in due course of time, the employee will be given a suitable opportunity to apply for the new position provided that their qualifications are suitable for the new position. The policy is not applicable to temporary, contractual, employees on probation or part time employees.

### 15.5 Checklist before issuing releiving letter and releasing final dues of an Employee

Before issuing the releiving letter to all faculty and staff must fullfill the following requirements.

- 1) Faculty has submitted a resignation letter.
- 2) Faculty has been issued letter of retirement or termination (if applicable)
- 3) Faculty has completed due notice period
- 4) Faculty has handed over all institute documents, files, laptops, phone etc to the principal or anyone designated by the principal.



- 5) Faculty has completed all teaching, administrative, academic duties assigned by the principal or head of the institution.
- 6) Faculty has given an undertaking stating that on settlement of all dues that the faculty member will not raise any other claims against the institute or MES.

## 16 Grievance and Appeals Procedure

Grievance Committee (See Section 4.6) is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of the employment or academics. Every employee/students shall represent his/her grievance for redressal only through proper channels. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

**Procedure of Working** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedure so outlined apply to all employees of the Institute after the completion of two years of employment.

- 1) First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- 2) Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceeds directly to the third level.
- 3) Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Grievance Committee who forwards its recommendation to the principal.
- 4) Fourth Level-If the grievance cannot be resolved at the third level, the employee presents his/ her grievance to the CEO or Dy CEO.

Facility Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged, however one may choose to remain anonymous. There is also a Grievance portal online when students can submit their grievances as well.

The person concerned can personally approach and write / e-mail any member of the cell. They can send email on or write an application and submit it to cell convener.

Recommendation of the members of the grievance committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she

may file an application for review, in writing, to the CEO. through the Registrar within twenty days following the written decision of the Principal. This appeal states the decision regarding complaint of and the redress desired. The decision of the CEO/Dy CEO on the appeal shall be final and binding on the employee.

Co-operation in internal investigation All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

## 17 Institutional Budgets

The institutes budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the administrative and academic programs. In general, salaries to teaching, non-teaching and administrative staff are fixed as per their qualifications and experience and are notified separately by the management. Also examinations are conducted as per the examination policy of the university and exam fees are charged separately from the students. Each individual department has powers and budgetary authority over specified areas which are highlighted below.

### 17.1 Departmental Budget

Each department is permitted to budget as per their requirements. The HOD prepares this budget. This is for activities such as

- 1) Upgradation and maintenance of laboratories This can be used for calibration of equipment, purchase of consumables, purchase of new equipment etc
- 2) Organizing seminars, workshops, colloquiums, skill development programs for faculty and students.
- 3) Sponsoring faculty for off campus conferences and workshops
- 4) Printing and stationery
- 5) Purchases of ICT equipment such as computers, printers, networking equipment. The bulk purchasing saves the institutes cost of purchasing the equipment. It is therefore desirable that requirements from all departments for computers be consolidated and all equipment purchased together.

### 17.2 Library Budget

The Library budget is prepared by the head librarian. It should include

- 1) Purchase of physical books, journals, periodicals and magazines for the library
- 2) Development and maintenance of library software
- 3) Purchase of e-journals and e-resources

### 17.3 Institutional Budget

This is prepared by the principal, HODs and the registrar and includes the following

- 1) Affiliation fees to University, AICTE
- 2) Administrative Expenses

- 3) Institutional membership Fees for various professional societies
- 4) Printing and stationary for office administration
- 5) Institute level conferences, workshops etc
- 6) Infrastructure maintenance
- 7) Purchase of furniture, fixtures
- 8) Maintenance of classrooms, seminar halls and other physical resources etc
- 9) Painting or finishing

#### **17.4 Procedure**

- 1) Faculty members will provide various purchasing requirements to the HODs/Librarian/IT Head by May of the previous academic year.
- 2) The HODs will submit a consolidated departmental budget to the principal. Once the budgets are assembled the principal will forward the budget to the finance committee for approval.
- 3) The finance committee will approve the budget and send it to the college governing body for approval.
- 4) The Governing body will grant final approval to the budget for the academic year

#### **17.5 Non-Budget Expenses**

- 1) In certain circumstances, it might be required that non-budgeted or non planned expenses need to be accounted for.
- 2) In such cases, the principal and a management representative can approve and emergency expenditure of upto Rs 500000/-
- 3) After the amount is sanctioned and spent, a report about the expenditure should be placed in the Management board for ratification.

#### **17.6 Student Activities Fund**

The institute has allotted Rs 100000 per academic year for students projects and activities. This fund can be distributed by a committee constituted by the Principal consisting of the principal, Dean R& D and HODs of the various departments. Student groups or individual students working under faculty can apply for funds through this scheme. The scheme is meant to support student groups or individual students participating in

- 1) Off-campus competitions such as Smart India hackathon, Formula SAE etc. The limit for a single student is Rs 10000 and for a group of students is Rs 150000.

- 2) Prize money for various college level competitions such as (BE project competition, Best PBL projects etc)
- 3) Seed money for initiating new student BE projects which have good potential for commercialization or for undergraduate research

#### Procedure

- 1) Students can make an application through their faculty advisor to the committee
- 2) The application must involve details of the competitions, funds required, their utilization etc
- 3) The committee may ask for the student or students to give a presentation to the committee.
- 4) The committee will consider the students academic, attendance and disciplinary record while deciding the amount of funding to be distributed.
- 5) Once sanctioned all the expenses will be born through the college accounts department.

## 18 Research and PhD Centers within PCE

PCE seeks to establish research centers and PhD centers in various disciplines.

### **Vision**

To contribute to India and the World through research in various academic fields that can serve the purpose of nation development, community development and capacity development.

### **Mission**

To generate new knowledge by engaging in cutting-edge research in various disciplines.

### 18.1 Establishment of Research/PhD Centers

- 1) Establishment of research and PhD centers will be as per the norms of Mumbai University and the State of Maharashtra and subject to approval from the competent authorities.
- 2) All Research/PhD centers will have at least one guide who is specialized in the area of expertise of that research center.
- 3) Approval must be obtained by the MES Executive Committee board before the start of an research/PhD center within its institutions. The following guidelines must be met before seeking establishment
  - a) Have a Mission/Vision
  - b) Have focused areas of research
  - c) Identified facilities/equipment/software etc necessary or already acquired for the establishment of the center
- 4) Once approved the PhD center will constitute a research monitoring committee composed of principal, dean research, heads of the department and an external experts.

### **Admission policy and required course work**

- 1) As per guidelines of Mumbai University

### 18.2 Policy on Research

- 1) All research work conducted must be original, ethical and contribute to the development of society.
- 2) Must adhere to a code of ethics and MES academic honesty policy as given in Annexure [22.6](#)
- 3) Research guides and students are required to interact monthly and students are required to update them on progress monthly.
- 4) An annual progress report to a team of experts (both internal and external) are also required.

- 5) PhD students in technology are required to spend a minimum of 21 days per semester on the campus of the center.

### **18.2.1 Collaborative and Multidisciplinary Research**

- 1) All research centers are encouraged to collaborate and share research across disciplines.
- 2) Various platforms must be used by the research center to showcase the work
  - a) Website
  - b) Email Updates
  - c) MES Research Forum
  - d) Conferences

### **18.2.2 Research Monitoring Committee**

Please See Section [4.16](#)

### **18.2.3 Institute Funding for Research Activities**

- 1) Institute will provide a Rs 50000 per registered PhD student as a seed grant to faculty members.
- 2) This grant can be used to register the students for conferences, workshops and for travel etc. These must be organized by reputable agencies or organizations.
- 3) The grants can also be used to purchase equipment or consumables relevant to the PhD students work.
- 4) Institute will pay the full cost of filing patents if it deems that any patents generated from the center have commercial value.
- 5) Institute will provide part time employment as teaching assistants or lectures to PhD scholars working at the center provided they meet eligibility norms and fulfil institute requirements.

### **18.2.4 Policy on Publications**

- 1) At least one journal publication in a SCOPUS indexed journal and one publication in a UGC CARE list journal and two publications in any peer reviewed conference proceedings.
- 2) All publications must not be in paid or predatory journals and publications must be plagiarism checked before being submitted to the journal or conference.



- 3) One patent may be considered instead of the SCOPUS publication provided that the patent has been approved by the institute's IPR cell or patent has been approved by the RPC committee of the candidate.
- 4) Candidates are free to present their research in any forum/conference they and their guide deem appropriate for their research. However, conference publications that are considered to fulfill statutory requirements must be in conferences that are organized by national or international organisations of repute and be peer reviewed.
- 5) All publications must go through plagiarism checks before being sent for publication.
- 6) PhD students conducting research must use the affiliation of the Institute in which they are pursuing their PhD. All guides must also be co-authors on all publications.

#### **18.2.5 Policy on Sponsored Research/Consultancy Projects**

- 1) All research projects that requires the use of MES facilities and/or infrastructure shall be liable to pay a minimum overhead charge of 30% to MES Institute. This requirement may be relaxed if the sanctioning agency prohibits it or has its own norms for administrative charge.
- 2) Any faculty that wishes to carry out research and/ or consultancy projects without the use of MES facilities or infrastructure but requires the use of the institutes name and/or affiliation, a minimum overhead of 10% will be liable to be paid to the institute.
- 3) Overhead charges include but are not limited to electricity, water, internet, library access, furniture, fixtures and the use of any copyrighted names and materials.
- 4) MES shall own 100% of any intellectual property rights such as patents, inventions, trademarks and copyrighted material generated by its employees during the time of their employment with the institute.
- 5) All employees are required to sign the Employee intellectual property agreement at the time of their appointment.
- 6) All sponsored projects are required to be authorized by the Institute principal.

#### **18.2.6 Procedure for accepting research projects**

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

- 1) Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R& D committee before submission to the funding agency.

- 2) All applications related with R& D shall be routed through the Dean - R& D along with one hard copy for R& D records. A soft copy shall also be emailed to the Dean - R& D, department representative in R& D cell and also to the Head of the Department.
- 3) Separate dead stock registers shall be maintained for the entire R& D for the externally funded projects in every department if required by the funding agency..
- 4) Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
- 5) The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- 6) In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute .
- 7) All Head of the Department must regularly and diligently update the R& D information on the institute website for department and give reports to Dean- R& D.

#### **18.2.7 Procedure for accepting consulting projects**

- 1) The concerned faculty member has to inform the Principal in advance before accepting the consultancy work. The proposal from the faculty member should clearly indicate the effort involved (in terms of use of office time) and the extent of use of infra-structure of the institute.
- 2) Faculty member should also submit the budget to the principal where details of fees received (or to be received) and details of expenses towards travel etc are given. In general college would not pay for of travel or cost of equipment (specific to the project). Faculty member would be allowed to use available infra-structure of the institute.
- 3) Faculty member should pay 30% of the consultancy fee (and GST if applicable) to the college, if he/ she uses college infrastructure for implementation of the project. However, if faculty member does not use college infrastructure, he should pay 10% of the consultancy fee (and GST if applicable) to the college. The Principal is the final authority to decide the quantum of consultancy fee, which a faculty member should pay to the college.
- 4) Paid consultancy assignments must have a letter or purchase order from the organization, clearly mentioning the work carried out, timeline and amount of consultancy, people involved.
- 5) MES will raise an GST invoice for any consultancy project and raise an invoice containing 18% GST as per the existing rates.

## 18.3 PhD Program Objectives and Outcomes

This material has been adapted from PhD guidance material developed by IIT Bombay collated and drafted by Professor U. Ganguly, August 1st 2014.

### PhD Program Objectives

- 1) The Degree of Doctor of Philosophy recognizes a clearly discernible advancement in the state of knowledge in a particular branch of learning, clearly attributable in the large, to the recipient of this degree and acknowledged by representatives of the peer community in that field.
- 2) A Doctoral student should ultimately be able to work on the topic all by himself/herself, with occasional course correction/ advice from the supervisor/ advisor.
- 3) The student should gain knowledge in such a way that he/she has sufficient exposure in a broad area of his work, with in-depth knowledge about his/her research topic. This exposure to a broad area, will enable the student to leverage ideas from various subjects he/she has knowledge about and then make use of those ideas in his/her research work. So, a Ph.D. programme should have scope for students to acquire knowledge of subjects apart from their research topic.
- 4) At the end of the Ph.D. programme, a student should be an independent researcher, he/she should be able to stand alone and work in some area of choice. He/she should be a creative thinker and should be able to analyse and assess research work. The Ph.D. programme should have instilled enough confidence in the student so that he/she has the courage to venture out to some new frontiers of knowledge.
- 5) At the end of the Ph.D. programme, the student should be able to look around and be able to think about the change that he/she can bring about in any area he/ she feels passionate about. A Ph.D. holder should be able to act as an agent of change and growth for the betterment of the society.
- 6) The student should have inculcated the ability to teach a particular subject. Studies leading to the degree of Doctor of Philosophy should also include the process to generate an insight into one (or more) subject(s), so that it (they) can be taught by the student to others.
- 7) He/she should have developed a research network of his/her own. The network will get the student exposed to various research activities and help him/her start his/her own research.
- 8) A Ph.D. programme should enable the student to articulate his/her idea and should prepare the student in such a way, that he/she has clarity (vision) about the future research and/or developmental work that he/she will undertake

### PhD Program Outcomes

Overall a successful PhD candidate will independently be able to

- 1) conceive/identify a critical and significant scientific / technological problem
- 2) demonstrate a solution based on sound scientific principle able to withstand peer-review
- 3) critically evaluate its impact compared to state-of-the-art and its implications on technology and society
- 4) communicate it to the academic community in peer-reviewed publications and technical presentations independently and finally
- 5) demonstrate leadership among peers in the area of research.

### **PhD Program Goals**

Overall a successful PhD candidate will independently be able to

- 1) Our graduates will possess excellent communication skills to present and communicate knowledge and research methodologies to various parties.
- 2) Our graduates will be able to master research tools and methodologies to conduct original research independently.
- 3) Our graduates will be knowledgeable of leading-edge theories and practices in science, and technology disciplines and able to produce high quality research outputs contributing to the science and technology.
- 4) Goal 4: Our graduates will be able to critically review research work.

## **18.4 PhD Thesis**

The thesis as defined in Wikipedia (<http://en.wikipedia.org/wiki/Thesis>) as “a document submitted in support of candidature for an academic degree or professional qualification presenting the author’s research and findings. An effective thesis should generally answer the "how", "what", and "so what." It should be a statement that represents an argument, yet is refutable by the reader. Most world universities use a multiple chapter format :

- 1) an introduction, which introduces the research topic, the methodology, as well as its scope and significance;
- 2) a literature review, reviewing relevant literature and showing how this has informed the research issue;
- 3) a methodology chapter, explaining how the research has been designed and why the research methods/population/data collection and analysis being used have been chosen;
- 4) a findings chapter, outlining the findings of the research itself;
- 5) an analysis and discussion chapter, analysing the findings and discussing them in the context of the literature review (this chapter is often divided into two—analysis and discussion);
- 6) a conclusion.

### 18.4.1 Thesis Stages

In the development of the thesis, the actual writing of the thesis is preceded by various developmental stages that are described in the PhD process below.

1) **Stage 1:** Preparation to begin Thesis (6 months to 1 year)

- a) Completion of minimum course work
- b) Registering Thesis Topic with University of Mumbai

2) **Stage 2** Thesis Development (2-3 years)

a) Gradually defining a thesis. Four skills need to be essentially developed during a PhD process

- (i) **Analysis Capability:** This is the ability to formulate theoretical estimations based on applications of principles learnt in courses etc to research problems
- (ii) **Lab work/ Tools Capability:** This is the ability and skills to learn tools (hardware/ software) and methodology to conduct research.
- (iii) **Context Development:** This is related to critical literature review of specific and broad topics to identify gaps in state-of-the-art, the viability of potential solution and the impact of such a solution vis a vis the state-of-the-art baseline
- (iv) **Technical Communication:** This is related to the effective presentation (both written and oral) of a well-structured argument - respectful to adversaries and precise, which would convince or clarify the i) nature of the problem, ii) the hypothesis, iii) the proof and its critical evaluation including the assumptions and their validity iv) the extent of completion of the proof vis a vis the burden of proof necessary iv) gaps or inconsistencies if any both internal (within the experiment) or external (observations of others) to the arguments and v) broader implication of the result

This will enable gradual problem definition by critical literature review, evaluation of its significance & challenges, identification of unique approach (based on skills developed in analysis and lab-work) with significant improvement over the state of the art and effective communication of results for peer review.

b) **APS:** Annual Progress Seminar- Updates on progress in

- (i) identification of technical challenge
- (ii) capability development to demonstrate an original solution which is a significant improvement over the state-of-the-art
- (iii) publications list if any may be presented but not necessary
- (iv) Three skills are essentially developed during a PhD process
  - Analysis Capability:
  - Lab work/ Tools Capability:
  - Context Development:

A self-assessment of annual progress in terms of achievements and gaps and future plan with timeline for each of the above sections is very helpful for self evaluation of progress..

- c) Pre-Synopsys Exam: Test for completion of research
  - (i) Demonstrate that research is communicated and accepted/published
  - (ii) Significant contribution has been made in the field commensurate to warrant the beginnings of thesis completion
  - (iii) Ability to identify a graduation date within the next 6 months

### 3) **Stage 3:** Thesis Defense (1 year)

- a) Complete thesis and submit
- b) Defend thesis to demonstrate

## 18.5 Role of Thesis Advisor

The thesis advisor provides an apprenticeship based training much akin to guru-shishya tradition which is the basis of a PhD process all over the world. The thesis advisor closely collaborates, enables access to facilities, and advises the student towards his/her goals (both for the PhD and career after the PhD). The thesis advisor is also the primary evaluator of the PhD process. The thesis advisor will know the specific details of the student's challenges, efforts put in and progress made on a day-to-day basis.

### 18.5.1 Research Progress Committee

The RPC consists of a committee of experts not involved in day-to-day advising of the student. This committee provides a more impersonal and broader evaluation of the student's development (i.e. a bit more agnostic to the challenges of the specific student) to ensure that the overall standards are considered objectively in the evaluation. Peers also provide a significant learning environment through collaboration and discussions as well as commiseration, encouragement, and empathy through a variety of shared experiences. A broad conclusion is that every PhD is different just like every individual and every thesis focus. However self- evaluation and self-reflection of the student is a key ingredient that is most effective to assimilate the various input and advices and self-actuate the student towards various activities and learnings towards the developmental goals of the PhD process.

## 18.6 Code of Research Ethics

The following is a rough and general summary of some ethical principles that MES researchers address

**Honesty** Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.

**Objectivity** Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Disclose personal or financial interests that may affect research.

**Integrity** Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

**Carefulness** Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

**Openness** Share data, results, ideas, tools, resources. Be open to criticism and new ideas.

**Respect for Intellectual Property** Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

**Confidentiality** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

**Responsible Publication** Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

**Responsible Mentoring** Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

**Respect for colleagues** Respect your colleagues and treat them fairly.

**Social Responsibility** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

**Non-Discrimination** Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

**Competence** Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

**Legality** Know and obey relevant laws and institutional and governmental policies.

**Animal Care** Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

**Human Subjects Protection** When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

Adapted from Shamoo A and Resnik D. 2009. *Responsible Conduct of Research, 2nd ed.* New York Oxford University Press.

## 19 Examination Policy

The purpose of the Examination Policy is

- 1) to ensure the planning and management of exams is conducted efficiently and in the best interest of students
- 2) to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- 3) It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.

The Examination Policy will be reviewed annually by the Controller of Examinations.

### 19.1 Exam responsibilities

#### Controller of Examinations

Manages the administration of University and Internal examination and production of exam results

- 1) advises the faculties and other relevant support staff on University Examination Timetables and application procedures as set by the University of Mumbai
- 2) communicates regularly with staff concerning imminent deadlines and events related to examinations
- 3) ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them
- 4) receives, checks and stores securely all exam papers and completed scripts
- 5) helps with the accounts for income and expenditures relating to all exam costs/charges
- 6) liaises with the senior exams invigilator in organizing the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external
- 7) liaises with the Head of Department in producing exam timetables for all internal exams
- 8) prepares and presents reports to the principal showing results achieved
- 9) submits candidates internal marks of FE and BE required by University of Mumbai correctly and on schedule
- 10) arranges for dissemination of exam results and certificates to candidates and maintains systems and processes to support the timely entry of candidates for their exams



- 11) ensuring that the candidates are aware of the University of Mumbai regulations for conduct in examinations
- 12) organize the examination invigilation chart
- 13) maintain contacts with external invigilators, making sure that all checks are in place
- 14) Forward revaluation and photocopy of answer sheets applications of students to university
- 15) organize the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam

### **Principal/Chief Conductor**

- 1) with the Controller of Examinations, ensure that the candidates are aware of the JCQ regulations for conduct in examinations and coursework
- 2) following up on suspected malpractice
- 3) Referring the guidelines as per [Circular No. Exam/COE/Guidelines \(Revs\)/ 84-A of 2011](#)

### **Heads of Departments**

- 1) accurate completion and submission of internal mark sheets
- 2) accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examination In-Charge

### **Unfair Means Committee** Please see Section [4.14](#)

- 1) to investigate unfair means resorted to by the students at the examination held
- 2) check whether candidate has filled all relevant forms to send it to University of Mumbai
- 3) Referring the Guidelines as per [Ordinance No. O.5050](#)

### **Senior/Block/Junior Supervisors**

- 1) collection of exam papers and other material from the examination conduction room before the start of the exam
- 2) collection of all exam papers in the correct order at the end of the exam and their return to the examination conduction room
- 3) checking off collected scripts with the attendance and junior supervisor report
- 4) Referring the guidelines as per [Circular No. Exam/COE/Guidelines \(Revs\)/ 84-B of 2011](#) and [Guidelines for Junior/Block Supervisor](#)

## **Administrative Staff**

- 1) support for the dispatch of scripts
- 2) posting of exam results and certificates

## **Examination Committee**

Please see Section [4.13](#)

## **19.2 Exam sessions and Timetables**

### **Exam session**

- 1) Internal exams are scheduled in November and April on consultation with the Principal.
- 2) External exams are scheduled in Second Half (November & December) and First Half (May & June).
- 3) All internal exams are held under external exam conditions.

### **Timetables**

- 1) The examination timetables for both external and internal exams are displayed on University of Mumbai websites and Notice Board once these are confirmed.

## **19.3 Examination, Revaluation & Photocopy Forms**

### **Examination (Regular and ATKKT)**

- 1) Students are informed to submit their examination form online at student portal (SE & TE) and at mu.ac.in (FE & BE).
- 2) The centre does not accept forms by any external students.

### **Revaluation & Photocopy Forms**

- 1) Students are informed to submit their revaluation and photocopy forms (if any) online at student portal (SE & TE) and offline at exam cell (FE & BE).
- 2) The centre does not accept forms by any external students.
- 3) These services are charged as per the stipulations of the University of Mumbai.

## **19.4 Special Needs Students**

The policy and procedures for any special needs students will be governed by The Special Education Needs and Disability Act 2014 and Equality Act 2010 and the policies frames by the University of Mumbai. All exam cell staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Needs**

- 1) A students Special Needs requirements are determined by the Head of Department.
- 2) The HOD will inform examination in-charge of candidates with special educational needs who are admitted leading to an exam. The student can then inform examination cell of any special arrangements that individual student may be granted during the examination.

### **Special arrangements**

- 1) Making special arrangements for candidates to take exams is the responsibility of the Examination In-Charge.
- 2) Submitting completed access arrangement applications to the understudy supervisor is the responsibility of the Examination In-Charge.
- 3) Special Room for access arrangement candidates will be arranged by the Examination In-Charge.
- 4) Invigilation and support for access arrangement candidates will be organised by the Examination In-Charge.

### **Managing supervisors**

- 1) As far as possible, faculty will be used for all exam supervision.
- 2) The recruitment of block supervisor is the responsibility of the Examination In-Charge.
- 3) Supervisors are scheduled and briefed by the Examination In-Charge.

### **During Examination**

- 1) The Examination In-Charge will book all blocks after liaison with other users and make the question papers, other exam stationery and materials available to the supervisors.
- 2) The Examination In-Charge is responsible for setting up the allocated rooms.
- 3) The Examination In-Charge will start all exams in accordance with University of Mumbai guidelines.
- 4) Subject staffs are not permitted to be present at the start of the exam. Senior members of staff may be present at the start of an exam to assist with identification of stationary items required by students during the examination.

- 5) In practical exams subject teachers may be present in case of any technical difficulties.
- 6) Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department/faculty twenty-four hours after the exam has been completed.

## **19.5 Grievances Regarding Marks**

All grievances regarding exams should be routed through the Grievance Committee (See Section 4.6) The main points are

- 1) Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- 2) Candidates may appeal if they find about counting mistake or non-assessment of answers as per the guidelines by University of Mumbai.
- 3) Appeals should be made in writing by 2 weeks after the display of results to the Examination In-Charge.
- 4) The Controller of Examinations findings will be notified in writing and will take necessary actions accordingly.

## **19.6 Results, Revaluation and Photocopy**

### **Results**

- 1) Candidates will receive individual results on their student Portal after its declaration.
- 2) Candidates may apply for revaluation of an answer script if there are reasonable grounds for believing there has been an error in marking.
- 3) The procedure and form for applying revaluation are available in exam cell (FE & BE) or the student can apply online (SE & TE).

### **Photocopy of Answer Scripts**

- 1) After the release of results, students may apply for the photocopy of papers within ten days in order to assess whether to ask for a grievance or not.
- 2) Answer scripts are mailed to student on their e-mail ID.

### **Mark Sheets**

- 1) Marks sheets of students (SE & TE) are made available after declaration of revaluation results.
- 2) Students can collect the marks sheets from the exam cell showing their admit card for reference.

## 20 Information, Communication and Technology (ICT)

This section sets forth some important rules relating to the use of PCE computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and PCE telephone, voice mail and electronic mail systems.

PCE has provided these systems to support its mission. Although limited personal use of PCE systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, PCE ethical responsibilities or with applicable laws and regulations.

Each user is personally responsible to ensure that these guidelines are followed. All data in PCE computer and communication systems (including documents, other electronic files, email and recorded voice mail messages) are the property of PCE. PCE may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in PCE systems. This includes documents or messages marked “private,” which may be inaccessible to most users but remain available to PCE. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

PCE systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, PCE systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non PCE related purposes.

Security procedures in the form of unique user sign on identification and passwords have been provided to control access to PCE host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided.

- 1) Attempts should not be made to bypass, or render ineffective, security facilities provided by PCE.
- 2) Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- 3) Document libraries of other users should not be browsed unless there is a legitimate reason to do so.
- 4) Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support staff or the Principal.
- 5) Additions to or modifications of the standard software configuration provided on PCE PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys)

files). Requests for such changes should be directed to computer support staff or the Principal.

- 6) Individual users should never load any unauthorized or pirated software (including outside email services) to PCE computers. This practice risks the introduction of a computer virus into the system and could lead to additional financial and penal penalties on PCE. Requests for loading such software should be directed to computer support staff.
- 7) Programs should never be downloaded from bulletin board systems or copied from other computers outside PCE onto PCE computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the PCE may be performed not to present a security risk.
- 8) Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- 9) PCE computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- 10) Computer games should not be loaded on PCE PCs.
- 11) Unlicensed software should not be loaded or executed on PCE PCs.
- 12) PCE software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the PCE should not be removed from the PCE offices.
- 13) Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

## 20.1 Best Practices

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following

- 1) Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- 2) Exercise judgment in assigning an appropriate level of security to documents stored on the PCE networks, based on a realistic appraisal of the need for confidentiality or privacy.
- 3) Remove previously written information from floppy diskettes/Pen drives before copying documents on such diskettes for delivery outside PCE.

- 4) Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

## 20.2 Internet Acceptable Use

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. PCE has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of PCE, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

No individual should have any expectation of privacy in terms of his or her usage of the Internet while in any PCE affiliated institutions. In addition, PCE may restrict access to certain sites that it deems are not necessary for educational purposes. PCE connection to the Internet may not be used for any of the following activities

- 1) The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- 2) The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- 3) Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Principal.
- 4) Without prior approval of the Principal, software should not be downloaded from the Internet as the download could introduce a computer virus onto PCE computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- 5) Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of PCE.
- 6) Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- 7) Employees should not download personal e-mail or Instant Messaging software to PCE computers.
- 8) The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

- 9) The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- 10) The Internet should not be used to endorse political candidates or campaigns
- 11) The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your HOD.

### **20.3 Use of PCE Email and Apps**

- 1) Every faculty, student and staff is given an official account PCE apps account sponsored by google for free.
- 2) It is mandatory that all PCE and institute official emails between faculty, students and staff be conducted over official PCE email accounts.
- 3) All external and internal communications, document sharing, course websites etc should also be done through PCE email accounts.



## 21 Library Policy

The library plays a very critical role in supporting academic programmes of PCE. It provides access to information resources like books, journals, newspapers, and other resources such as e-books, e-journals, Videos, CDs and DVDs which furthers the knowledge and thought process of the users. For the composition, duties and responsibilities of the library committee please see Section 4.12.

### 21.1 Procurement of Learning Resources

Procurement of learning resources constitutes one of the important responsibilities of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. It has been customary for the faculty and students to take part in book selection in the PCE Library.

The Library staff usually recommends general reference books and those materials not covered by departmental subject categories like books for Competitive Exams etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Departments from time to time.

- 1) The Faculty and students can recommend books and other publications for purchase to the Library. It is desired that the list of books requisitioned by the Faculty for purchase for library be always routed through the respective HOD/Principal. The requisitions of students can be got approved by the concerned faculty and HOD/Principal. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.
- 2) The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the HOD/Principal of respective Department may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.
- 3) Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc.
- 4) The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Principal/Registrar as per the financial powers delegated to each authority.
- 5) On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand.
- 6) The library will change the earlier practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognised Vendors only. The discount insisted upon would be a minimum of 20% on the printed/publishers price.

## **21.2 Subscription to Print/e-Journals and Online Databases**

- 1) The Department wise lists of Print/e-Journals are compiled and forwarded to the respective HOD before placing them in the Library Advisory Committee meeting.
- 2) Recommendations are received from the various Departments to subscribe/renew the Print/e-Journals.
- 3) After obtaining necessary approval and sanction from the Library Advisory Committee, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.
- 4) In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.
- 5) The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.
- 6) The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
- 7) The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.
- 8) The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.
- 9) Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment.

## **21.3 Bill Processing**

Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified against the purchasing ordered. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item.

## **21.4 Donation/Gifts/Complimentary Books**

Constraints of space necessitate the library to stop accepting books from any individuals. Books Donation/Gifts/Complimentary from Vendors/Publishers and other individuals may be accepted depending on their utility and physical condition.

## 21.5 Weeding Out Policy of PCE Library

- 1) **Step 1:** Library team prepares a list of old and obsolete titles not used since last 10 Years and organize subject wise.
- 2) **Step 2:** The list circulates to concerned departments.
- 3) **Step 3:** After review by concerned departments the list gets approved by LAC.
- 4) **Step 4:** The approved books are withdrawn from the live collection and placed them into separate place/for pick up by users free of cost for their Academic use.
- 5) **Step 5:** For the remaining titles, Library takes the Financial Approval before disposal as junk paper to Kawadiwala.

## 21.6 Accessioning

- 1) After verification with the orders and invoices, books are entered in the Accession Register and KOHA Library Management Software
- 2) Accession Numbers are mentioned in the invoice. After approval of the higher authorities and Management invoices are forwarded to Accounts Department for payment
- 3) Invoice details like Invoice No., Date, and Amount, etc., are mentioned in the Invoice register and a copy of the invoice is kept in library invoice file

## 21.7 Cataloguing

- 1) Bibliographic details of each book is entered into Cataloguing Module database according to MARC 21 Standards
- 2) Keywords are assigned to each book
- 3) Regular editing of various access points in the database like Author, Title, Class No., etc.
- 4) Books are stamped with Library Stamp for identification as library property.
- 5) Kept on new arrivals stand for few days for user awareness
- 6) Made available to users by appropriately shelving them

## 21.8 Membership of the Library

- 1) To become members of the library both students and faculty have to fill the library membership forms
- 2) Institute Identity Card is compulsory to enter the library
- 3) All MES faculty and students can be members of the library

## 21.9 Circulation section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for users to the library. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library.

The major activities of the circulation counter

- 1) Users shall sign in the Library usage register while entering the library and Library Book Issue register as and when they issue the books
- 2) Registration of new Members
- 3) Issue, return and renewal of Learning Resources
- 4) Attending the users query
- 5) Taking fine for the delayed return of books. There is a fine of Rupees Five per day per book.
- 6) Maintenance of Syllabus, Question Paper files and updating it
- 7) Correspondence & No Due issuing
- 8) Library Orientations / Information Literacy
- 9) Assisting the users for accessing OPAC
- 10) Providing reference and referral service

## 21.10 Issue, Return and Renewal Procedure

- 1) For Students 3 books are issued for the period of 7 days
- 2) For Faculty 8 books are issued for the period of 1 semester
- 3) For Non-Teaching staffs 2 books are issued for 1 month
- 4) Users can renew books if the same copies are available

### **Withdrawal of Admission**

Students withdrawing admission from the college are required to take No Dues from the library

### **Loss or Mutilation of documents by users**

Library materials are to be handled with care. If the book is lost or mutilated, then it has to be replaced with the same or the latest edition

### **Stock Verification**

Annual Stock verification will be carried out every year as soon as the exams get over. Stock verification report is prepared and sent to the Principal for approval

## 22 Miscellaneous Policies

### 22.1 Purchase Policy and Procedure

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

- 1) Requisition for the required item/consumables/material should be raised by the staff/lab incharge and submitted to the Head of Department for scrutiny and approval from the Principal.
- 2) Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Governing Committee.
- 3) The approved requisition will be sent to through Head of the Department and Principal for calling quotations from various vendors.
- 4) The indenter will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Head of the Department and Principal. The purchase order will then be prepared. The purchase order, requisition 3 quotations, comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of CEO or COO. After the approval only the Purchase order will be sent to the supplier.
- 5) Once the material is received, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.
- 6) In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.
- 7) While passing Invoice, following documents in original are compulsory
  - a) Purchase Order
  - b) Invoice
  - c) Delivery Challan
  - d) GST Certificate of Vendor
  - e) Comparative Report
  - f) Quotation

## 22.2 Mentoring Policy

Academic and career guidance is an important component in the development of any educational institution. As such it is important for each institute to develop its own mentoring program where every student is assigned a mentor who will provide academic and career guidance. The purpose of this program is as follows

- The opportunity to meet with someone who can help you get answers to questions students may have about corporate career or higher education
- Tailored career planning plus help and insight into specific industries
- Give advise on how to increase employability skills and where to go for help with developing students career
- Increased confidence and other key employability skills learned from experienced people
- The Mentoring Programme is open to undergraduate, postgraduate and recently graduated students.

Faculty mentors will be assigned no more than 30 students to mentor each academic year. Preferably the students will be assigned to a mentor will remain with them throughout their time at the institute. Every semester a faculty mentor will meet at least twice with each mentee.

### Career Guidance

- 1) Faculty mentors will help students to select a career based on their own skills and abilities.
- 2) Faculty mentors will recommend various add on courses that will increase the employability skills of students
- 3) Faculty mentors will help students get internships in various industries
- 4) Faculty mentors will keep students informed of various competitive exams, competitions, institutional and government schemes that they can prepare for or participate in.
- 5) Faculty mentors will help students plan for higher educational opportunities in various universities both in India and abroad.
- 6) Faculty mentors will also coordinate with alumni and industry mentors to give career guidance to their mentees.
- 7) Encourage students to participate in extracurricular and co-curricular activities to enhance their employability.

## 22.3 Remedial/Extra Classes for Slow Learners

Faculty at PCE have to identify and support students with varying learning capability. The subject-in-charge and class counsellors, during the teaching learning process, have to identify the slow learners and advanced learners by observing the performance of students in different activities as well the results of various assessment processes during the semester. The Class Counsellor/mentor has to have periodic interaction with the class students/allotted mentees and understand/record their progress and difficulties, if any. The faculty members, and mentors have to have periodic interaction with the parents of all learners about the performance of their ward in the parent-teacher meeting. Such parent teacher meeting has to be organized by respective department at least once in a semester. The date and time of the meeting has to be conveyed to all the parents well in advance. It helps to find out the reasons for the student not doing well in studies or their continued absenteeism.

At the First year level,

- 1) It is advised to have an additional contact hour for critical/new/engineering subjects like Engineering Mechanics, Engineering Drawing, Basic Electrical and Electronics Engineering, Computer Programming, Engineering Mathematics etc. in the regular time table.
- 2) Identify the students of different academic categories based on their performance in the first internal assessment test.
- 3) The weaker students thus identified have to be given more attention and taught to do well enough to perform at least to a level of passing in the university examinations.
- 4) Ensure more practice by the slow learners even during the practical sessions.
- 5) As far as possible senior teachers have to be allotted to such batches to ensure good performance.
- 6) Identified group of brighter students have to be handled in such a way that they are able to score exceptionally well in the university examinations.
- 7) Study camp sessions, in an organized way, have to be planned at least 2 times in a semester to familiarize/acquaint the new students with this professional study and assessment process.

Remedial classes have to be organized for the students who are not good performers in their respective year of study. Additional support has to be offered through

- 1) Examination oriented coaching and well formulated question banks and notes prepared by faculty.
- 2) Special counseling and extra classes for those students who have failed in any subject.

- 3) Extra laboratory sessions
- 4) Additional tutorial hours

Efforts to be taken for Advanced Learners

- 1) Advanced learners are given special projects to work on
- 2) Additional question papers solving sessions in order to improve their performance even further
- 3) High academic record students have to be encouraged to achieve higher ranks in university,
- 4) They have to be motivated/encouraged to take examinations like GATE, GRE, TOEFL, IELTS, UPSC/MPSC etc. during their final year.
- 5) Students having orientation towards research have to be motivated to present their work at conferences and competitions

## **22.4 Policy on Industrial Visits**

PCE actively encourages its students to participate in industrial visits to bonafide companies or industries or places of commercial interest. Students are meant to learn about the different aspects of these industries such as its technical functions, business functions, HR and financial functions. It is preferred that faculty members organize and conduct industrial visits, however in certain circumstances external vendors may be commissioned to organize the industrial visit.

- 1) For every 20 students there must be at least 1 faculty member accompanying them.
- 2) All industrial visits/picnics/tours must be only conducted by authorized travel vendors approved by the principal in advance.
- 3) A plan for the visits that are to be conducted during the year should be given in the beginning of the academic year. If it is not possible a minimum of 3 months notice is required before initiating any industrial visits.
- 4) Under no circumstances shall any payments be given in cash to any vendors. TDS and appropriate taxes must be charged and deducted for all IVs conducted through the college.
- 5) All vendors must provide appropriate insurance coverage for the trip in case of cancellation/delay etc and must indemnify the colleges and MES from all liability.
- 6) Feedback about all trips must be collected at the end of the trip and provided to the principal.



## 22.5 Non-Disclosure of Confidential Information

Any information that an employee learns about MES, its affiliate institutes or its members or donors, as a result of working for MES that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by MES or to other persons employed by MES who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of MES. The disclosure, distribution, electronic transmission or copying of PCE confidential information is prohibited. Such information includes, but is not limited to the following examples

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.
- Student Information (Marks, Grades, Contact details, PAN No, Adhaar No etc)

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential MES information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard or recorded.

## 22.6 Academic Honesty Policy

PCE seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following.. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the Institute.

**Cheating** The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following

- 1) Copying from another student's test or homework paper.
- 2) Allowing another student to copy from a test or homework assignment.
- 3) Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
- 4) Having another individual write or plan a paper, including those bought from research paper services.
- 5) Submitting the same paper/project in more than one class.

**Plagiarism** The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

- 1) Submitting a paper purchased from a term paper service as one's own work.
- 2) Failing to accurately document information or wording obtained on the World Wide Web.
- 3) Submitting anyone else's paper as one's own work.

**Bribery** The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

**Misrepresentation** Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

**Conspiracy and Collusion** The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

**Fabrication** The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include

- 1) Citing information not taken from the source indicated.
- 2) Listing sources in a Works Cited or reference not used in the academic exercise.
- 3) Inventing data or source information for research or other academic exercise.
- 4) Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.
- 5) Taking a test for someone else or permitting someone else to take a test for you.

**Academic Misconduct** The intentional violation of Institute policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include

- 1) Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.

- 2) Asking or bribing any other person to obtain a test or any information about a test.
- 3) Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- 4) Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

**Improper Computer/Calculator/Cell Phone Use** Examples of improper computer and/or calculator use include but are not limited to

- 1) Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored or cell phone stored data and programs.
- 2) Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.
- 3) Sharing a calculator or computer or cell phone while leaving answers on display or in memory.
- 4) Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

**Disruptive Behavior** Each student and faculty behavior in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or course sites. The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues. Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom. All these activities constitute academic malpractice and can be punished using one of more of the following

- 1) Getting a zero score on the assignment/assignments
- 2) Getting a zero score in the coursework
- 3) Suspension from the attending classes/institute
- 4) Withholding results
- 5) Expulsion from the institute

## 22.7 Student Projects from Companies

Mahatma Education Society (MES) encourages strong partnerships among all its institutions and various companies and industries. These partnerships are meant to encourage MES faculty, students and staff to keep up with the latest trends in science, technology and business. Below are some guidelines that MES recommends that all such tie-ups should follow.

### For Company Partners

- 1) Company should give a clear project with goals and deliverables. The project must fit into the timeline specified.
- 2) Company will provide a resource person who will regularly correspond with students teams and guide students on their projects.
- 3) Company should host student teams on their premises at least twice, once during an orientation and once for a final presentation.
- 4) Specify prior to start of the project if a non disclosure agreement is needed between the institute, students, faculty and the company. In general MES prefers that students and faculty are able to publish the work they conduct, however exemptions can be made on a case to case basis.
- 5) Provide a certificate to the participating students on completion of the project.

### For Student Teams and Faculty

- 1) Groups of 3-5 students will work on the problem given by company and try to come up with a feasible solution within the allotted time frame.
- 2) Students should meet with their faculty mentors at least once a week and meet with Company mentors whenever required.
- 3) Faculty mentors should coordinate with the company mentors as well as facilitate direct interaction between students and the company mentors.

### For Institute

- 1) Provide students with infrastructure (open source and educational software, computer labs, discussion rooms, maker spaces) wherever required for the completion of the project.
- 2) Access to institutional library and component library and its resources.
- 3) Provide moderate amount of funding if needed for travel for students to go to company location within Mumbai.
- 4) Provide certificate to participating students upon successful completion of the project.

## **Questionnaire for Potential Company Partners**

- 1) Company Name
- 2) Company Website
- 3) Office Address
- 4) Main Company Contact
- 5) Company Mentor
- 6) Mentor Phone Number
- 7) Mentor Email Address

### **Project(s) Description**

Please add a description of the proposed projects. In case there are multiple projects please indicate each in a separate paragraph. Please also indicate if data will be provided by the company or students will need to be able find or generate their own data.

## 22.8 Anti Ragging Policy

**What constitutes Ragging** - Ragging constitutes one or more of any of the following acts

- 1) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- 2) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- 3) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- 4) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- 5) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 6) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 7) any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- 8) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- 9) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**PCE maintains a strict policy against ragging. As per AICTE guidelines the following actions can be taken against students for indulging and abetting ragging in PCE**

- 1) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- 2) Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

- 3) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- 4) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following-
  - a) Cancellation of admission
  - b) Suspension from attending classes
  - c) Withholding/withdrawing scholarship/fellowship and other benefits
  - d) Debarring from appearing in any test/examination or other evaluation process
  - e) Withholding results
  - f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - g) Suspension/expulsion from the hostel
  - h) Rustication from the institution for period ranging from 1 to 4 semesters
  - i) Expulsion from the institution and consequent debarring from admission to any other institution.
  - j) Collective punishment when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.

Affidavits shall be collected from the students and parents at the time of admission regarding their understanding of the anti ragging policy of the institute.

## **22.9 Guidelines for Pillai Campus College Festivals, Workshops and Events**

### **Campus Cultural Festivals**

Alegria is the campus wide cultural festival and should be the main focus throughout the year. All other events can be conducted provided they are specific to the department or college and are not a repeat of events already conducted during Alegria.

### **Posters and Banners**

- 1) All posters and fliers must be posted on notice boards only or special standing boards provided for the events.
- 2) All unauthorized posters and banners will be removed immediately and the college will be fined Rs 100/- per poster.
- 3) Permission for banners must be taken prior to the event from the principal and the location of the banner needs to be determined by Rajesh Pillai.
- 4) All posters, banners, fliers must be removed within a maximum of 7 days after the event.

### **Sponsorships**

- 1) Minimum sponsorship amounts for stalls and banners
  - a) Medium Stall Rs 5000/- per day
  - b) Large Stall Rs 7000/- per day
  - c) Banners Rs 1500/- for the duration of the event
  - d) Title sponsor must give a minimum of Rs 10,000/- which can include one stall and two banners.
- 2) The principal must approve all sponsors and under no circumstances can sponsorships be accepted from coaching classes, alcohol and tobacco companies, political parties or any other groups that are unsuitable for promotion on campus.

### **Event Timings and Restrictions**

- 1) All campus events must have a faculty supervisor at all times during the event.
- 2) The following locations are common for all colleges and are available for campus wide events but must be reserved in advance with Rajesh Pillai and reservations will be granted on a first come first serve priority basis
  - a) Old Canteen Area
  - b) Conclave
  - c) Artificial Lawn Area



- d) Main Ground
  - e) The Arena
  - f) Behind Stilt Area
  - g) Assembly Hall
  - h) The Epic Cafe
- 3) All campus events requiring loudspeakers, microphones can only be conducted on Saturdays after 3 pm provided that there are no examinations, seminars or conferences are scheduled for those times.
  - 4) The principal must approve all promotional activities for events that are conducted inside or outside the campus.
  - 5) Under no circumstances shall chanting, drumming, sloganeering, loud music be allowed during college hours of 6am to 4pm on any day.
  - 6) All events must end by 630pm.
  - 7) After the event, the event heads and faculty must ensure that the rooms or premises are left clean and restored to its original condition.
  - 8) The entry fees of all events must be sufficient to cover the prize money and other expenses associated with the event. If sufficient entries are not received one day to the event, the event is subject to be cancelled.
  - 9) Students organizing the event are strictly prohibited from participating in the event.
  - 10) All financial transactions, monetary awards and prizes, collection of registration fees must be processed through the accounts office.
  - 11) All prize money above Rs 2000/- will be paid by check only.
  - 12) The management reserves the right to revoke permission of the event or bar future events if any of the above clauses are violated.

### **Software and Licensing Policies**

- 1) Under no circumstances, faculty students and staff be allowed to install pirated or unlicensed software on MES computer or computing facilities.
- 2) If any workshop or event requires the use of any software that is not covered under existing MES licensing agreements, explicit permission must be taken at least 2 weeks prior to the event. All software must be shown to have valid licenses.

### **Workshops**

- 1) All workshops and activities that will be conducted by external agencies must be pre-approved by the principal. .

- 2) Under no circumstances, shall external agencies be allowed to install pirated or unlicensed software on MES computer or computing facilities.
- 3) If any workshop or event requires the use of any software that is not covered under existing MES licensing agreements, explicit permission must be taken at least 2 weeks prior to the event. All software must be shown to have valid licenses.

### **Faculty Responsibilities during events**

- 1) Faculty must be present throughout the event and ensure that it is conducted smoothly.
- 2) Faculty must ensure that receipt books, registration fees and all IOUs are cleared with the accounts section no more than 48 hours after the completion of the event.
- 3) Faculty must ensure that the rooms or facility used during the events are restored to its original clean condition.
- 4) Faculty must ensure that all materials and resources obtained for the event are used appropriately. All excess materials must be returned to Rajesh Pillai.

## 22.10 Procedure to allow filming on any MES Institutes

For convenience, the word “filming” as used in these guidelines shall include Motion Pictures, Filming, Videotape, Still Photography and Digital Imaging.

### Requirements

Filming on campus is permitted only if it does not interfere with normal College business and/or previously scheduled events. The Permission can be approved only when all following requirements have been met

- 1) Specific date(s) and location(s) are confirmed
- 2) College personnel, if required, are available.
- 3) All vehicles can be parked appropriately on campus (both production vehicles & private cars).
- 4) Full payment of all fees and other estimated charges, are received by the College Authorities not less than two (2) business days prior to filming.
- 5) Number of Cast and Crew that will have to be present (including any extras) should be given in advance
- 6) All government/police permissions and licences must be obtained in advance and provided to the College Authorities.
- 7) PCE may attach any additional terms and conditions on a case by case basis

**Fees (All fees must be paid to Mahatma Education Society using Cash, RTGS or Demand Draft) Production Filming Daily Rate Rs 50,000/-**

- 1) Interior and/or exterior filming
- 2) Large or small production
- 3) Includes film, TV, music video, commercials
- 4) Will charge for every day on site, including set-up and break-down

Still Photography Daily Rate Rs 25,000/-

Educational Filming Daily Rate Rs 10,000/-

- 1) For Pillai College purposes, an educational film is defined as a film for use in a classroom setting and made available to educators and students at no charge.

Student Work no charge (Proof of student status must be shown for any PCE institution)  
Deposit A refundable security deposit of Rs 100000/- will be kept with the college which will be returned to the company after filming after deducting the cost of any incidental expenses or damages incurred by the college.

The following should be noted.

- 1) Weekdays (Monday-Friday) shooting is only allowed in the main stage area.
- 2) Saturdays shooting can occur anywhere on campus after 3pm
- 3) Sundays all campus spaces are available
- 4) The production company is responsible for bringing all facilities required for shooting namely electricity (generators), transport (vehicles and diesel), security guards, water,/food etc.
- 5) The production company is responsible for cleaning the premises after use of the facilities. If the premises is not found in clean condition after filming is finished, the company is liable to forfeit the entire deposit.
- 6) Pillai College/KM Vasudevan Pillai's Campus name should be mentioned in the credits of the outcome of the movie.
- 7) MES may revoke the permission to conduct filming without issuing any refund, if
  - a) The filming agency fails to adhere to any of the terms and conditions set forth in the prior approved contract/MOU
  - b) MES does not receive the required Fees and Deposit in a timely manner
  - c) MES determines that the filming is not being conducted a safe manner
  - d) MES determines that the filming being conducted is inappropriate for its institute (This may include shooting scenes that are sexually explicit or graphically violent)
- 8) If the agency cancels the shooting, prior to filming it is liable to forfeit one (1) days filming charges.

## 22.11 Return of Property

Employees are responsible for MES equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to

- 1) Identity Cards/Library books
- 2) Office/building keys,
- 3) Office/building security passes,
- 4) Computers, computerized diskettes, electronic/voice mail codes, and
- 5) Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Principal or his or her designee, Employees must return all MES property that is in their possession or control. Where permitted by applicable law(s), MES may withhold from the employees' final pay check the cost of any property, including intellectual property, which is not returned when required. MES also may take any action deemed appropriate to recover or protect its property.

## 22.12 Green Policy

MES has cultivated a sense of sustainability in all its institutions. PCE is imbued with the spirit of concern and care for the environment. It has believable and demonstrable quality green environment both in the interior and in the exterior. Green is the next gold. PCE has an enviable location surrounded by hills and greenery.

The transport facility provided by the management helps staff and students to reach the college fairly comfortably and reduces the usage of a large number of private vehicles. This has reduced the usage of fuel and thus enhanced reduction in carbon emission on a daily basis.

The limited use of stationery and plastic and reminders to switch off fans and lights when not required and conserving of water, etc., both contribute to good green practices and also inculcate the same in students.

Environmental sustainability in terms of waste management, rainwater harvesting, students and staff using public transport, pedestrian friendly internal roads, green landscaping, natural lighting in classrooms, solar lighting of the internal roads and periphery of the campus, etc. are part of the architecture.

Maintenance free exterior of the buildings with gypsum tiles considerably saves on painting of the exterior of the building up to twenty years giving both beauty and elegance. The reduces the carbon foot print in terms of year to year maintenance and the consumption of paint and other hazards of painting a seven storey building and the associated risks. Natural cooling as gypsum tiles reflect light and heat is additional benefit contributing to reduce global warming in a miniscule way.

Manicured, verdant lawns of ample proportions and the well-planned and designed gardens covering more than 25,000 sq.ft., imaginative landscaping, over two hundred variety of beautiful and carefully selected plants and shrubs and herbs that adorn the gardens, and decades old big trees that surround the campus would make anyone want to study in PCE.

Eight acres of well cared green sports ground that cater for a large number of sports and games makes PCE the dream of any student athletically inclined. While designing the campus and during construction every care has been taken to protect some of the decades old large trees that provide green cover and is the lung of any human settlement. The value and contribution of some of the trees on the campus is worth more than their weight in gold. Overall PCE has appreciable green practices.

Time has come to articulate these into a policy for perpetuity. However, these policies need to be revisited and modified from time to time as per the need of the times.

- 1) PCE shall endeavor to inculcate a feeling for the environment in its stakeholders as well as make them conscious of what we owe to nature.
- 2) PCE shall have a special Sustainability Cell/ Club/Board created under the aegis of the Students Council including students of all classes to cultivate among students awareness of what each can do to make PCE remain environment friendly at all times.
- 3) PCE shall observe important days like Earth day in a manner to make all conscious of the dangers of neglecting environment.

- 4) PCE shall have a dedicated a section in the Library to inform the every visitor about all important happenings in the area of environment.
- 5) PCE shall include waste management, rainwater harvesting and usage of renewable energy also in the Green policy.
- 6) PCE shall conduct regular green audit to ensure that green practices are upheld and to strive to reduce the carbon footprint.

### **22.13 Athletics, Sports and Extra-curricular Activities Policy**

Eight acres of well cared green sports ground that cater for a large number of sports and games makes PCE the dream of any student athletically inclined. The Sports Authority of India sponsored training centre is an invaluable resource for nurturing the sports and athletic talent of the students. Therefore,

- 1) PCE shall strive to identify sports and athletic talent of young students from their past records in the first year.
- 2) PCE shall provide financial and other support for meritorious sports personnel and athletes to participate in reputed competitions.
- 3) PCE shall give athletes and sports personnel who participate in the University, State and National level competitions grace in attendance and other rewards as per the University rules.
- 4) PCE shall accommodate athletes and sports personnel who participate in the University, State, and National level competitions if there is clash in the schedules of the competitions and the internal examinations.
- 5) Well-equipped and maintained Gym and indoor sports facilities are available for overall development of students.

### **22.14 Resource Management and Infrastructure Policy**

PCE has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows

#### **22.14.1 Policy Statement**

PCE has numerous resources that are utilised for the benefit of faculty, students and staff. PCE policy call for the efficient and maximum utilisation of all its resources. Resource in charges are responsible to ensure that

- 1) Resources are ready and made available whenever required
- 2) Resources are repaired, calibrated, maintained and upgraded at optimal levels

- 3) Resource utilisation is tracked and records maintained
- 4) The availability of the resource is made known to PCE and campus community
- 5) Notify the Principal or HOD in case a resource is under utilised or not utilised

Below is a non-comprehensive list of all the major resources of the institute.

<b>Resource Type</b>	<b>Name of Resource</b>	<b>Resource in Charge</b>	<b>Record Document</b>
Rooms	Classrooms	HOD	Timetable
	Laboratories (UG, PG, PhD)	Lab in Charge	Timetable, Deadstock register
	Seminar Halls	Staff in charge	Schedule
	Auditorium	Staff in charge	Schedule
	Workshop	Workshop Superintendant	Timetable
	Staff Rooms	HOD	Staff allotment of desk space
Research and Innovation Centers	UXO	Supervisor	Deadstock register
	Maker Studio	Lab in Charge	Deadstock register, Accession Register
	Drone Lab	Lab in Charge	Deadstock register
	Automatic Weather Station	AWS Coordinator	AWS MOU
	Component Library	Library Coordinator	Deadstock register, Issue register
	Pillai Center of Innovation and Entrepreneurship	Center Manager	Accession register
Library	Infrastructure, books, e-resources, IT facilities	Librarian	Koha, Accession register
IT Resources	Computers and Networking Resources	IT Head	Deadstock register
	Portable projectors, laptops and other equipment	HOD or IT head	Deadstock register, Issue Register
	WiFi	IT Head	Issue Register
Sports	Sports ground, gymkhana, synthetic court, shooting range, etc	Sports Director	Sports equipment stock register, Sports Schedule

#### **22.14.2 Utilization of Resources**

- 1) Availability of resource is verified with the concerned In-Charge.
- 2) Permission for the utilization is taken from the respective authorities.
- 3) It is communicated in written to the In-Charge so as to make the resource available.
- 4) It becomes duty of the person who has generated the query to take care of the belongings.

#### **22.14.3 Procedure for Repairs and Maintenance of Resources**

- 1) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly report of non-working material is communicated to the HOD.
- 3) HOD compiles all the complaints and segregates them in urgent and annual maintenance categories.
- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the principal.
- 5) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment.
- 6) Also, depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through purchase committee, if this cost exceeds more than Rs. 10,000/-.
- 7) After the maintenance of particular resource it is informed and satisfactory remark is taken from the concerned In-Charge. After getting the remark from all the concerned the authority approves the bill for payment and accordingly payment is released.

#### **22.14.4 Duties of Laboratory/Workshop In Charges**

The duties of different In-Charges are well specified and communicated to everyone. There is designated lab in-charge, Workshop In-charge and Lab assistant available for every lab.

Duties and responsibilities of the Laboratory /Workshop In-charge And Lab Assistant are as follows

- 1) To maintain the Dead Stock Register and Consumable Registers.
- 2) To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- 3) To plan for the procurement of equipment for the coming term well in advance.



- 4) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- 5) To organize the laboratory for oral and practical examinations.
- 6) To hold those responsible for any breakage / loss, etc. and recover costs.
- 7) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- 8) The Lab Assistants are required to assist the respective lab in-Charge for smooth functioning of the laboratories.
- 9) Lab Assistants and In-charge shall be available for maintenance and care of resources/services of the institute
- 10) All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- 11) Lab Assistants in coordination with Lab In-charge should display
  - a) List of Equipment/software with cost
  - b) List of Experiments
  - c) Lab Time Table
  - d) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- 12) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman /Administrator from time to time.
- 13) In order to prevent theft/damage, the Lab In-charge shall take the following action
  - a) Lab In-charge and Lab Assistants are required to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
  - c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
- 14) Apart from this lab in-charge is paying attention to availability and utilization of lab as demand and requirement of curriculum and cocurriculum projects of students. Institute has established dedicated research lab with advanced tools. These labs are made available for students as well as staff as per their demand.

- 15) The laboratories are also used to provide consultancy services to government as well as private organizations. A policy for distribution of revenue generated among the institute, administrative posts, teachers, assisting and menial staff is in place. The same is available on the website of the Institute.
- 16) Should propose to the institute equipment and up-gradation that would make the labs more research or consultancy oriented.
- 17) They should also ensure that the labs have adequate number of well-maintained computers and connected to each other by LAN facility. All required facilities like printers and scanners are also available in sufficient numbers, and are made available as per need to teachers, staff and students. The computing facilities are also made available for online examinations of various government and non-government organizations.
- 18) All mentioned physical facilities are supported by continuous supply of electricity with generator sets of adequate power. The generators and all supporting activities are well maintained for undisturbed performance.

## **22.15 Safety and Security Policy**

The safety and security of all its stakeholders is of utmost concern to PCE with no compromise and zero tolerance. In any unforeseen occurrence of any untoward incident on college premises PCE will always shoulder its responsibility with no questions asked and the same is articulated as follows.

- 1) PCE shall always remain alert about the safety and security of all its stakeholders and most of all the students.
- 2) PCE shall provide the fastest possible medical help in case of any medical emergency such as accidents, personal medical issues, or any such eventuality.
- 3) PCE shall have regular drill and other safety measures and inspection of fire hydrants and fire extinguishers.
- 4) PCE shall have regular safety audits of buildings, laboratories, workshops, etc.
- 5) PCE shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

### **22.15.1 Fire Safety**

- 1) PCE has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.
- 2) Care should be taken that fire fighting equipment such as fire extinguishers is handled by experience faculty or staff whenever possible and all faculty and staff are familiar with its operation.

- 3) In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.
- 4) During fire evacuation the use of lifts and elevators is prohibited.
- 5) All personnel should report to the cricket play ground as a point of assembly in case of a large fire.
- 6) Power to the campus building must be shut down in case of a large fire and all evacuations
- 7) The fire brigade and emergency services must be notified immediately to report to the college.

### **22.15.2 Medical Emergency**

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

#### **INJURY EMERGENCIES ON CAMPUS**

##### **MINOR**

- 1) Notify college doctor or principals office.
- 2) College doctor, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- 3) Parents are notified if necessary.
- 4) Staff witnessing the accident and/or providing first aid care should complete an accident report.

##### **MAJOR**

Defined as any injury deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility.

- 1) Notify college doctor or principals office.
- 2) Either the first college staff person attending to the student or another college staff person notifies campus security immediately.
- 3) Security will provide transport to the nearest hospital or emergency clinic
- 4) Provide first aid or other basic life support if required.

- 5) Principal or designee calls parents or guardian immediately.

### **Injury or Emergencies During Field Trips**

The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the college or field trip destination. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.

#### In the event of an emergency

- 1) Designated school staff person administers first aid procedures as indicated by the nature of the accident.
- 2) Parents are notified if necessary.
- 3) If the injury is major or life-threatening, the staff member along with the student should report to the nearest hospital.
- 4) Field trip coordinator or designee call parents or guardian immediately.

### **22.15.3 Chemical Burns and Spills**

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.

#### **Emergency Actions**

- 1) Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
- 2) Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse. See First Aid for Chemical Exposures for more information.
- 3) If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.

#### **Immediate Spill Response**

- 1) Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
- 2) Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.

- 3) Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.
- 4) When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container. Polyethylene bags may be used for small spills. Five gallon pails or 20 gallon drums with polyethylene liners may be appropriate for larger quantities.
- 5) Complete a hazardous waste sticker, identifying the material as Spill Debris involving XYZ Chemical, and affix onto the container. Spill control materials will probably need to be disposed of as hazardous waste.
- 6) Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.
- 7) Report all spills to the Principal.

#### Workshop Safety

- 1) Always listen carefully to the faculty and follow instructions.
- 2) Do not run in the workshop, you could 'bump' into another student and cause an accident.
- 3) Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
- 4) Always wear an apron as it will protect your clothes and hold loose clothing such as ties in place.
- 5) Wear good strong shoes. Slippers are not suitable.
- 6) When attempting practical work all stools should be put away.
- 7) Bags should not be brought into a workshop as people can trip over them.
- 8) When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
- 9) Do not use a machine if you have not been shown how to operate it safely by the teacher.
- 10) Always be patient, never rush in the workshop.
- 11) Always use a guard when working on a machine.
- 12) Keep hands away from moving/rotating machinery.
- 13) Use hand tools carefully, keeping both hands behind the cutting edge.
- 14) Report any damage to machines/equipment as this could cause an accident.

# Appendices

## A Format of Appointment Order

*Date*

Dear *Name*,

With reference to your application and subsequent interview, we are pleased to inform you that you are hereby provisionally appointed as **Professor/Associate Professor/Assistant Professor/ Lecturer/ Staff in Institute Name** with effect from **date**. Your appointment is subject to verification of your academic degrees and **work experience/background check**.

Your appointment is on **temporary** basis for 11 months and your work performance will be reviewed every **six months/yearly**. Your **consolidated/Scale salary** will be **Rs. 30000/- per month**. Apart from duties posted in your job description, your duties as faculty/staff/ will include participation in the activities as directed by your Principal/HOD/supervisor(s) or coordinator.

Your services will be governed by the rules and regulations of the Governing Body of Mahatma Education Society. The details of our offer, including the terms and conditions of your employment and notice period required to terminate this appointment will be found in the Faculty and Staff Handbook. Your services are transferable to any of the institutions managed by Mahatma Education Society.

This letter, along with the enclosed terms and conditions for employment as well as the faculty and staff policy handbook, outlines the obligations of both ***Mahatma Education Society*** and yourself with respect to your employment conditions, and is governed by the laws of the Government of India. It details the terms and conditions of your employment with ***MES***, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached handbook along with agreeing to the terms and conditions of employment and returning it to me upon your earliest convenience, but prior to your first day of employment. We wish you a fulfilling and rewarding tenure in the institution.

Sincerely,

*Name*

*Title*

I, ***Name***, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached agreement, and agree to be bound by the terms and conditions of employment as outlined in the faculty and staff handbook.

Signature

Date

## B Employment Contract

### Mahatma Education Society

#### Terms and Conditions of Employment

The following outlines the terms and conditions of employment with Mahatma Education Society (MES). MES reserves the right to change these terms and conditions as necessary, with due notice. Please sign on each page.

<b>Name and Title</b>	<i>Name, Title</i>
<b>Responsibilities</b>	A copy of your position description is available in the PCE Faculty and Staff Policy Handbook. You may be assigned additional responsibilities by your immediate supervisor from time to time.
<b>Salary</b>	As mentioned in your appointment order
<b>Start Date</b>	As mentioned in your appointment order
<b>Salary Schedule</b>	Your salary will be paid to you on a <b>monthly</b> basis, less required deductions, ( <i>through direct deposit</i> ) <b>OR</b> ( <i>by Check</i> )
<b>Policies and Standards</b>	<b>MES</b> has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by MES. It is agreed that the introduction and administration of these policies is within the sole discretion of <b>MES</b> and that these policies form a part of this Agreement. It is agreed that if <b>MES</b> introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
<b>Confidentiality and Intellectual Property</b>	Our offer of employment is conditional upon you agreeing to and abiding by the Code of Conduct, Employee IP agreement, Leave and Holiday Policy, Resignation and Termination Policy and other policies outlined in the PCE Faculty Handbook.
<b>Non Solicitation</b>	You hereby agree that, while you are employed by <b>MES</b> and for one (1) year following the termination of your employment with <b>MES</b> , you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any <b>MES</b> employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer, student or supplier of MES in a manner that conflicts with or interferes in the business of <b>MES</b> as conducted with such customer or supplier or student.
<b>Representation</b>	You hereby represent and warrant to <b>MES</b> that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining <b>MES</b> , breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.
<b>Employee Benefits</b>	<b>MES</b> provides retirement provident fund benefits to its employees. By agreeing to this agreement, you agree to enroll in the scheme. Once eligible the prescribed amount will be deducted from your basic pay from time to time.
<b>Changes to Duties and/or Compensation</b>	If your duties or compensation should change during the course of your employment with <b>MES</b> , the validity of this agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
<b>Transfer</b>	Your services are transferable to any of the institutions managed by <b>MES</b> .
<b>Resignation</b>	Should you wish to resign your employment with <b>MES</b> , you will be required to provide <b>30 days/60 days/90 days</b> written notice to enable us to transition your work.

<b>Termination</b>	<i>MES</i> may terminate your employment at any time by providing you with the minimum notice required, or pay in lieu of such notice. The procedure for termination is described in the PCE faculty and staff policy handbook.
<b>Governing law, Jurisdiction and Arbitration</b>	This contract is subject to the prevailing Indian Laws. The Legal jurisdiction of the Courts shall be in Mumbai (in the state of Maharashtra), India. Any disputes with respect to this contract or arising out of this contract or during the course of your employment with MES will be subject to arbitration as per The Arbitration and Conciliation Act, 1996 amended in 2015.
<b>Legal Advice</b>	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

**IN WITNESS WHEREOF** the MES has caused this Agreement to be executed as of the \_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed in the presence of

<b>PARTICIPANT NAME</b>	<b>WITNESS to PARTICI- PANT NAME</b>
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## C Non Disclosure Agreement For Employees

This Nondisclosure Agreement (the “Agreement”) is entered into by and between Mahatma Education Society’s ..... with its office at ....., (“Disclosing Party“) and ....., residing at ..... (“Receiving Party“) for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below.

Employees at Mahatma Education Society by nature of their positions will gain access to private personal information about students, faculty, staff, alumni, and other constituents of the College. Employees are obligated to maintain the confidentiality of any such private personal information that is encountered. MES expects all employees with access to personal information to deal with that information in a respectful and professional manner. As a matter of policy, the College restricts access to personal information to only those employees who have a legitimate “job-related reason” in the performance of their duties for gaining access. Access and release of any student educational records must be in accordance with the University regulations. Any personal information viewed or accessed by an employee through College systems or records is not to be shared or released to others unless there is a legally permissible purpose for doing so. Inappropriate disclosure of information pertaining to students, faculty, staff and other college constituents may violate applicable law and regulations and is considered a violation of ethics and a breach of trust placed in employees by the College. Employee, student, financial, and medical information contained within MES information systems (electronic and physical files) is considered confidential. I agree to abide by the following guidelines:

- 1) I understand and acknowledge that improper or inappropriate use of data in the College’s information systems is a violation of College policy, and it may also constitute a violation of laws.
- 2) I will not provide confidential information to any individual or entity without proper authorization.
- 3) I will not access, use, copy or otherwise disseminate information or data that is not relevant and necessary to perform my specific job-related duties.
- 4) I will not remove confidential information from College facilities except as specifically authorized to do so.

- 5) I will not share my user id and password with anyone, including support staff.
- 6) I will not use the data for personal or commercial purposes.
- 7) I will refer external requests for all College statistical, academic or administrative data to the Head of the Institution, or those departments that have been authorized to respond to such requests.
- 8) I will not communicate any MES employee's personal identifying information to the general public.
- 9) I will report any unauthorized access of confidential data immediately to the Head of the Institution.
- 10) I understand that any improper or inappropriate use of data in the College's information systems may result in disciplinary action, up to and including termination of employment.
- 11) I understand that when storing confidential data on College servers, I must on an operational basis remove files containing confidential data when it is no longer needed.
- 12) I understand that if I am uncertain about what constitutes legitimate use or release of information I should always err on the side of confidentiality and refer my questions about the appropriateness of a request for personal information from College systems or records to my Head of Institution before releasing the information.
- 13) When my status as an employee is over, I will destroy all electronic and physical copies of all the confidential data I have received from MES.

Employee Name

Employee Signature

Date

## D Undertaking Taken From Faculty and Staff at end of Employment

I, [Employee Name],do hereby release and forever discharge Mahatma Education Society, Pillai College of Engineering (hereinafter “MES”), their officers, agents, servants, employees, predecessors, successors and assigns (the “Releasees”) from any and all actions, causes of action, complaints, appeals, requests, covenants, contracts, claims, including bonus claims under any terms of employment whether express or implied, and demands whatsoever, whether arising at common law, by contract, by statute, or otherwise, which I have ever had, now have or which my heirs, executors, administrators and assigns, or any of them hereafter can, shall or may have by reason of my employment with or termination of employment from MES effective on or about [Date].

And I accept that the check amount of Rs —————/- as the full and final payment towards clearing of all dues owed to me that includes arrears, wages, provident fund, gratuity and back pay wherever applicable. Me or any of my successors will not raise any further claims from Mahatma Education Society, its institutions or any of its releasees in the future.

Signature,  
Name of Employee

## E Format of Relieving Letter

Date,

Employee Name

Address

Relieving Letter

Subject: To Whom It May Concern

Dear Mr Name ,

This has reference to your letter of resignation dated( ————), wherein you have requested to be relieved from the services of the company on( date——— -). We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company after serving one month notice period, with effect from closing office hours of June (———-date) We also certify that your full and final settlement of account has been cleared with the organization. Your contributions to the organization and its success will always be appreciated. We at PCE wish you all the best in your future endeavours.

For Mahatma Education Society's Pillai College of Engineering

Yours Sincerely,

Principal

## F Parent Feedback Form

As part of our evaluation, we would like you to take a few minutes to give feedback about our institute and its system. We are looking for your opinion in the following areas. Your participation is greatly appreciated. Best wishes for future success.

Name of the  
Parent

Name of the  
Ward

Class/  
Branch

Roll  
No.

Academic  
2018-19

Year

Sr. No.	Parameter	Excellent	Very Good	Good	Average
1	The Teaching-Learning Process.				
2	Accessibility of Teacher/ HOD/ Principal				
3	System of Monitoring Student's Progress				
4	Infrastructure Facilities				
5	Learning Resources such as Library, Internet, Computer, etc.				
6	Support Services like Canteen, Career Counseling Cell , Placement cell etc.				
7	Enhancement of Student's Personality				
8	Discipline Practices				
9	Curriculum is designed as per industry requirement and also revised time to time				
10	Overall rating				

Comments and  
Suggestions

Signature of  
Parents

Date

Contact No.

E-mail

## G Student Feedback

Subject

Faculty

Performance Index (P.I.) =

Q.No.	Question	NA	SD	DD	NN	AA	SA
1	Teacher is enthusiastic about the subject/ topic.						
2	The course is well organized in a logical sequence and correct pace.						
3	Each lecture is well prepared.						
4	Teacher is making the best use of teaching aids like writing board, AV facility, & videos to teach effectively.						
5	The concept/ logic/ phenomenon/ derivation is being explained clearly.						
6	Teacher is able to create enough interest in the subject.						
7	Teacher is clearing all the doubts/ difficulties satisfactorily.						
8	Adequate number of case studies/ examples/ numerical are being solved in the class.						
9	Teacher is very supportive and is always available for guidance.						
10	Teacher helps me to build confidence in the subject.						
11	The teacher is preparing me well for the university exams.						
12	I want the teacher to continue taking the subject.						
TOTAL							

$$P.I. = (5* SA + 2.5* AA - 2.5* DD - 5* SD) / (SA + AA + NN + DD + SD)$$

Comments

.

## H Teachers Feedback on Curriculum

Department

Course Name and code

Academic year

Faculty Name

Type of course (Core/Elective)

Please give your valuable feedback on curriculum to improve quality of the programme. Select your ranking on the scale of 1 to 5 for each of the following parameters. (1 - Strongly disagree, 2 - Disagree, 3 -Uncertain, 4 - Agree, 5 - Strongly agree)

Feedback on Course 1 2 3 4 5

- 1) The allocation of the credits to the course is appropriate
- 2) The depth of the course content is adequate to have significant learning outcomes
- 3) Syllabus is sufficient to bridge the gap between industry standards /current global scenarios and academics
- 4) The timely coverage of syllabus is possible in the mentioned number of Hours
- 5) The units/sections in the syllabus are properly sequenced
- 6) The recommended textbooks are adequate and map onto the syllabus
- 7) Sufficient reference material and books are available for the topics mentioned in the syllabus.

Recommendations for course improvement (Please specify topics that should be added/dropped from the course, new books to be recommended, changes in teaching scheme, etc. if any)

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# I Teachers Feedback on Curriculum (Laboratory)

Department

Course Name and code

Academic year

Faculty Name

Type of course (Core/Elective)

Please give your valuable feedback on curriculum to improve quality of the programme. Select your ranking on the scale of 1 to 5 for each of the following parameters. (1 - Strongly disagree, 2 - Disagree, 3 - Uncertain, 4 - Agree, 5 - Strongly agree)

Feedback on Laboratory Component 1 2 3 4 5

- 1) The allocation of the credits to the laboratory course is appropriate
- 2) The adequate number of experiments/test cases are prescribed in the curriculum
- 3) The techniques/tools are appropriate to the design of conducting the experiments
- 4) The knowledge acquired through this laboratory course can be applied to develop real time applications
- 5) The evaluation scheme is sufficient to judge the technical skills developed

Recommendations for course improvement (Please specify experiments that should be added/dropped from the course, new books to be recommended, changes in experiments, etc. if any)

---

Place

## J Employer Survey Form

**Employer Feedback** As an Employer of this institute, we request you to spare some of your valuable time to fill up this feedback form. Your valuable suggestion will further help in the improvement of the institute.

Please tick in the appropriate column based on the following parameters.

The four year engineering graduates from PCE are

Parameters/Rubrics	Poor	Average	Good	Excellent
a Industry ready and possess the required knowledge and skills.				
b Able to apply the basic principles and practices of engineering to pursue professional developments				
c Capable of applying logic & designing solutions to real world problems at Industry.				
d Able to work effectively in teams as well as function in multi- disciplinary teams or the organization.				
e Good at written and verbal communication.				
f Able to contribute significantly towards growth and profitability.				
g Able to lead research and development assignments.				
h Equipped with entrepreneurship skills.				
i Knowledgeable about advanced tools in their profession.				

Suggestions \_\_\_\_\_

Employer Organization

Name, Designation and Signature

## K Alumni Feedback

Your alma mater has grown from strength to strength over the years. Today it is one of the leading and sought after institutes. We appreciate and acknowledge the fact that you have contributed a great deal to this achievement and glory.

As Alumni of this institute, we request you to spare some of your valuable time to fill up this feedback form. Your valuable suggestion will further help in the improvement of the institute.

Please tick in the appropriate column based on the following parameters.

The four year engineering education in PCE has achieved the following to the extent indicated

Parameters/Rubrics		Poor	Average	Good	Excellent
a	Prepared me for successful career in Industry.				
b	Imparted ability to synthesize data and technical concepts for application to product design.				
c	Prepared me to work as a part of multi-disciplinary team.				
d	Provided solid foundation in Mathematical, Scientific and engineering fundamentals to formulate, solve and analyze engineering problems.				
e	Developed ability to communicate effectively in both verbal & written forms.				
f	Prepared me for higher studies & Research				
g	Made us aware of the need for Life-long learning & inculcated entrepreneurship skills.				
h	Introduced me to professional ethics and codes of professional practice.				
i	Imparted the ability to Design a system, component, or process.				
j	Helped to develop an understanding of impact of engineering solutions on society and knowledge of contemporary issues.				

Memories	Suggestions for improvements
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Present Occupation	Branch and Year
Name of Organization and Designation	Name and Signature

## L Employer Feedback on Curriculum

The Institute is very thankful for sparing your valuable time to give this survey. This feedback will help us to improve our curriculum and teaching methodology.

Please give a feedback on the scale of 1 to 5

	SN Description	1	2	3	4	5
		(Fair)	(Average)	(Good)	(Very Good)	(Excellent)
1	The curriculum provides opportunities to the students to pursue their career by choosing the subjects from electives from own area/specialization or interdisciplinary areas.					
2	The curriculum prepares students for Entrepreneurship and encourages them to initiate startups.					
3	The curriculum has been designed to make students industry ready by imparting technical education to adapt the modern technical advancements.					
4	The curriculum prepares the students for analytical reasoning, communication and soft skills in addition to technical competencies to face the industry workplace challenges.					
5	The curriculum is balanced with proper weightage for the mathematics and basic sciences, theoretical and practical knowledge of their field.					

Any other Comments \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Company & Address \_\_\_\_\_

Email \_\_\_\_\_

# M Faculty Profile for Website

Faculty Picture

Faculty Name

Designation Professor/Associate Professor/Assistant Professor

Department Computer Engineering

Email

Education

List of Degrees, College and University, Year of Passing

Research and Consultancy

List of Projects if Any

Courses

List of Courses taught

Workshop/Guest Lecture/ Expert Lectures Delivered

List of Workshops/Expert Lectures of Note

Important Publications (please list maximum of 5, please add weblinks where possible)

Patents (please list maximum of 5)

Awards and Recognitions

Personal Website and Social Media (Google Scholar Link is a must)

# N Employee Intellectual Property Agreement

- 1) For purposes of this Agreement, the following terms shall have the following meanings
  - a) Confidential Information is information that is not generally known in the industry in which the Institute is engaged, in the possession, ownership or control of the Institute or its employees. Confidential Information includes, but is not limited to, information related to trade secrets, programs, business plans, inventions (whether patentable, patented or not), processes, formulas, existing or contemplated products, technical data, services, technology, concepts, computer programs, plans, studies, techniques, designs, specifications, patterns, contracts, presentations, and business information, and including information related to any research, development, manufacture, purchasing, engineering, know-how, sales or marketing methods, competitive analyses, methods of doing business, customer lists, or customer usages or requirements.
  - b) Developments are inventions, whether or not patentable, new technology, Confidential Information, computer programs, copyrightable works, mask works, trademarks or other intellectual property.
  - c) Made refers to made, created, conceived, authored, developed, or reduced to practice.
  - d) Institute refers to Mahatma Education Society, all entities owned or controlled by, or under common control with, whether directly or indirectly, Mahatma Education Society, including its affiliated and related entities, and all predecessors and successors of the foregoing Mahatma Education Society.
- 2) I will hold all Confidential Information that has been or may be obtained by me in trust and confidence. I will not use for my own purposes nor disclose to others, either during or after my employment, except as required by the Institute, any Confidential Information. I will not disclose to or cause the Institute to use Confidential Information of others, unless authorized by the owner.
- 3) All Developments made by me, alone or jointly with others, whether or not during normal business hours or on Institute premises, that are within the scope of the Institute's business, which result from or are suggested by any work I or others may do on behalf of the Institute, shall be and are the property of the Institute. I agree to assign and do hereby assign to the Institute all my rights to such Developments in all countries. I agree to promptly disclose to the Institute all Developments covered by this Agreement and will, at the request of the Institute at any time, including after my termination of employment, cooperate in all lawful acts which may be necessary or desirable in the judgment of the Institute to protect for the benefit of the Institute all such Developments, including executing any patent application, or any application for registration or assignment relating to any such Development, without charge to the Institute.
- 4) I understand and acknowledge that this Agreement is not intended to require assignment of any of my rights in an invention that I develop entirely on my own time without using the Institute's equipment, supplies, facilities or trade secret information except for those inventions that either (1) relate at the time of conception or reduction to practice of the invention to the Institute's business, or actual or demonstrably anticipated research or development of the Institute; or (2) result from any work performed by me for the Institute. I further understand that the Institute has the right to review, in confidence, all inventions I conceive solely or jointly with others during my employment to determine questions of rights to inventions falling within the scope of this Agreement.
- 5) During my employment with the Institute, I agree that I will not, without the advance written approval of the Institute, engage in any activity, which may constitute a conflict with the Institute's interests regarding Confidential Information or Developments. Any question whether a particular activity may constitute a conflict of interest shall be resolved by obtaining the Institute's written approval before engaging in that activity.
- 6) All written materials and other tangible objects, including copies, made or compiled by me or made available to me in the course of my employment, shall be the property of the Institute and shall be delivered to the Institute upon termination of my employment or at any other time upon request.
- 7) It is understood that the laws of the Government of India will govern the interpretation, validity, and effect of this Agreement without regard to where signed or performed, except however that Indian choice of law provisions shall not apply. I acknowledge that irreparable harm may result to the Institute should I violate this Agreement and that the Institute shall be entitled to any legal or equitable remedy to correct any harm which results from my violation.

- 8) This Agreement shall inure to the benefit of and be binding upon the Institute, as defined above, its successors and permitted assigns, including, without limitation, any person, partnership, corporation or other entity which may acquire all, or substantially all, of the Institute's assets and business or which may acquire a majority of the voting interest in the Institute's capital stock, or into or with which the Institute may be merged or consolidated, and upon Employee.
- 9) All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of Mahatma Education Society. I shall return Mahatma Education Society all such materials, including copies thereof, in my possession or under my control upon termination of Employment for whatever reason or upon the request of Mahatma Education Society. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of Mahatma Education Society, whichever comes first.
- 10) I acknowledge that I have read and understand this Agreement and that my obligations continue following termination of my employment. I further understand this Agreement constitutes the entire agreement between me and the Institute with respect to Developments and Confidential Information and supersedes all prior agreements and understandings relating to such matters. This Agreement may not be modified except by a written agreement signed by me and an officer of the Institute.

Signature

Name

Designation

Date

Witness Signature

Name

Designation

Date



# O Invention Disclosure Form

**Date of submission:** \_\_\_\_\_

The inventor is requested to fill up the following form while submitting an application for filing a patent by Pillai College of Engineering, New Panvel

**General Patent Information:** *In order to obtain patent protection, your invention must demonstrate the following:*

- New (or novel): The invention must be new, that is, it has not been previously used, sold or described publicly.
- Useful: The invention must have an actual use and not be just a subject for additional research.
- Non-obvious: The invention must not be obvious at the time of conception to another person having ordinary skill in the art.

## To be filled out

- 1) Title of the project / invention
- 2) Name of the inventors including faculty, students and staff:

*[Please include the names of all co-inventors. Co-inventors include any individual who has conceived or contributed to an essential element of the invention, either independently or jointly with others, during the evolution of the technology or reduction to practice]*

**Inventor:** Name

Designation

Department

Phone/Fax/e-mail

Home Address \_\_\_\_\_

**Inventor:** Name

Designation

Department

Phone/Fax/e-mail

Home Address \_\_\_\_\_

(Please add additional names if needed)

- 3) Source of funding for the project:

*Institute funding / Industry funded / Govt. aided / consultancy - with or without prior contractual agreement / Any other*

4) Is the work bound by any agreement / contract / MOU? Yes No  
*If yes please give details.*

5) Is the patent (to be filed) for a process or product?

6) General area of the patent application to be filed:

7) Description of the invention (not more than 300 words)

In describing the technology, please provide when possible, information covering the following points:

- a) General purpose;
- b) Technical description;
- c) Advantages and improvements over the existing methods, devices or materials; and,
- d) Economic potential or commercial applications for the technology.
- e) Problem for which solution was researched
- f) Invention namely the solution to the problem

8) Origin of the idea / invention: who and when?

9) Details of Students / staff who participated in the invention but are not inventors:

- Name / degree registered for \_\_\_\_\_  
Department / roll no. \_\_\_\_\_  
e-mail \_\_\_\_\_  
Home Address \_\_\_\_\_  
Signature \_\_\_\_\_
  
- Name / degree registered for \_\_\_\_\_  
Department / roll no. \_\_\_\_\_  
e-mail \_\_\_\_\_  
Home Address \_\_\_\_\_  
Signature \_\_\_\_\_

(Please add additional names if needed)

10) Any help received from others in conception of the idea?

11) Date of start of the project

12) Other applicants (collaborating partner organisations)

13) Background Research and Prior Art

*[Please describe the information obtained through literature search details on existing public knowledge in the concerned field. Include journals and other publications and relevant patent databases]*

- 14) Has the work been displayed anywhere?
- 15) Has the work been reported / published / presented anywhere?
- 16) Has any related patents been filed by the inventor earlier?
- 17) Unique features about the work done with respect to prior art that satisfy patentability criteria
  - a) Is the work a mere extension of common known knowledge?
  - b) Has the work filled a major gap in prior art? If yes, a brief description of this gap.
  - c) Any environmental issues?
  - d) What aspect of the invention needs protection
- 18) Has the work been systematically and chronologically documented? How?
- 19) Commercial aspects of the invention/ technology developed
- 20) Any costing of the product / process / invention been done?
- 21) Any industries / companies interested in licensing the work  
*[List any companies which you believe may be interested in your invention]*
- 22) Is the work ?
  - a) Completed and results validated?
  - b) At a basic conceptualisation stage?

I/We hereby declare that all statements made herein of my/our own knowledge are true and that all statements are believed to be true [to be signed by all inventors].

Inventor	Signature	Date
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Inventor	Signature	Date
----------	-----------	------

Inventor	Signature	Date
----------	-----------	------

Countersigned by Dean R& D

## O.1 Declaration by Primary Inventor

- 1) I, the undersigned, \_\_\_\_\_ hereby certify that “Work” entitled —- \_\_\_\_\_  
\_\_\_\_\_ is an original work, which I and my collaborators have carried out at Pillai College of Engineering (PCE, referred to as Institute) with address at Pillai College of Engineering, Dr K M Vasudevan Pillai Campus, Sector-16, New Panvel – 410206, Maharashtra, India. This work was specially commissioned by and is to be considered a “work made for hire” by PCE and that PCE is entitled to all patent/copyright/trademark and all other intellectual property rights thereto. Without limiting the foregoing, for good and valuable consideration, receipt of which is thereby acknowledged and in accordance with the above entitlement of Institute to Intellectual Property generated by me, I hereby assign and/or transfer to Institute, its successors and assigns, all right, title, and interest, throughout the world in and to the Work and each element thereof, including but not limited to the copyright/patent/technology innovation contained therein. I further agree that no copyright material assigned by me to the Institute under this agreement shall be reproduced by me beyond that which falls under fair use, and I shall retain only moral rights to this material. Furthermore, no patentable invention/technology innovation/trademarks will be disclosed by me to any other party upon, till termination of this agreement. I understand that any prior disclosure by myself, directly or indirectly, either during the period of this work-for-hire agreement or after its termination, shall render me prosecutable as per laws that may be in force at the time.
  
- 2) I, Principal Inventor (guiding teacher in case of student projects) will be responsible for addressing all correspondences/ queries between PCE, Brainaic (consultant to PCE), Patent Office or any other agency and will also provide all justifications needed until the patent is finally issued or rejected.

Sign and Date

Name and Address

# P Sports Complex Rules

## P.1 Gymkhana and Health Club Rules

- 1) Use proper sports shoes/gym shoes inside the inside the gymkhana.
- 2) Improper shoes/dirty shoes to be removed and kept outside the gymkhana.
- 3) Complete silence to be maintained inside the gymkhana
- 4) However light music is permitted.
- 5) Carry proper valid college/school identity cards for using the gymkhana
- 6) Enter the name in the respective register before using the facility
- 7) Use own towels inside the gymkhana and it is compulsory
- 8) No eatables are permitted inside the gymkhana
- 9) Carry your own water bottles for the use during the work-out.
- 10) No changing of clothes to be permitted inside the gymkhana
- 11) Clothes to be changed inside the wash room/changing area
- 12) Do not bring your valuables inside the gymkhana
- 13) Gymkhana staff are not responsible for users items/valuables
- 14) Improper sports wears are not permitted including jeans/bermudas etc.
- 15) Take proper instructions from gym staff before using any equipment.
- 16) Proper decorum/discipline to be maintained inside the gymkhana.

### GYMKHANA TIMINGS

SNO	TIMING	COLLEGE
01	0630 – 0830 HRS	COLLEGE TEAMS
02	0900 – 1100 HRS	BOYS
03	1100 – 1300 HRS	GIRLS
04	1400 – 1530 HRS	GIRLS
05	1530 - 1700 HRS	BOYS
06	1700 – 1900 HRS	STAFF

PCE has started a new air conditioned Health club at Dr.KM Vasudevan Pillai Campus gymkhana and is functioning from 01<sup>st</sup> May 2017 onwards. It will be opened for students and staffs of the

campus. The entry form are available with Sports office and this health club will handle all your fitness issues including sports injuries, obesity etc. Everyone can avail this facility with a nominal user's fee. For more details please contact 9323255600

Fee	Students	Timing	Staff	Timing
01 Month	500	9 am -11.30 am 2pm -5 pm Weekly 5 days	300	12 – 2 pm 4 – 7 pm Weekly 5 days
03 month	1200		750/-	
06 months	2400/-		1500/-	

## P.2 Badminton Club

MES Sports control board has started a Two Indoor Badminton courts at Dr.KM Vasudevan Pillai Campus Gymkhana. It is open for all students and staffs of Pillai group of Institutions. The entry forms are available with Sports office. Students and the kids from the surrounding area can avail specific training with a nominal fee and also avail it for recreational playing. Everyone can avail this facility with a nominal user's fee. For more details please contact 9323255600

FOR RECREATIONAL PLAYING PILLAI INSTITUTIONS STUDENTS ONLY

MONTHLY FEE	-	Rs.600/-
QUARTERLY	-	1500/-
HALF YEARLY	-	2800/-
YEARLY	-	5000/-
PER HOUR	-	50/-(WITHOUT CLUB RACKET & SHUTTLE)
PER HOUR	-	75/-(WITH CLUB RACKET)
PER HOUR	-	100/-(WITH CLUB RACKET & SHUTTLE)
EXPERT TRAINING FOR ALL (MON TO FRI)		
MORNING 06 AM TO 8AM –EVENING 05 PM TO 08 PM		
PER MONTH	-	1200/-
QUARTERLY	-	3200/-
HALF YEARLY	-	6000/-
YEARLY	-	11000/-

## P.3 Rifle Shooting Range

The Sports Rifle Shooting Range, ” AIM HIGH” –at Dr.KM Vasudevan Pillai Campus is organizing regular training/Coaching camps for the school and college students of Mahatma Education Society from 04 PM to 07 PM on the following days-

Tuesday, Thursday & Saturday

Fee Structure

- |     |           |           |
|-----|-----------|-----------|
| (a) | Monthly   | Rs.750/-  |
| (b) | Quarterly | Rs.2100/- |
| (c) | Yearly    | Rs.7000/- |

The coaching will be conducted by international/national trainers and the Rifles for practice will be provided by the Range itself.

For further queries contact Sports Director MES Mob.9323255600

### **P.3.1 Rifle Shooting Range Rules**

- 1) Use proper rifle shooting rig inside the range.
- 2) Improper shoes/dirty shoes to be removed and kept outside the range.
- 3) Complete silence to be maintained inside the range.
- 4) Carry proper valid college/school identity cards for using the range.
- 5) Enter the name in the respective register before using the facility
- 6) No eatables are permitted inside the range.
- 7) Carry your own water bottles for the use during the training.
- 8) No changing of clothes to be permitted inside the range.
- 9) Clothes to be changed inside the washroom/changing area.
- 10) Do not bring your valuables inside the range.
- 11) Range instructors are not responsible for users items/valuables
- 12) Take proper instructions from range instructor before handling the weapon.
- 13) Proper decorum/discipline to be maintained inside the rifle shooting range.

## **P.4 MFOD Sports Complex**

Maintenance – Do's

- 1) Clean the floor with wet mop.
- 2) Spot clean the heavy marked spots, if needed.
- 3) Quick Clean' is a daily cleaning system that combines the ease and speed of dust mopping with benefits of wet mopping.
- 4) It can be helpful to put walk-off mats at all entries and exits to help remove abrasive dirt and grit from the shoes of people traffic.
- 5) Rubber mats should not be placed on the top of Herculan MF OD surface.

- 6) Only sports shoes to be used while playing.
- 7) The court area surface should be kept covered during any other maintenance work or any civil work, side walls painting, etc.
- 8) Use proper playing kits while using the MFOD Turf
- 9) Only organized sports training & practice to be conducted on the Turf.

#### Maintenance – Don'ts

- 1) Spike shoes of any type should not be used on the flooring.
- 2) Do not scrub floor with medium or hard polyester or nylon pads, steel wool, wire brushes, or abrasive flooring cleaners.
- 3) These types of materials can cause severe abrasion and damage the floor surface and cause undue wear to game line paint.
- 4) Do not apply any type of floor sealer, floor finishes or waxes of any type. Also do not sweep or dust mop floor with oil treated mops or brooms.
- 5) Even though these floors are resistant to staining and chemicals, dirt and spills should be removed as promptly as possible. Certain material can cause serious damage such as organic solvents (acetone, fingernail polish remover); tar. Wheels on equipment should be of rubber composition and should not be of metal.
- 6) To avoid scratches, avoid placing heavy equipments, tables, chairs etc. on the floor. Even light chairs etc. should not be pulled or rolled on the surface.
- 7) Please trim overhanging branches of trees to avoid bird dropping on MF OD floor.
- 8) Also, avoid high heeled shoes, stilettos, umbrellas with metal bar etc.
- 9) MF OD flooring should not be used for parties, lunch/dinners, etc
- 10) Should not move any portable trolleys on turf without supervision of sports staff



# Q Faculty Appraisal Form

## PILLAI COLLEGE OF ENGINEERING

To be filled by the faculty members themselves and to be submitted to The Head of the Department/Institute directly

### FACULTY SELF ASSESSMENT FORM

*N.B.:*

*Report only activities pursued during the above assessment period (20\_\_-20\_\_).*

*Add additional sheet wherever necessary.*

### Part A: Faculty Details

Name of Faculty :  
Designation :  
Department :  
Qualification :  
University from which the above degree is obtained :  
Date of Joining PCE :  
Additional Qualification Acquired :  
Institute from which the additional degree is obtained :  
Class/ Merit/ % marks/ Grade obtained :

---

#### To be filled by office:

No of Days Present :  
Leave Details :  
    CL :  
    EL :  
    SL :  
    LWP :  
    C Off :  
    Other :  
    OD :  
Any Remarks :

## PART B: ACADEMIC PERFORMANCE INDICATORS

Please see detailed instructions of this PBAS Proforma before filling out this section

### CATEGORY: I

#### TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

##### A. ODD SEMESTER:

##### (i) Lectures, Seminar, Tutorials, Practical (give semester-wise details)

S.No	Course/Paper Semester-wise	Level	Mode of Teaching*	No. of Classes allotted/,week	Assigned Classes	% classes taken	Feedback PI obtained

\* Lecture (L), Seminars (S), Tutorials (T), Practical (P)

		API Score Claimed
a	Classes, Taken-Average for the Semester	
b	Teaching Load in excess of Institute norm (max score:10)	

##### (ii) Reading/Instructional material consulted and additional knowledge resources provided to students.

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided

API Score Claimed based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score 20)

##### (iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating subject content, Course Improvement etc.

S.No.	Short Description	API Score Claimed
	Total Score (Max. Score: 20)	

##### (iv) Examination Duties Assigned and Performed

S. No.	Type of Examination Duties	Duties	
Assigned	Extent to which carried out (%)	API Score Claimed	
	Total Score (Max. 25)		25

**B. EVEN SEMESTER:****(i) Lectures, Seminar, Tutorials, Practical (give semester-wise details)**

S.No	Course/Paper Semester-wise	Level	Mode of Teaching*	No. of Classes allotted/,week	Assigned Classes	% classes taken	Feedback PI obtained

\* Lecture (L), Seminars (S), Tutorials (T), Practical (P)

		API Score Claimed
a	Classes, Taken-Average for the Semester	
b	Teaching Load in excess of Institute norm (max score:10)	

**(ii) Reading/Instructional material consulted and additional knowledge resources provided to students.**

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided

API Score Claimed based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score 20)

**(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating subject content, Course Improvement etc.**

S.No.	Short Description	API Score Claimed
	Total Score (Max. Score: 20)	

**(iv) Examination Duties Assigned and Performed**

S. No.	Type of Examination Duties	Duties	
Assigned	Extent to which carried out (%)	API Score Claimed	
	Total Score (Max. 25)		25

**Any other relevant information:**

- 1) Always providing handwritten paper solutions to students concerned
- 2) Helping individual student to score good marks in the subject by providing personal attention
- 3) Motivating students for learning and studying by discussions beyond lecture hours

**CATEGORY: II**  
**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED**  
**ACTIVITIES**

Sl. No.	Type of Activity	Average Hrs/week	API Score Claimed
(i)	Extension, Co-curricular & Field based activities		
	Total (Max.: 25)		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score Claimed
	Total (Max.: 30)		
(iii)	Professional Development Activities		API Score Claimed
	Total (Max.: 20)		
	Total Score (i + ii + iii)		

**Any other relevant information:**

- 1) Always ready to contribute in the department activities
- 2) Honestly and sincerely performing work assigned by the department

### Category III

#### Research & Academic Contributions

(Note: Please submit proof for this criteria. Please read the instructions given at the end of Proforma for calculating API Score claimed)

#### A. Published Papers in Journals

S.N.	Full Journal paper Eg.,Amjit K. M &Chateerejee B, Optimisation of Cellular layout using Simulated Annealing, Int. J of Production Research, Vol 26 No.4,,Dec 2009, pp 25-34)	ISSN/ ISBN No.	Whether peer reviewed.	Impact factor if any	API Score claimed
1					
2					
3					

**Total API score Claimed:**

#### B. (i) Articles/Chapters published in Books

S.N.	Full Articles/Chapters in books. Eg: Benson, R ,Crow P S &Stien R, Benchmarking lessons in the process industries, Chapt:Ed: May Amy, Manufacturing Excellence, 2nd Edtion,1998 Haymarket Business Publications, London)	ISSN/ ISBN No.	Whether peer reviewed.	Publisher International /National /Regional	API Score claimed
1					
2					
3					

**Total API score Claimed:**

#### (ii) Full Papers published in Conference Proceedings

S.N.	Full Papers in Conference proceedings.Eg: Bumstead, J and Cannons, K, From 4PL to managed supply chain operations, Procd. Int. Conf. on Supply Chain, NTU, Singapore, May 12-15, 2004, pp 18-25)	ISSN/ ISBN No.	Whether peer reviewed.	Details of Conference International /National /Regional	API Score claimed
1					
2					
3					

**Total API score Claimed:**

**(iii) Books published as author or as editor**

S.N.	Books Published. Eg: Christopher, M and Peck, H (2003) Marketing Logistics, 2nd edition, Butterworth Heinemann, Oxford )	ISSN/ ISBN No.	International /National /Regional .	Editor Author	API Score claimed
1					
2					
3					

**Total API score Claimed:**

**C. (i& ii). Ongoing /Completed Research projects and consultancies**

S.N.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount	API Score Claimed

**Total API score Claimed:**

**C. (iii & iv) Completed Projects/consultancies**

S.N.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/ Patent/ Technology transferred	API Score Claimed

**Total API score Claimed:**

**D. Research Guidance**

	Student Name	Thesis Submitted	Degree awarded	API Score Claimed
M. E *				
Ph. D*				

**\* Note: Attach List of Students with title of Thesis and year and names of Co-guides if any**

**Total API score Claimed:**

**E. (i) Training courses, teaching-learning-evaluation technology, faculty development programmes attended.**

S.N.	Programme	Duration	Organized by	API Score
1				
3				

**Total API score Claimed:**

**E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia\***

S.N.	Full Papers Presented. Eg: Arun K P & Vidya CR, Co-ordinating two level supply chains, Int. Conf. on Supply Chain, IIT-KGP, Kharagpur, Dec 16-18, 2011)	ISSN/ ISBN No.	Whether peer reviewed.	Details of Conference International /National /Regional	API Score claimed
1					
2					
3					

\* Note: Please see that for any conference paper published claim is not made for presentation also.

**Total API score Claimed:**

**E (iii) Invited Lectures/ Refresher/Orientation course class and Chairmanships at National or International Conference/Seminars**

S.N.	Details of event.	Class/Talk/Chair	International/ National/Regional	API Score claimed
1				
2				
3				

**Total API score Claimed:**

### OTHER RELEVANT INFORMATION

Please give details of any other significant contributions, awards etc. not mentioned earlier in this proforma.

S.N.	Details (Mention Year Value etc. where relevant)

**LIST OF Enclosures:**



Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place

Date

Name and Signature of the Candidate

**SUMMARY OF Performance Review & Assessment PART B: ACADEMIC PERFORMANCE INDICATORS**

(For Use by Assessment/Selection Committee)

Department : \_\_\_\_\_

Name and Designation of Applicant: \_\_\_\_\_

Period of Assessment : From \_\_\_\_\_ to \_\_\_\_\_

**Category I: Teaching, Learning and Evaluation related activities**

**Max score allowed: 250**

**Min score required: 200**

Sl No	Sem/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
	Total Score		

**Category II: Co-curricular, Extension, Professional development related activities**

**Max score allowed:75**

**Min score required: 30**

Sl No	Sem/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
	Total Score		

**Category III: Research and Academic contributions**

Sl No	Nature of Activity	Score Claimed	Score Awarded
A	Publications in Journals		
B (i)	Publications in Books		
B (ii)	Publications in Conference Proc.		
B (iii)	Books Published		
C i& ii	Research & Consultancy-Ongoing		
C iii & iv	Research & Consultancy-Completed		
D	Research Guidance		
E i	Training courses, FDP -attended		
E ii	Conf. Papers presented only		
E iii	Invited talks/ session chair ay Conf.		
	Total Score		

**Names and Signatures of Members**

**Instructions for Filling up  
Category I, II and III of PBAS Performa**  
**NOTE: Claim of points to be made only in one place for each activity.**  
**PBAS Performa for Calculating API Score**

**Category I: Teaching, Learning and Evaluation Related Activities**

**Maximum Scores Allocated: 250**

**Minimum Score Required : 200**

	Nature of Activity	Score
(i)	Lectures, seminars, tutorials, practical, should be based on verifiable records which is the attendance sheet used by the teacher and/or SAMS data for each semester.	
a	No score should be assigned if a teacher has taken less than 80% of the assigned classes. Assigned number classes = (no. of classes available for taking, based on timetable and teaching days available - classes lost for reasons other than due to the teacher concerned). No. of classes = 1 for each lecture 1 for each prax slot of 2hrs; 0.5 for each tutorial hour. Score to be given = ((No. of classes taken / Assigned no. of classes) * 100 - 80) * 2.5. If Scores calculated above is negative zero score shall be given Maximum score of 50 if there is 100% performance	50
b	If a teacher has taken classes exceeding Institute norms, then two points to be assigned for each extra hour of classes/week per semester	10
ii	Imparting of knowledge/instruction as per curriculum with the prescribed material (Textbook/Manual etc.), syllabus enrichment by providing additional resources to students.	
	2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ master's level, (100% compliance = 20 points)	20
iii	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	
	Updating of Course, design of curriculum, incorporation of contents beyond MU syllabus to achieve CO/PEO, Preparation of complete Lab manual etc. (2 points per single course)	10
	Participatory & Innovative T/L Process with material for problem based learning, case studies, course projects, Group discussions etc. Interactive Courses : 5 points/each Participatory Learning modules : 5 points/each Case Studies/course projects : 5 points/each	10

	Use of ICT in T/L process with computer-aided methods like instructional videos, animations, Multimedia, Simulation, Software etc. (Use of technology in addition to conventional class room teaching : 5 points per course taught)	10
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	10
	Organizing and conduct popularization programmes /training courses in computer assisted teaching/web-based learning and e-library skills to students, a),Workshop/Training course: 10 points each, Popularization programmes: 5 points each	10
	Maximum Aggregate Limit	20
iv	Examination Related Work	
	College/Institute end semester/Annual Examination work as per duties, allotted. (invigilation– 0.50 points per duty performed Exam Sr. Supervisor (5 points), Test, Co-ordinator, Exam understudy (3 points) Evaluation –2 points/60 answer books (University); 2 points/subject/class (Internal), University Question paper setting-1 point/ per subject/exam., 2 points per lab/Viva exam conducted as examiner.) (100% compliance = 25 points)	25
	Maximum Aggregate Limit B (iv)	25

**Category II: Co-Curricular, Extension and Professional Development Related Activities.**

**Maximum Scores Allocated: 75**

**Minimum Score Required: 30**

S.No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular , Extension and Professional Development Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-in-plant training, Placement & Trg etc (5 points each)	10
	Positions held/Leadership role played in organization linked with Extension/Professional Work (Student council, IEEE, CSI, MESA, ETSA etc.) and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity at Institute level (each activity 5 points). Similar roles at Department level will get 3 points.	10
	Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (Institutional level 5 points, departmental level 2 points)	10
	Creation of New facility like lab/test facility, software/tools to facilitate academic/administrative management etc. ( Institute level – 10 points, dept. Level 5 points)	10
	Maximum Aggregate Limit	25
(ii)	Contribution to Corporate Life and Management of the Institution	
	Institutional Governance responsibilities like Controller of Examinations, Dean, Chief Warden , (15 points each)	15
	Departmental/Program level Administrative responsibilities like Head of Dept, Co-ordinator, Chief superintendent of exams(10 points each), CAP co-ordinator, TT Co-ordinator (5 points each), Lab-in-charge (3 points each), Class Counsellor (2 points per class per semester)	15
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline & attendance (3 points each), Member of committees like anti-ragging, grievance redressal etc. (2 points each)	10
	Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer:	
(a)	International ( 10 points) National/regional (5 points)	
(b)	As member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	30

(iii)	Professional Development Related Activities	
	Membership in profession related committees at state and national level	
a)	At national level : 5 points each	
b)	At state level : 3 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
	Membership/participation in State/Central Bodies/ Other Institute Bodies Committees on Education, Research and National Development ( 5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)	10
	Maximum Aggregate Limit	20

**Note:** *For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allowable if activity performed by a single person.*

### CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teachers self-assessment, API Scores are proposed for research and academic contributions. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

	APIs	Engineering	Max. points
III (A)	Research Papers (Published in Journals)	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	50/book; 10 /chapter
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5/chapter
		Subject Books by Other local publishers with ISBN/ISSN numbers	15/Book, and 3/chapter
		Chapters contributed to edited knowledge based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	Research Projects		
III C (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with minimum of Rs.2.00 lakhs up to Rs.5.00 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 2 lakh)	10 / each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.50,000/-	10 points per every 50,000/-
III C (iii)	Completed projects : Quality Evaluation	Completed Project Report (Acceptance from funding agency)	20 / each major project 10 / each minor project
III C (iv)	Projects Outcome/Outputs	Patent/Technology transfer/ Product Process	25/ each national level output or patent. 40/each for international level output
III D	Research Guidance		
III D (i)	M.E.	Degree Awarded only	10 Points per candidate
III D (ii)	Ph.D	Degree Awarded only	20 Points per candidate
		Thesis submitted	15 Points per candidate
III E	TRAINING COURSES AND CONFERENCE / SEMINAR/ WORKSHOP PAPERS Attended		

III E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-	(a) Not less than two weeks duration	10 points each
		(b) One week duration	5 points each
III E (ii)	Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes Papers in Conference/ Seminars/ (Max: 30 points) ** workshops etc. **	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	8 Points each
		b) National	5 Points each
		c) Regional/State level	5 Points each
		d) Local-Institute/College level	2 Points each
III E (iii)	Invited lectures or presentations for conferences or talks in refresher courses	(a) International	10 Points each
		(b) National Level	7 Points each

**Note:**

- 1) For Publications and paper presentations involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors : 40% credit for each author. (No specific weightage for the order of authors in the publications/ patents). Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor above 5 by 25 points.
- 2) For Research Guidance, Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given Principal Investigator or Guide gets 70% of the points, Co-investigators or co-guides share the remaining 30% of the points.
- 3) If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III(E)(ii)).