SARASWATI Education Society's

SARASWATI College of Engineering

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

NAAC A+

Policy Handbook

Version 01

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Research Policy

➢ Introduction

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence; that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research.

Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

➢ R&D Cell

The R&D cell comprises of faculty members from various departments in the institute.

This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Head R&D. Principal SCOE is the executive head and The Head R&D is functional head of the cell and advisory to R&D processes to be carried in the institution to Principal SCOE.

The faculty members that constitute the R&D Cell are.

Sr. No.	Name of Faculty	Designation
1	Dr. Manjusha Deshmukh	Principal & Executive Head
2	Dr. Saumya Singh	Head R & D

3	Prof. Madhukar Sorte	R & D Coordinator, Mechanical Engineering Department
4	Prof. Prashant Ingle	R & D Coordinator, Department of Automobile Engineering
5	Dr. Divya Tamma Prof Ragini Sharma	R & D Coordinator, Department of Information technology
6	Prof. Monali Deshmukh	R & D Coordinator, Department of Computer Engineering
7	Prof. Shweta Motharkar	R & D Coordinator, Department of Civil Engineering
8	Prof. Chitra Chitters	R & D Coordinator, Department of Computer Science & Engineering (Artificial Intelligence and Machine Learning)
10	Dr. Sunita Pal	R & D Coordinator, Engineering Sciences & Humanities

- **The role of each of the members can be summarized as,**

• 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.
• 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.
• To initiate and promote MOU with industries, Academic and R&D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
• To arrange talks and interactions by eminent personalities from industry, R&D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
• To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums, faculty development programs.
• To visit R&D organizations and disseminate information regarding the effective implementation of research projects in the institute.
• To suggest peer reviewed national and international journals for subscription in central library as well as department library.
• To formulate the R&D budget of department in close co-operation with the faculty and the Head.
• To keep everyone abreast of all announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC, UoP, and the like.
• To motivate students for presenting papers in National and International conferences, and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project. Interdepartmental / collaborative work to be encouraged positively.

• To attend and discuss the progress of R&D in the periodic meeting. The periodic meetings will be held bimonthly; on the last Friday, at 3.00 p.m. in the month of February, April, June, August, October and December.

➢ PREAMBLE:

History has shown that educational institutions across the globe have played an indispensable role in the phenomenal progress of humankind. In medicine or space, in technology or economics, battle lines are being drawn. To remain as a vanguard of discovery, one should be inquisitive like a scientist, resourceful like an engineer and creative like an artist. To triumph one needs results; publishable and applicable results. Research and Development (R&D) flourishes where young minds and experienced faculty work synergistically. At Saraswati College of Engineering, R&D is pursued with the following objectives:

1. To acquire new scientific knowledge.
2. To design novel methodologies in all the fields of Engineering and Technology.
3. To develop new tools and techniques to expedite problem solving with special emphasis on rural and socially relevant issues.

The phrase "Research and Development" has a special significance apart from its conventional coupling of scientific research and technological development. As this process is usually associated with innovation as well, the synonym (R + D + I) can also be applicable. In general, R & D activities are conducted by specialized units or centers belonging to companies, academic institutions and state agencies. "Research and Development" normally refers to future-oriented, longer-term activities in science or technology, using techniques without predetermined outcomes and with broad forecasts of commercial yield.

At Saraswati College of Engineering, these are done to motivate the students and the faculty of the institution, to update the knowledge which leads to further investigation and progress and to give a hand to the industries in their product development. If such an effort does not exist, the growth of science or technology would be static. Knowing this, everyone is encouraged to do academic or industrial research, to involve in innovation or development and to use the knowledge for consultancy with the industries. Research, Development and Consultancy go hand in hand. All disciplines of the college are actively engaged on Research, Development and Consultancy activities. The R & D cell of this college would be active in registering for patents, copyrights, publications in conferences, organizing conferences, seminars and workshops.

All disciplines of the college would be engaged in R&D and consultancy activities. The R&D cell of this college would be active in registering for patents, copyrights, publications in conferences, organizing conferences, seminars and workshops. Faculty and students have been encouraged to be creative, since it is the creative aspect that induces newer thinking. Lectures and Demonstrations are made both for students and faculty to kindle their spirit of creativity both by our own faculty and from experts.

To initiate contacts among researchers both in India and abroad, conferences would be mandatorily arranged. The faculty members and students would be encouraged to attend seminars and conferences conducted elsewhere. This would boost up the activities on research, in this institution.

- **AIMS:**

1. To create research awareness among the faculty and students
2. To enhance team work between researchers for interdisciplinary research
3. To establish links with different Industries, R&D organizations, which provide funding for research activities.
4. To involve every faculty member in R&D activities, which lead to Ph.D. degree and research proposal writing.
5. To enhance the research awareness by conducting various national level and international level workshops and conferences and guest lectures.
6. To establish the fruitful collaboration and interaction with researchers working on interdisciplinary research

- **OBJECTIVES:**

The Research Promotion Scheme of SCOE aims to nurture research culture in the institute by promoting research in newly emerging and challenging areas of science and engineering. It encourages the Undergraduate and Post graduate candidates to undertake the research in newly emerging frontier areas of science and Engineering including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competition, etc.

- **R&D Activities**

The major R&D activities are as follows:

• External Funded Projects
• Publications in peer-reviewed Journals
• Faculty Development Programs, Conferences, Workshops, STTPs, Symposia etc. (attending and organizing)
• Procurement of high-end computational and laboratory equipment's, and software for Research
• Deputation for Higher Studies
• Talks and Lectures by eminent researchers
• Industry Institute Interaction (Students and Faculty)
• Collaborations and MOUs with Industry, Academic and R&D Organizations.

High ethical standards should be maintained in all aspects of research activity, publication, and patenting. Any research article or thesis submitted to an institution for evaluation or publishing should be required to undergo plagiarism verification using the appropriate tools.

Note: For In-house R&D events, the following guidelines may be used with the approval of Principal SCOE and Head R&D.

• 50 % or 3000 Rs. whichever is less concession may be given in registration fee for Approved Faculty Members of host department.
• 50 % or 3000 Rs. whichever is less concession may be given in registration fee for Faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.
• The concession so granted shall be reimbursed on submitting the certificate of attendance/participation or presentation along with a detailed Report about the attended R&D activity of Participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

➢ **Patents**

Receiving patent of one's research work is one of the most important and influential factor to judge the quality of research. Full financial and legal assistance as per government Norms shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of Saraswati College of Engineering with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
• Research and in-depth review papers shall be submitted to peer-reviewed journals for possible publication.
• Publication charges (if any) of the research papers published by faculty, shall not be reimbursed by the institute.
• One can apply to University of Mumbai and other agencies for publication charges of his/ her research papers.
• Funded projects can cover a part of the publication charges of research papers.

➢ **Conferences and Workshops**

The funds available to the Approved Faculty members to participate at conferences, workshops, STTPs, etc. shall be as tabulated below. Final call would be as per the decision of Hon Principal SCOE.

Sr. No.	Type	Financial Assistance
1	International Conference (Abroad)	up to Rs. 25,000
2	International Conference (India)	50 % or 3000 Rs. whichever is less
3	National Conference, Symposia, Workshop, STTP, etc.	50 % or 3000 Rs. whichever is less

Note: The requisite amount within the limits mentioned shall be sanctioned by the Head of Institution, on recommendations of the respective Head of department and review by Head (R&D). This amount may be claimed from the department R&D budget sanctioned by the institution for the said financial year.

- **Funded Projects**

The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculty, abreast of all such announcements for R&D projects and encourages them to submit proposals for funding.

- **Important Guidelines**

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.

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

• It is advisable to have a faculty working in the same field, as Co-Investigator; for every proposal submitted for funding to external agencies. The faculty proposed as Co-Investigator, shall preferably be from the same department as the Principal Investigator.

• All applications related with R&D shall be routed through the Head (R&D) along with one hard copy for R&D records. A soft copy shall also be emailed to the Head R&D; and the department representative in R&D cell as well as the HOD shall be copied on the email.

• Separate dead stock registers shall be maintained for all R&D as well as externally funded projects in every department.

• Purchase of instruments, software, etc. and the audit report made for the same shall follow the SES Accounts Department guidelines.

• Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

• The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

• In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.

• All HODs must regularly and diligently update the R&D information and achievements of their departments in the R&D page on the institute website through Head R&D.

- **Policy for Procurement and Maintenance**

  • The purchase committee for any research project shall comprise of, The Principal, Head (R&D), concerned HOD and PI/ Co-PI. Their role is to streamline the purchase requests and gauge its utility; in completion of the project. The said committee shall also look into the recruitment of JRF/ SRF, if any.

  • The accounts department shall submit a photocopy of, the sanctioned letter and cheque/ DD to the concerned Principal Investigator (PI) of the research project.

  • The P.I. shall immediately plan and apply in writing to the Principal, through Head (R&D) for releasing the funds (towards, travel, contingency, consumables, books, technical assistance, hiring charges, etc. i.e. excluding the equipment cost and salary, if any). The Accounts Department shall immediately release the amount on receiving the sanction from the Principal. The PI shall settle the accounts, for the released amount on or before 31st of March every year.

  • The PI shall also plan for purchase of equipment's as per the existing purchase procedure of the institute. A minimum of two quotations are necessary for the equipment's to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification. The entire purchase of equipment's for the research project shall be completed, positively within one month of receiving the grant for the same from the management or the funding agencies.

  • It is advisable; though not mandatory to procure high end equipment's from reputed manufacturers with a proven track record.

  • All the sanctioned funds shall be spent as per the guidelines of the concerned funding agency.

  • All the equipment's purchased, shall first be registered in the Stores and then in the DSR of the R&D in the department. This will help to have a uniform procedure and smooth functioning of purchase procedure under R&D. The total expenditure under R&D can then be easily identified.

  • In case PI leaves the institute, the Co-PI shall be fully responsible to complete the project as per the guidelines of the concerned apex bodies.

  • If the PI is not in a position to continue the project, the PI shall utilize all the funds received as on date and submit the utilization certificate and progress report to the R&D Cell. He shall only then be relieved from his duties.

  • The PI/ Co PI shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents shall also be marked to Head (R&D) for records.

- **Seed Money**

  Seed money for R&D project shall be distributed by the following procedure:

  • Submission of proposal/s to funding agency

  • Application for seed money through the respective HOD

  • Scrutiny by R&D cell on sanction of the submitted project

• 25 % of the sanctioned project cost shall be given as seed money from the department R&D budget to start the procurement which will be recovered at a later stage after receiving the grant.

- **Research Review Committee (RRC)**

This committee (RRC) is formulated to specifically oversee the research proposals by faculty and Post Graduate dissertations. The RRC shall comprise of,

• Principal
• Head (R&D)
• Head of Department (concerned Dept.)
• P. G. Coordinator (only in case of M. E. Projects)
• Project Guide & Co-Guide (only in case of M. E. Projects)
• Subject Expert/s

All the prospective Principal Investigators should ensure that the research proposal is presented before the RRC well in advance prior to the submission. The HOD should ensure that the project work of PG students is presented before the RRC at least 90 days prior to the submission.

It may kindly be noted that, the research proposal of faculty shall be submitted to the funding agency only after presentation to RRC. Similarly, the project work of every PG student shall be submitted to the university, only after the approval by RRC.

In addition to this, the RRC shall also look into,

• Collaboration with research organizations
• MoU with industries and overseas universities
• Training and Consultancy
• Continuing Education (including Add on Modules)
• Industry Sponsored Projects

- **R&D Incentives**

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme initiated with the patronage of Hon. Principal SCOE and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for R&D incentives are tabulated below,

Sl. No.	Nature of Activity	API : Self-AppraisalScore	Verifiedd API Score
		Total Score	
III. A	**Other research Publications (books, chapters in books, other than referred journal articles)**		
	i. **Text or** reference books published by International Publishers with an establishment peer review system		

		Sole Author (50 per publication)		
		Sole Editor (30 per publication)		
		Chapter in edited Book (10 per publication).		
	ii. **Text or** reference books by National level publishers/State and central Govt. Publications with ISBN/ISSN numbers			
		Sole Author (30 per publication)		
		Sole Editor (20 per publication)		
		Chapter in edited Book (10 per publication).		
	iii. **Text or** reference books by other Local publishers			
		Sole Author (15 per publication)		
		Sole Editor (10 per publication)		
		Chapter in edited Book (5 per publication).		
III. B	**RESEARCH PROJECTS**			
	i. Completed /Ongoing Sponsored Projects. (In case of Co-PI points are to be shared in 60:40 ratio)			
		Major Project with Grant >Rs 10 Lakhs for Sciences and Rs 5 Lakhs for others (20 per project)		
		Major Project with Grant >Rs 5 Lakhs for Sciences and Rs 3 Lakhs for others (15 per project)		
		Minor Project with Grants >Rs 40,000 for Sciences and Rs 25000 for others (10 per project)		
	ii. Completed /Ongoing Consultancy Projects			
		Grant > Rs 10 Lakhs for Sciences and Rs 5 Lakhs for others (10 per project). In case joint venture points are to be shared in 60:40 ratio.		
III. C	**RESEARCH GUIDANCE** (In case of joint supervision points are to be shared in 70:30 ratio)			
		Ph.D. (10 per candidate)		
III. D	**PARTICIPATION IN TRAINING COURSES /CONFERENCES /SEMINAR /WORKSHOP**			
	i. Industry training/Interdisciplinary project			
		Duration two weeks or more (10 per course/workshop).		
		Duration one week (5 per course/workshop)		
	ii.Participation and presentation of research papers (oral/poster) in conferences/ Journal			

		a) Reputed International conference (15 per participation/ presentation) Faculty publication with ME students (30:70 ratio) [30% for faculty]		
		b) International Conference (10 per participation/ presentation) Faculty publication with ME students (30:70 ratio) [30% for faculty]		
	iii. Invited lectures or presentation for conferences /Seminar /Training Course /Refresher Course/Orientation Course			
		a) National Level (5 per lecture)		
		b) Local-University / College Level (2 per lecture)		
III. E	**TRAINING COURSES/CONFERENCE /SEMINAR/WORKSHOP ORGANISED**			
	i. Refresher courses. Methodology workshops, training course, summer /winter School/Teaching –learning –evaluation Technology Programmes, Soft-Skills development Programmes, Faculty Development Programmes.			
		Duration 2 weeks or more (30 per course). In case of Co-coordinator points are to be shared in 70:30 ratio. (30% coordinator & 70% for rest of the organizing team)		
		Duration 1 week (20 per course). In case of Co-coordinator points are to be shared in 70:30 ratio. (30% coordinator & 70% for rest of the organizing team)		
	ii) Seminar (one day) organized. In case of Co-convener /Jt. Organizing Secretary points are to be shared in 70:30 ratios. (30% Co-convener/Jt. Organizing Secretary & 70% for rest of the organizing team)			
		International (20 per event)		
		National (10 per event)		
III. F	**AWARDS/HONOURS/RECOGNITIONS**			
	I	International level honor/recognition/ award (30 per award)		
	Ii	National level honor/ recognition/award (25 per award)		
	Iii	State level honor/ recognition/award (25 per award)		
	iv	College level honor/ recognition/award (10 per award)		

III. G	**PEER REVIEWING OF PAPERS/PROJECT PROPOSAL/EVALUATION OF PROJECT COMPLETION REPORT**			
	I	For Referred Journal (7 per paper)		
	Ii	For non-referred but recognized and reputed journals and periodicals, having ISBN/ISSN numbers (4 per paper)		
	Iii	Conference proceeding as full paper etc. (3 per paper max 15)		
	Iv	Evaluation of project Completion Report (10 per report for major project and 5 for minor project)		
	v	Evaluation of project Proposals (5 per report for major project and 3 for minor project)		
		TOTAL API SCORE		

IMPORTANT NOTE

THE FACULTY MEMBER HAS TO CONTRIBUTE FROM

(MINIMUM) 1 CRITERION IN CATEGORY 1 AND 1 CRITERION IN CATEGORY 2

TO BE ELIGIBLE FOR R&D INCENTIVE

Incentive Criteria

The points to be considered for recommending R&D incentives are tabulated herewith;

R&D Incentive	Points ≥ for		
	Assistant Prof.	Associate Prof.	Professor
1	50	100	100
2	100	200	200
3	150	300	300
4	200	400	400

Note: The period of consideration shall be from 1st July to 30th June

All such faculty eligible for R&D incentives shall submit the report with supporting documents to the HOD, through the Research Coordinator of the department by 20th of June every year. The HOD along with some senior faculty members shall then carry out a rigorous scrutiny at the

department level; and ensure that their recommendations reach the R&D cell, latest by 25th of June, every year.

Mode of Execution

The R&D Incentive scheme shall follow a transparent, multi-tier process with the following authorities;

Evaluating Authority: Head of Department

Reviewing Authority: Head (R&D)

Recommending Authority: Principal SCOE

Approving Authority: Hon. Secretary SES

- **R&D Budget**

The HODs shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same shall be forwarded to, The Principal through Head (R&D).

The HODs shall ensure the inclusion of, appropriate amount of seed money required, based on the number of proposals submitted to external funding agencies. This budget may also include certain high-end equipment's required exclusively for research, in the thrust areas identified by the department.

All HODs shall submit a report on the amount spent on R&D for the prevailing financial year by 10th of April. The R&D expenses shall invariably include:

• External Funded Projects

• Faculty Development Programs, Conferences, Workshops, STTPs, Symposia etc. (organized and attended by faculty)

• Specific Procurement for Research

• Deputation for Higher Studies

• Honorarium paid for talks and lectures by eminent researchers

• Industry Institute Interaction (Students and Faculty)

• Collaboration and MoU with Industry and R&D Organization

Important Links

• http://www.dst.gov.in (DST)

• http://www.dae.gov.in (DAE)

• http://www.drdo.gov.in (DRDO)

• http://www.isro.org (ISRO)

• http://www.csir.res.in (CSIR)

• http://www.aicte-india.org (AICTE)

• http://www.ugc.ac.in (UGC)

• http://www.unipune.ac.in (UoP)

• http://www.dbtindia.nic.in (DBT)

• http://www.nbhm.dae.gov.in (NBHM)

• http://www.tifr.res.in (TIFR)

• http://www.barc.ernet.in (BARC)

• http://www.wipo.org

• http://www.indianpatents.org.in (INDIAN PATENTS)

• http://www.jpo.go.jp (JAPAN PATENT OFFICE)

• http://www.uspto.gov (U. S. PATENTS & TRADEMARKS)

• http://www.espacenet.com (EUROPE's PATENT DATABASE

1. CONSULTANCY POLICY

Rules/Policy Document for Consultancy Projects, Sponsored Projects, Training Programmes and CEP's

Industrial consultancy is vital in the growth of any Organization imparting higher technical Education. Continuing education enables us to reach to the outside world and contribute towards societal improvement at large. SCOE aims to be in the forefront of all these activities and thus be an aid in the national Growth.

Norms for consultancy and Industrial projects: Type A

Consultancy and industrial projects would only be accepted after approval through proper channel. SCOE would enter into any such industrial project or provide consultancy to it by signing proper consultancy agreement between the two parties. Such agreement would clearly mention the terms and conditions, financial aspects and related terms involved, institute liability, legal aspect, time constraints, deliverables, and limitations of the project consultancy agreement.

The Document would be signed by the Faculty/Staff, Head of the organization and the competent authority from the other party in agreement.

Consultancy projects would be taken up by the departments of the institute shall be examined form the point of view of science and technology content and its likely benefit to the academic and R&D activities at the institute, which can in turn influence Quality and standard of academics at SCOE.
Every project proposal would be examined and approved by institute level committee before it is being accepted for being conducted. The committee would consist of

- Principal SCOE (Chairman)
- Head R&D (convener)
- concerned Head of the Department (Advisory member)
- Technical Expert in the subject area (nominated by Principal SCOE) (Advisory member)

The Department R&D Coordinator would maintain the documentation /Records of such committee meetings. The Department R&D Coordinator would further fix and schedule such meetings as and when required and send invitations to the chairman, convener, Advisory members and invitees as per everyone's convenience, the minutes of such meetings would be officially recorded.

The faculty members proposing to take up the consultancy work would be termed as invitees at such meetings and they would be required to make a presentation of the consultancy proposal. In case of testing the concerned faculty may present the case.

The work shall be classified as Class A type of work if it adheres following constraints:

- Type A : consultancy and industrial Projects (Individual / Joint)
- A1: That do not require laboratory Facilities
- A2: That require laboratory Facilities

Norms for Training Programmes and CEP's: Type B:

Individual Faculty members or departments may take up Training program. Such continuing Education program undertaken by the Department or individual faculty need to be presented in front of Principal SCOE. The proposal to arrange such a Training program should contain the need and necessity of such training program, The Trainers and their academic and trainer profile, Module wise syllabus, Time scheduling, Fees, Evaluation method of the trainees at the end of training, Certificate Sample, Advertising Leaflet, Venue, Requirements and human resource support from the organization as may be required. The head of the institution would examine and approve such proposal if found suitable and in the interest of the trainees and the organization. The organization would enter into a formal agreement if the training is arranged by an Outside individual / Organization or a faculty which would mention the resources that would be provided by the institute and the revenue sharing aspect thereof.

The said training programmes can be offered to people/Students/ outside faculty from outside of the college and outside organizations in non-academic hours.

The said consultancy shall be classified as Type B if it is subjected to following constraints.

- Type B: Training courses and Continuing Education programs (Individual or Joint)
  Offered for inside or outside participants
- B1 : Imparted by Institutes manpower
- B2 : Imparted by outside agency

Revenue Sharing:

The Revenue sharing here implies the difference of income and expenditure.

Type A: consultancy and industrial Projects (Individual / Joint)

- A1: That do not require laboratory Facilities
- A2: that require laboratory Facilities

Type B: Training courses and Continuing Education programs (Individual or Joint) Offered for inside or outside participants

- B1 : Imparted by Institutes manpower
- B2 : Imparted by outside agency

Type	Revenue sharing in percentage			
	Institute	Principal	HOD	Faculty /Staff
A1	40	5	5	50#
A2	50	5	5	40#
B1	40	5	5	50#
B2	80	5	5	10#

#: Indicates that such a revenue would be shared within the faculties if more than one (should be clearly mentioned in agreement paper also).The Faculty who brought the consultancy should also be considered in it).

The revenue would be deposited in the account of Principal SCOE by cheque/draft/Cash (Small amount)less than Rs/- 5000).The Account section would divide the revenue as per the instruction of the Undersigned authority and table as mentioned above.
The Institute Share would be retained by the institute in the principals account and the remaining amount would be disbursed in the form of cheque/draft/Cash (Small amount) less than Rs/- 5000) to the concerned (Principal share/ HOD share/ Faculty or staff share).

The Account section would also issue a revenue disbursement certificate mentioning all the shares including the institutes share for records to be kept be the respective departments.

3. IT POLICY

Policy statement

1 Saraswati College of Engineering views IT as the mediumfor ensuring optimum dissemination of knowledge through its academic, non-academic pursuits and administrative service to all the stakeholders for the criterion of a knowledge society by molding the builders of future.

2 IT policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college campus. This policy establishes Institution-wide strategies and responsibilities for protecting the **C**onfidentiality, **I**ntegrity, and **A**vailability of the information assets that are accessed, created, managed, and/or controlled by the college. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

3 IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.

4 Information Technology Management and Services (ITMS) Department at Saraswati College of Engineering aims at identifying, providing, and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research.

Objectives:

1 ITMS reserves the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.

2 In this document, the term “users” shall mean individuals, staff, students, faculty, departments, offices or any other entity which fall under the management of Saraswati College of Engineering and require any services afore said.

3 Users are bound by all the rules and regulations formulated by the Institution from time to time on use of computing facilities provided to them or owned by them.

4 This document is meant for internal circulation and all users shall have access to this document.

I Acceptable IT Devices

1 Any computer, peripheral or network capable device connected to campus networkmust belong to, or be formally registered, or be hosted by ITMS.

2 ITMS reserves the right to restrict access otherwise.

II Responsibilities of users and user groups

1. All users shall comply to existing federal, state and, other applicable laws

Following copyright laws regarding protected commercial software or intellectual property.

1 Abiding government, telecommunications and networking laws and regulations.

2 Honoring acceptable computer use policy of computer networks accessed through Saraswati College of Engineering campus network either locally or remotely.

3 Sensitive to resource utilization and help to provide fair distribution of computer resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

III Data network responsibilities of End users

1 Individual department, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by ITMS and meets developed network standards. ITMS shall also reserve the rights to monitor such networks.

2 Any user group or department intending to establish connectivity to external data communications network directly should do so after coordinating with ITMS. ITMSshall extend all necessary technical support to user groups or departments who intend to establish such connections to external data communications. All such direct communication networks shall be routed physically or logically through the central network operations center of ITMS to maintain security to the campus network.

IV Computing facility provisioning and maintenance.

1 ITMS is responsible for provision and maintenance of computing facilities providedto

2 users. The facilities are provided after the user secure approvals from the management.

3 The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by ITMS. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to ITMS forfurther action.

4 The user shall obtain prior approval from ITMS before plugging in any additional peripherals to the local area network (LAN). This is also applicable to connect peripherals to external ports like USB, RS232, and IEEE1394 etc.

5 ITMS shall not be responsible for any failure to personal peripherals connected to institute equipment by the user.

6 Users shall ensure data availability and security by taking regular backups of the data stored on their systems.

7 The individual or the department shall be responsible to report any hardware or software related faults to ITMS through facilities provided for reporting. ITMS shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved bycompetent authorities.

8 All support calls attended by support personnel shall be documented and the user or department shall insist to get a written service report from the service personnel regarding the support offered. The individual or the department shall ensure that the service report is complete in all respect including components that have been removed or replaced by the service personnel.

9 The ownership of the equipment assigned to the individual or the department shallremain with the College.

10 Possession of computing equipment's by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students shall be bound by all the provisions of the IT policy with respectto the usage of such equipment's with the campus.

V Provision of computing software and maintenance

1 ITMS shall provide all necessary software for operating the devices allocated to theuser.

2 ITMS reserves the right to secure the administrative passwords for all the devices owned by the Institute.

3 Users may install any software on the equipment's allotted to them after obtaining prior approval from ITMS. All such software that may be installed on the equipment shall be used for the purposes as mentioned in Para 1.2. However, ITMS shall reserve the right to restrict users from installing any software that may pose a risk to the security and integrity of the equipment and the campus network.

4 All software installed on the user machines shall be legal copies from the original vendors. Users are encouraged not to use any illegal or unlicensed versions of copyrighted software.

5 ITMS shall ensure reinstallation of system and application software if required. Users shall

request for the same through facilities provided for making such supportrequests.

6 Users shall not copy, duplicate or distribute any software owned by the College ordownloaded by them to their PCs.

VI Provision of network connectivity and maintenance

1 ITMS is responsible for providing users with data communications connectivity from their building to all campus-wide network services.

2 ITMS provides data communications connectivity to allow access from a terminal,PC, accepted devices or user group to campus-wide network services for purposesmentioned in Para 1.2.

3 ITMS is responsible for the design, development, and maintenance of campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased line data links, fiber optic backbone network or any other technologies that may be adopted.

4 ITMS will proactively monitor the shared networks to detect problems and will take actionsnecessary to isolate the cause and correct the problem.

5 Personal devices of users shall be connected to the network after registering the same with the ITMS.

VII LAN and Intranet Security

1 Computer networks are designed to be open systems and facilitate access to networked resources, data applications system security must rely primarily on the proper application system design and network operating system configuration, rather than on secure physical network facilities.

2 ITMS is responsible for maintaining physical security of all network equipment and data communications cabling in campus equipment closets, between buildings and in network hub locations.

3 ITMS is responsible for the integrity of all software running on the backbone network equipment, including network control servers, communications servers, LAN switches, routers, and gateways.

4 Users are encouraged to assist ITMS in maintaining the physical security of the network assets installed at their location and to ensure the integrity of all network related services running on their local hosts.

5 ITMS shall take all necessary security measures to protect and secure the device connected to network and avoid compromises. This may include undisclosed administrator level passwords, restricted access to external or internal ports, restriction on installation of system software by the users, etc.

6 Compromised or problem hosts connected to the network, once identified will be denied access until they are repaired.

7 To ensure network security, ITMS shall monitor all traffic on the network using appropriate software to identify malicious traffic. If malicious traffic is identified,the host that generated or generating the traffic shall be logically or physically disconnected from the network. ITMS shall recommend remedial actions for such devices connected to the network, which may include: removal of maliciousssoftware, fully patched Operating Systems; current anti-virus software and virus definitions; secure passwords, personal firewalls, intrusion detection software, etc. ITMS shall provide necessary support to users for the aforesaid actions.

8 ITMS shall also extend support to users connecting their personal devices to the campus network but limited to the operational or legal constraints.

VIII Provision of network services

1 ITMS shall host all necessary network services to support the activities of the users. This shall include internet connectivity, email services, ftp servers, DNS, DHCP, etc. The usage of the services shall be for the purposes as mentioned in Para 1.2 and shall be monitored and controlled by ITMS.

2 These services are provided for the purpose of increasing the job fulfillment, job performance, and to increase the productivity.

3 Users shall fill up necessary application forms and secure approval from competent authorities to access services hosted by ITMS.

4 Users shall not divulge passwords, software license codes or other security codes allotted to them to third party. Users are encouraged to reset their passwords every90 days to ensure access security. All systems-level passwords (e.g., root, network administrator, application administration accounts, etc.) must be changed at least every 90 days.

5 Users shall not use SCOE network services to view, download, save, receive, or send material related to or including:

a) Offensive content of any kind, including pornographic material

b) Promoting discrimination based on race, gender, national origin, age, marital status, sexual orientation, religion or disability.

c) Threatening or violent behavior.

d) Illegal activities.

e) Commercial messages.

f) Messages of a political or racial nature.

g) Gambling.

h) Personal financial gain.

i) Forwarding e-mail chain letters.

j) Spamming e-mail accounts from SCOE's e-mail services or computers.

k) Material protected under copyright laws.

l) Sending business-sensitive information by e-mail or over the Internet.

m) Dispersing organizational data to non-SCOE personnel without authorization.

n) Opening files received from the Internet without performing a virus scan.

o) Recreational streaming of internet material, such as radio, video, TV, or stock tickers

p) Downloading and/or installing programs/software on any network computer(s) without authorization from the ITMS.

q) Tampering with your SCOE domain e-mail ID to misrepresent you and SCOE to others.

6 ITMS may shutdown the network services periodically for maintenance purposes. Users shall be informed well in advance regarding such outages.

7 Information regarding such maintenance schedules shall be sent to users through available means of communication which may include but not limited to emails, instant messaging apps or hard copy circulars.

IX Network activities not permitted over the campus network

1 Execution of software programs which excessively consume network or network server resources.

2 Activities that violate rules of local administration, the State, Central Government or recognized International Organization or Treaties.

3 Activities that interfere with the legitimate function of other devices connected to campus network. (Examples include DHCP Servers, devices running RIS, RAS Servers consuming DHCP Addresses which have not been registered with ITMS, etc.)

4 Configuring mail servers with open relays, sending unsolicited mails, commercial mails, spamming.

5 Downloading large files for personal use including music, video and software.

6 Probing, scanning or other activities that amount enumeration of campus network.

7 Initiating Denial of Service Attacks, Hacking, Cracking or similar activities which disrupt the network services hosted internally and externally.

8 Executing network related software for packet sniffing, content sniffing.

9 Unauthorized access to internal or external network services, devices, servers, or hosts.

10 Illegal distribution of any copyrighted material.

11 "Stealing" or "Borrowing" IP addresses.

12 Any activity that tarnishes SCOE's professional image. (ITMS may not be the policing agency in these matters)

X Violations

1 Violations will be reviewed on a case-by-case basis.

2 If it is confirmed and proved that a user has violated one or more of the above use regulations, that user will receive a reprimand from his or her Head of the Department or reporting authority and his or her future use will be closely monitored.

3 If a gross violation has occurred, the Management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action.

4 During the investigation of an alleged policy violation, a user's computing and network access may be suspended.

5 The decision of the Management shall be final and binding on the constituents in case of any conflict or dispute.

4. MAINTENANCE POLICIES

Policy Statement:

The Maintenance policy of the institute aims to ensure effective maintenance handling and management of various amenities and resources including buildings, computers, classrooms, equipment and laboratories etc.

Objectives:

- To maintain equipment and amenities in laboratories in proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and staff rooms in proper order and necessary up gradation.
- To ensure regular maintenance of building with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the computer labs.

Administration

- The Assistant General Manager shall be appointed by the management to look after all the maintenance-related activities of the institute with assistance from other staff.
- The systems maintenance section is headed by System Administrator who shall be responsible for maintaining computer and ICT facilities.

Maintenance Procedure:

- Any problem that occurs in a department is represented to the Assistant General Manager through a centralized complaint register.
- The manager deputes skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section central store

  through proper request.
- If the material needs to be procured from outside, permission must be obtained from the

purchase committee on recommendation of maintenance manager.

- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.
- While purchasing any new equipment, the terms of the Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

I- ACADEMIC FACILITIES:

i. Laboratories:

- The maintenance and repair of equipment is done by the respective departments with the help of technical lab assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

ii. Classrooms:

- Every department has a clerk or in-charge that will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The in-charge will resolve the problem through the Head of the Department following the internal operating procedure.

iii. Library:

- The maintenance of the library is taken care by Librarian and her supporting staff. Internal

  Periodic audits are done in the library to maintain the wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the shortfalls and take necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

II- Computer and ICT Facilities:

- All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to the system administrator. In case the problem persists, the same is referred to the outside

vendor.

- The functioning of the college intranet and internet facility is monitored and maintained by the system administrator.
- Internet cable issues are maintained with the support of Electrician from vendor.
- Any up gradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

III- Maintenance of Infrastructure (Building):

- Building maintenance includes civil work modifications, civil repairs in buildings, and other repairs like plumbing, pest control, coloring and painting for structures.
- It will monitor housekeeping, cleaning of water tanks and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Annual inspection is done by the Fire Safety Agencies and issues fire safety certificate.

IV- Electrical Systems Maintenance:

- Monthly monitoring of electrical systems such as Generator, UPS, and batteries is done. The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- UPS are installed in some labs to ensure uninterrupted power supply for all computers and server.
- Electrician are available as part of the maintenance section to maintain air conditioning systems.

V- Furniture Maintenance:

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and institute carpenter attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

VI- SPORTS and GAMES FACILITIES:

- Gymnasium, indoor sports grounds, and all other sporting equipment are regularly supervised and maintained by the sports in charge with the help of supporting staff.

VI- OTHER FACILITIES:

- The Water cooler and RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory.
- Assistant General Manager takes care and supervises and maintains all transport facilities

of the institution with the help of supporting staff.

- External housekeeping agencies man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and restrooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labor.
- The campus security is maintained by security agencies and monitored through
- surveillance Cameras and is maintained by a supplier under AMC.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of Principal and Dean Administration.
  The STP plant is maintained by External agencies.

5. FINANCIAL SUPPORT POLICY

Saraswati College of Engineering is continuously working in support of the academic excellence and growth of the faculty members. SCOE provides financial assistance schemes for academic enrichment and capacity building of the faculty members. The scheme provides facilities to faculties who are participating in activities such as Seminar, Conference, Workshop, FDP, Induction Program, STTP, Orientation Programs, Refresher course, Research work etc. Details are available in HR manual – (Sr. No. 12 – Incentive policy for research and publication, 13 – Domestic travel policy, 14- Leave policy for employees on regular rolls)

The financial support is provided after taking the due approval from the appropriate authority. The faculty members are required to submit and provide all the details and valid proof of participation.

Policy Objective:

6. To up skill the professional credentials of the faculty members.
7. To encourage and facilitate the staff to attend the training sessions and programs like FDP, Conference, Seminar, Workshop, etc.
8. To provide financial assistance to the staff.
9. To sanction leaves pertaining to participation in conference, seminar FDP, Workshop, etc.
10. To boost the staff out various career development programs.

6. E Governance Policy

Saraswati College of Engineering had developed the E-Governance Policy in order to make the process easy, well-organized and error free. This is designed to make the system user-friendly, time saving and cost saving. It helps in improving transparency, providing speedy information, and improving administrative efficiency in all the aspects of education viz. Academics, administration, Finance-Accounting, library and admissions.

Objectives of the policy:

The primary objectives of the e-governance policy of SCOE are as follows:

- Achievement of efficiency in day to day operations. In house software makes every stakeholder work and maintains the same.
- Deployment of suitable ERP with required training to teaching and non-teaching fraternity of the college with the view to get optimum benefit from the software.
- Optimal use of the website Information regarding any notice, circulars, important communication is made available and ensures information is reached any time. Any infrastructural, academics and placement information is shared with its stakeholders. Results shall also be uploaded to the website directly.
- Effective communication among the stakeholders. Use of official email, whatsapp groups to avoid any further miscommunication. To communicate with parents regarding their child's attendance and other performance information the college uses e-mail service. Also it is used to circulate information among the staff and stakeholders.
- Development of teamwork and collaboration among the users. The college ensures that for smooth functioning of the operation there is support and cooperation among the users. There is team work and collaboration among the users.

E-governance Modules

Saraswati College of Engineering is committed to impart quality education and improve by complying with requirements in every field through various modes of channels. The institution was successful in implementing the following services in this year.

1. Administration:

- For day to day operation we have our own in-house **Event management software**. It incorporates all events conducted by every one of the departments. This Software is used to preserve, view and obtain information about every student's activity.
  College has a **staff attendance portal** where all types of leave records are maintained. The portal is beneficial to keep the monthly record of attendance of all the staff.

- **Library:** To maintain the smooth functioning of the data of the books, the college has **e-Vidya Library management software**. This helps to carry out day to day activities more efficiently and punctually with less manpower in minimum time. It is secured, password protected user access, department and role wise rights.

2. Finance & Accounts:
For better functioning of the work **Tally ERP 9 software** is developed in house to track fee payment of every student. Software is also available for staff salary calculation and taxation purposes.

3. Student's admission software:
For smooth functioning of the admission process and tracking of the admission enquiries we have software. Here student data is entered and all the student queries are handled in one place. Thus we get all the information of a student in one place. This software also helps to get a bonafide certificate as well as the leaving certificate of the students.

- **Student's exam portal**: Examination section has given on line facility to in-house students for filling up examination form via Google Form and so it avoids the movement of the students and is a hassle free task.

- **Student's fees transaction**: College has our own Saraswati Education app for the payment of the fees. Students can directly pay their pay and track details using this app.

- **Student's feedback**: We have our own in-house developed feedback software which is used by the students to give teaching feedback twice a year. Along with teaching feedback, other feedback like Parents' feedback, Alumni feedback, Employer's feedback and Exit feedback are taken through online mode.

4. Examination: For the result preparation of Semester III to Semester VI, college has software which is useful for Gazette preparation of SE and TE examination where all students, subject, credit criteria and course details are entered. This software is very beneficial as mark sheet and hall ticket print out can be taken directly from here.

7. Feedback Policy

Saraswati College of Engineering (SCOE) understands continuous refinement of teaching-learning, assessment and infrastructure facilities. To legitimize the process of continuous refinement, the institution adopts a feedback system that takes suggestions from all the stakeholders. The feedback system ultimately helps to fine-tune the teaching-learning process and the curriculum. The institution follows a well-defined and formal feedback system implemented at different levels.

Feedback on faculty teaching performance is taken from students through a well-defined format during the semester. Oral (Offline)-feedback is collected from the students in regular classes by Deans and Head of Department's (HoD's). Online feedback; it has a well-defined format covering all the aspects related to teaching- learning through software developed by college students and faculties.

Students with attendance 75% and more are allowed to write feedback for the fare evaluation of faculty. The online and Oral (offline) feedback of students both have well defined questionnaires and conducted twice in a semester.

The feedback system is confidential and collected twice in a semester through online portal. Students will login to the feedback portal in the college premises during working hours and provide feedback and is evaluated on a 5 point scale. The students can also write suggestions about the teachers at the end of questionnaires.

The feedback is analyzed by the academic coordinator and HoD's. Feedback is shared confidentially to every individual faculty by Head of Department. The minimum feedback for a faculty member is 3.5 out of 5 rating system as per college standards. Faculty having feedback less than 3.5 is counsel by a team of HoD's, Dean Academics and Principal.

Oral (offline) feedback is conducted in regular classes asking questions to the students related to the faculty teaching skill, subject knowledge, lecture delivery etc. by Deans and HoD's. Faculty performance in classroom is evaluated on a scale of 10 by the students. Report is immediately submitted to the Principal. Faculty with less score is counsel and encouraged for better performance by Principal in presence of Dean Academics and Head of Department.

Also feedback is collected from the students on the facilities available in the college such as classroom, library, girls/boys rooms, gymkhana, canteen, internet facility, lift etc. Feedback on college facilities is taken online through a well-defined feedback form. Assessment of collected feedback is done and corrective measures are taken for improvement.

All the teachers in the institute are asked to give the feedback on the curriculum of each course taught by the teacher at the end of the semester. The feedback by the faculty would be useful for enriching the curriculum in the next revision of syllabus. The feedback collected from the teacher is analyzed and action is taken on the suggestions given by the teacher.

Moreover, Employer surveys conducted every year to gather information about the technical knowledge, managerial skill, key strengths and weaknesses of students that they have recruited from SCOE. Employer survey is a key component in deciding skills the

students lack expertise in. The shortcomings in the course contents communicated in the syllabus setting meeting by University of Mumbai to modify to reduce these shortcomings for the forthcoming batches of students.

Saraswati College of Engineering is having outstanding alumni networks. Alumni feedback is another important component of the feedback system. Alumni of the institution span across the globe are well connected with the institution through alumni associations. Feedback from alumni is collected by the Alumni Cell in the college. Feedback from this nexus, comprising of individuals from all spheres, has been crucial in improving the quality of education over the years.

8. POLICY FOR SCHOLARSHIP AND FREESHIP FOR NEEDY STUDENTS

STUDENT SCHOLARSHIPS AND FREESHIPS FOR NEEDY STUDENTS PROVIDED BY COLLEGE

1) The college is providing fee concession/ fee waiver for needy students of all courses. A standard procedure is followed for the same. The students who are intending to avail this facility have to submit their application in a prescribed format to the head of the department. The applications can be collected from the department.
2) The head of the department based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed in the department faculty council. The recommendation of the faculty council is forwarded to the Principal by the Head of the department.
3) The principal presents the same in the Management council meeting and the final approval and rejection of the same happens.
4) Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for First year students Management council consists of the Principal, Head of Department, and Course Coordinator.

9. Start-up policies

- Strategies and Governance
- Startups Enabling Institutional Infrastructure
- Nurturing Innovations and Start ups
- Product Ownership Rights for Technologies Developed at Institute
- Organizational Capacity, Human Resources and Incentives
- Creating Innovation Pipeline and Pathways for Entrepreneurs
- Norms for Faculty Startups
- Pedagogy and Learning Interventions for Entrepreneurship Development
- Collaboration, Co-creation, Business Relationships and Knowledge Exchange Development

Strategies and Governance

1. One of the major goals of the institute shall be to promote entrepreneurship and create an ecosystem to make every aspirant stakeholder AATMANIRBHAR.
2. A separate committee shall be constituted including a senior person as head and members from the entire stakeholder's (faculty, alumni, students, industry, incubation centers, start-ups) category would be involved in implementing this entrepreneurial vision at the institute.
3. A sustainable financial strategy shall be formulated to work on the entrepreneurial agenda for supporting pre-incubation, incubation infrastructure and facilities. .
4. Raising funds from diverse sources to reduce dependency and bringing in external funding through government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and nongovernment sources shall be encouraged.
5. Institute may also rise funding through sponsorships and donations and should actively engage alumni network for promoting Innovation & Entrepreneurship (I&E). For expediting the decision making, individual autonomy and ownership of initiatives shall be assigned to the committee.

Startups Enabling Institutional Infrastructure

1. A separate Entrepreneurship Development cell for innovation and incubation (EDCII)
2. The pre-incubation facilities shall be accessible 24x7 to students, alumni, staff and faculty of the institute who are working in the domain of entrepreneurship, startup & innovation with the cell.

Nurturing Innovations and Start ups

1. Access to pre-incubation facility shall be given to start ups by students, staff and faculty of the institute.
2. Associations with other incubation centers in the region and creating access to its facility to the students, faculty and staff who have started startups shall be done.

3. Mentoring and support of legal experts for easy creation of start-ups, copyrights and patent registrations shall be provided.
4. Guidance, mentoring and support for filing of patents and copyrights from institute shall be provided to start ups, ideas by students, faculty and staff members.
5. Students, faculty and staff shall be allowed to work on their innovative projects and setting up startups or work as intern / part-time in startups (incubated in any recognized HEIs/Incubators) while studying / working.
6. Student entrepreneurs shall be given credits for their work on innovative prototypes/Business Models.

7. Student inventors shall be given choice to opt for startup in place of their mini project/ major project, seminars, summer trainings. Interdisciplinary or multidisciplinary areas can initiate a startup.
8. Institute, with due permission, shall permit the use of its address to register students startup who are under incubation or pursuing some entrepreneurial ventures
9. Students shall be allowed to take a semester/year break (or even more depending upon the decision of the review committee) to work on their startups and re-join academics to complete the course.
10. Student entrepreneurs, with due permission from authorities, can sit for the examination, even if their attendance is less than the minimum permissible percentage, from the institute if the student has done substantial work for entrepreneurial ventures.
11. Student entrepreneurs can earn academic credits for their efforts while creating an enterprise. The committee set up for review of startups by students, based on the progress made, will give appropriate credits for academics

Product Ownership Rights for Technologies Developed at Institute

1. The revenue arising out of licensing of IP will be shared between the inventors and the applicant institute.

2. In return of the services and facilities like space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc. institute shall take no stake at the beginning of 2 years and then take 7% equity/ stake or rent from the startup/ company, based on scaling, faculty contribution and support provided.
3. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, then they will go on sabbatical/ leave without pay/ earned leave.
4. Participation in startup related activities shall be considered as a legitimate activity of faculty in addition to teaching, R&D projects, and industrial consultancy and management duties and shall be considered while evaluating the annual performance of the faculty.
5. Mentoring a startup by faculty shall be encouraged.
6. Product development and commercialization as well as participating and nurturing of startups by faculty shall be evaluated accordingly for their performance and promotion.
7. Startup and patent work shall be included as one of the performance evaluation policy for faculty and staff.
8. When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR shall be jointly owned by inventors and the institute.

Organizational Capacity, Human Resources and Incentives

1. Institute shall depute some of the relevant faculty members with prior exposure and interest for training and shall recruit staff that has a strong innovation and entrepreneurial/ industrial experience, behavior and attitude.

2. Faculty and departments of the institutes shall work in coherence and cross departmental linkages shall be strengthened through shared faculty, cross. Organizational Capacity, Human Resources and Incentives, faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
3. Faculty and staff shall be encouraged to do courses on innovation, entrepreneurship management and venture development.

Creating Innovation Pipeline and Pathways for Entrepreneurs

1. Students shall be exposed to innovation and pre incubation activities at their early stage and to support the pathway from ideation to innovation to market.
2. Students/ faculty/ staff shall be educated that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers.
3. Students shall 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, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition shall be routinely organized.
4. Students shall be prepared for creating the start up through the education, integration of education activities with enterprise-related activities.
5. The institute shall link their startups and companies with wider entrepreneurial ecosystem by providing support to students who show potential, in pre-startup phase.

Norms for Faculty Startups

1. Technologies that are developed in the institute only shall be taken for faculty startups which originate from within the same institute.
2. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.
3. Institutes shall have 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.
4. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
5. In case the faculty/ staff hold the executive or managerial position for more than three months in a startup, they will go on sabbatical/ leave without pay/ utilize existing leave.
6. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/ company.

7. 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) may be permitted to the faculty. 8. Faculty must not accept gifts from the startup.
8. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
9. Human subject related research in startup should get clearance from ethics committee of the institution.

Pedagogy and Learning Interventions for Entrepreneurship Development

1. Student clubs/ bodies/ chapters shall be created for organizing competitions, boot camps, workshops, awards, etc. These clubs/ bodies/chapters shall be involved in institutional strategy planning to ensure enhancement of the student's thinking and responding ability.
2. Teaching methods shall include case studies on business failure and real-life experience reports by start-ups for creating awareness among the students. 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 shall be a part of institute's philosophy and culture.
3. Innovation champions/ coordinators shall be nominated from within the students/ faculty/ staff for each department/ stream of study.
4. Entrepreneurship education shall be imparted to students at curricular/ cocurricular/ extracurricular level through elective/ short term or long-term courses on innovation, entrepreneurship and venture development. Validated learning outcomes shall be made available to the students.
5. Integration of expertise of the external stakeholders shall be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.

Collaboration, Co-creation, Business Relationships and Knowledge Exchange Development

1. Stakeholder engagement shall be given prime importance in the entrepreneurial agenda of the institute. Institutes shall 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.
2. Associations with incubators, science parks, etc. shall be ensured to encourage co-creation, bi-directional flow or exchange of knowledge.
3. Institute shall organize networking events for better engagement of collaborators and shall 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.
4. Collaboration, Co-creation, Business Relationships and Knowledge Exchange Development Policy

5. Formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., shall be used for the faculty, staff and students of the institutes to connect with the external environment.
6. 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.
7. Single Point of Contact (SPOC) mechanism shall be created in the institute for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.

10. The Green Campus, Energy and Environment Policy

Scope of the Policy

The Green Campus, Energy and Environment Policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment.

The focus areas of this policy are:

- Clean and Green Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
    - Smoke Free Campus
- Water Conservation through Rainwater Harvesting System
- Waste Management processes
    - Solid Waste Management
    - Liquid Waste Management
    - E-Waste Management
- Awareness Initiatives
- Environment-centric Student Societies and Department Activities
    - Green Audit
    - Energy Audit
    - Environmental Audit
- Plastic-Free Campus

Objectives of the Policy

- To protect and conserve ecological systems and resources within the campus.
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.

- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- To work with the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
- To make the campus plastic free.
- To conduct environmental and energy audits.
- To minimize the use of paper in administration through having policy for E-governance.

Policy:

Clean and Green Campus Initiatives

SCOE had pledged to actively coordinate cleanliness activities in the college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan. It commits to continue with this Programme. The broad vision is as follows:

1. Generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular cleanliness drives. The idea is to motivate them to contribute in a proactive manner.
2. Activities under 'Swachh Bharat Abhiyan' will be a key component of all the community work being done by NSS, Student's Council, NSS Cell, Young Inspirator's Network (YIN), Rotaract Club of the college.
3. Staff Members will be encouraged to participate in the cleanliness drive in the college campus.
4. Events such as poster and slogan competitions, essay writing, spoken word poetry, speeches, and skits on 'Swachh Bharat' will be organized.
5. Rallies on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus will be conducted to create mass awareness.
7. Remove all kinds of waste material like broken furniture, unusable equipment etc. 8. Administer of the pledge by students and staff members to maintain cleanliness of the college campus and its surrounding areas on an annual basis.
9. Commit to manage waste and maintain clean campus especially during college events.

Landscaping Initiatives

The campus landscape, like its buildings, can be seen as the physical embodiment of a college's values. It is a vital part of the life of a campus, providing space for study, play, outdoor events, relaxation and aesthetic appreciation. Green campus landscapes also manage runoff, help recharge groundwater, and clean and cool the air on campus. The landscape serves as a visual representation of the campus community's commitment to

sustainability. As campus landscapes are so visible and accessible, landscaping initiatives are a great way to build awareness around the environment. The landscape of trees and plants provide the students and staff with clean and cool air and is a soothing environment. The college commits to enriching this healthy habitat and maintaining the symbiotic relation of the institution with nature by

- Organizing tree plantation drives
- Encouraging student societies to hold tree planting events Clean Air Initiatives We encourage our students and staff to use college bus transportation, an activity that will control air pollution and strengthen social interaction.
- The entry of automobiles inside the campus is restricted to discourage the use of private vehicles.
- Our campus is also located near the hills, in a natural lush green environment. For this reason, we feel responsible to maintain our green cover
- . Smoking Free Campus
    - As a step in this direction, smoking and use of tobacco in and around the campus is strictly prohibited. The disciplinary committee of the college ensures enforcement of the antismoking policy.
- Infrastructural Initiatives Renewable Sources of Energy
  SCOE is dedicated to minimize and sustainably manage its use of electricity. The college believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like LED lights for lighting the campus.
- Energy Saving and Energy Efficient Equipment
    - We commit to install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies. The college believes in using cleaner energy such as LED lighting.
- Water Conservation through Rainwater Harvesting System
- Conduct Green and Environmental Audit
    - The college aims to regularly conduct a Green Audit of our college campus to assess our strengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. Green auditing will promote financial savings through reduction of resource use. It is imperative that the college evaluate its own contributions toward a sustainable future.
    - SCOE supports and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus, Energy and Environment policies. Environment-centric Student Societies and Department Activities SCOE encourages all the departments and specific student societies like NSS, Student's Council, NSS Cell, Young Inspiration's Network (YIN), Rotaract Club, and others to organize events.

- Conduct Energy Audit
  - An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated.
- Plastic-Free Campus
  - In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.
  - The college continuously committed to work towards plastic-free campus.
  - In the SCOE campus there is complete ban on single-use plastics in class room, labs canteens in the institution's premises.
- Pedestrian-friendly pathways
  - SCOE campus follows the Pedestrian-friendly pathways in all the buildings.
- Waste Management in SCOE
  - Segregated food waste are collected from the canteen and dumped in the pit for compost formation. Garden waste and dry leaves are also composted.
  - Our Institute received green campus award ,appreciation from Senergy,AICTE
  - The Compost pit is managed by the NSS unit of SCOE
  - Treatment plant was installed in SCOE campus in the year 2015-2016 with a capacity of100 m^3/day.
  - Wastewaters from various points are collected through drainage lines in a Buffer Tank. After Process this water is used for cleaning college buses and gardening purposes
  - The institute takes sufficient measures to dispose of the e-waste generated inside the campus.
  - The condemned electronic equipment's are handed over to the estate office at the end of year by all departments after proper inspection. Once the equipment are certified as obsolete it is then disposed to vendors
  - Useful parts of unused electronic devices are taken out from the devices for reutilization.
  - Wooden waste is recycled for preparation of in house artifacts and utility items which can be used in college campus
  - Steel waste is recycled for in house fabrication of utility items and remaining waste is given for recycling to the vendors.
  - Students files and paper waste is given for recycling through authorized vendors

- Collaboration with e-waste recycling companies to get electronic waste recycled.

- Restricted entry of vehicles
  - All the vehicles of college staff/ students should be prohibited in Pedestrian Friendly Pathway.
  - The college encourages the employees and students to frequently use college bus transport, bicycles, etc. to limit the emissions.

11. DIVYANJAN POLICY

SCOE has developed a conducive and supporting environment which provided protection, participation and opportunities to the Divyanjan clientele.

1. A clear and obstacle free passage in the college premises helps in easy movements.
2. Signboards are present for assisting them.
3. There are two lifts in the college building.
4. Ramps and Wheel chairs are provided for convenient movement in the college.
5. Reading assistance software is installed in the library to fulfill the reading requirements.
6. Extra time and supportive assistance provided for any particular requirements during examination as per university rules.
7. Special toilets are provided on each floor of the college building.

12. Policy for Slow Learners and Advance Learners

Consistent efforts are taken by the institute for effective teaching learning process, so as to meet the diverse needs of students. These efforts are continuously monitored and reviewed by all the faculty members associated with the particular class. Based on different learning abilities, students are grouped as Slow Learners, Advanced Learners along with Moderate Learners. Periodic Parent Teacher meetings are organized where faculty members and mentors interact with the parents of all learners and update them about the performance of their ward. It helps to enhance the performance of slow learners and groom advanced learners. Though all the students are given focused academic coaching, special and added efforts are being taken for Slow and Advanced learners.

13. Alumni benefits policy

Saraswati College of Engineering have a dedicated network of alumni sharing a passion and commitment to the institution. As an alumina, you are part of a warm and vibrant community. As an alumnus you are entitled to benefits offered exclusively to the Saraswati College of Enineering alumni association who are encouraged to take advantage of the courses, events, activities, linkages, placement services, study abroad services facilities like library, laboratories, ICT and other services offered by the institution.

The Saraswati College of Engineering Alumni Association provides a lifelong connection through a variety of programs and services. Membership gives you access to exclusive benefits and unique events. Alumni meets and get together are organised on a continuing basis. These meets provide an opportunity to the alumni to connect back to the college and assist present students in shaping their careers. The Alumni meet and interact with the Management regularly on various academic and non-academic matters. Feedback forms are available for the alumni to express their views and put in their suggestions.

14. Library Policy

1. **Objective:** The Library Department provides access to extensive range of information resources to enhance study, teaching, and research in support of University Academic programs. Procurement and Preservation of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection of books and making it available to the users.

1.1. Book & Serial Purchasing Procedure

Books:

a) The Faculty members can send their request for library book acquisition as per AICTE norms in prescribed recommendation form for their courses to the HOD.
b) After getting recommendation by concerned HOD Librarian checks the availability and duplication, Librarian decides whether the recommended books should be purchased after the approval of the Principal.
c) Finally checked list is given to vendor for quotation for pricing of listed books by the Librarian.
d) After receiving quotation from vendor, the compiled list is submitted to the Principal for approval and forwarded to the management for sanctioning the amount.
e) Purchase order of books can be issued as per standard terms and conditions as directed by Management in hard copy or soft copy depending upon situation.
f) Purchase orders are issued by the Librarian & signed by Principal, as per quotation given by vendor.

g) There are also cases where the books can be obtained only from specific sources, standard agencies, which are not on the regular Book Vendor & discount is also less.

Journals:

a) The Faculty members can send their request to library for Journals and Magazine subscription as per AICTE norms related to the Branch; the journal list & catalog of different subscription agency is taken into the consideration for selection of the journals, list is prepared by Librarian after consulting with HOD and it is also approved by Principal.
b) Adhere to the Terms and Conditions of the Library Budget estimate based on the costs, currency conversion.
c) Librarian gets the quotations invoice from journal subscription agency.
d) Librarian gets the invoice, and sends it for approval from the management for payment and then forward it to Account Department to prepare Demand Draft.
e) The purchase order is placed from available options as indicated the terms & conditions.
f) Some subscription agencies don't supply all the journals so that institute must place order to different agency which are not regular supplier of the college, there are also cases where the Journals can be obtained only from specific sources and standard agencies.
g) Payment is made against the original & proper invoice.

1.2 Library Maintenance

a) All books that are received are cross checked with purchase orders.
b) Foreign exchange rate verification is done as per Good Office Committee Report.
c) Price proof verification is done for foreign publications and for books on which price is not mentioned via photocopy of the publisher catalog or print out from the publisher's website or photocopy of the invoice received by the supplier.
d) Received books need to be processed. The following process is done-
  i. Stamping- Library Stamp is put on the back of Title page, Secret page, and the last page
  ii. Pasting of due date slip & pocket
  iii. Preparing book cards
  iv. Spine label
e) Accessioning- Details of the books & invoice is recorded in accession register.
f) Books are classified as per the Dewey Decimal Classification (DDC).
g) Accession register data is updated in an excel sheet.
h) Accession numbers are mentioned & page number of accession register on invoice.
i) Original invoice is forwarded to Accounts Department for payment to the supplier. One additional invoice copy is maintained for record.
j) Bill File and Bill Data are maintained in EXCEL Sheet for reporting.
k) New arrivals is sent to stack & reference section which completely ready to use. A copy of each new Title book is reserved as reference book.
l) Journal record register maintains relevant information of Journal received in the library.

m) Journals after stamp are sent to display on journal rack.

1.3 Book Issue & Return Procedure

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and 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. Major Activities of the Section are:

To Faculty:

a) For using library facility, faculty must submit the application forwarded by their respective HOD along with one passport size color photograph to the Librarian.
b) Faculty must fill up the required information on membership card and sign on the same.
c) Open access facility is available for faculties. Faculty can select the books of their subjects & hand over the books to the Circulation Counter for issuance.
d) At a time, Faculty can issue 7* books for the year up to June, after that they have to submit the book for stock verification.
*Faculty who have not completed one month in the organization cannot be issue more than 2 books at a time.

e) If the books are not returned by staff at the time of stock verification in the month of June then, library stops new issue of books for the next year only after clearance.
f) Also, the list of library books pending, is sent to respective staff to the HOD`S after stock verification once in a year.
g) In case library book is found lost by the user, he/she must submit the same copy of new book or new copy of recent edition of the book buying individually from market.
h) If book is not available in market, then, pay double cost amount of book the with account section of the college & submit the payment receipt to the library.

To Student:

a) All students who want to utilize the library are required to have valid library cards.
b) For making the library cards, students are required to bring an original fees receipt with two recent passport size color photographs.
c) Students must paste the passport size color photographs on the 2 library cards & fill in all the details along with their signature & submit the cards to the Library to get Librarian's sign & stamp.
d) After getting the Librarian's sign and stamp, the cards become valid for using the Library facility for the year.
e) To select a book, Students can browse the catalog OPAC, check the syllabus, and take recommendation from Faculty.

f) Student has to fill in all the required details on book card, insert the book card in borrower ticket & submit at the Circulation Counter following which, Student will then get the book stamped with the due date for one week.
g) At the time of book return check due dates for necessary action.
h) Send them to stack for Shelving.
i) For overdue books, Students have to pay a fine of Rs. 2/- per day.
j) Reference section Books, Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library and are not available for issuing out.
k) Students have to submit the Library Cards to the Library at the end of every year after semester exams in the month of June. If they failed to return the books then for next year they are not issued the library cards & books.
l) Also the list of library books pending with student list is given to the Exam Section &particular department biannually, before exam result of semester are issued.
m) In case library book is found lost by the user, he/she has to submit the same copy of new book or new copy of recent edition of the book buying individually from market.
n) If book is not available in market then, pay double cost amount of book the with account section of the college & submit the payment receipt to the library.
o) BE Final year & ME student allowed to issue 4 books.
p) One economically weak student from each division will be issued 3 extra books for semester.
q) 1St Five toppers of respective departments will be issued 3 library cards.

1.4 Online/Digital library

a) Digital Library has been made accessible through login id and password so as to keep it secure. User data to be maintained in register.
b) User can access E-journals subscribed by the library.
c) Use OPAC for searching of books & journals.
d) CDs/DVDs are issued to user for copy & reference.

1.5 Book Stock verification & Weeding procedure

a) Stock verification

For ensure the physical presence of the entire library stock. Physical verification of the library books is held on yearly basis by the involvement of entire library staff in the month of June to identify misplaced, damaged and lost books or those pending with user.

b) Loss of publications

Loss of publications is inevitable in libraries. The librarian has a role as information manager and not just that of a custodian. Therefore he/she cannot be held responsible for the losses.

A publication is considered as lost only when it is found missing in two successive stock verifications and there after action is taken to write off the publications with permission of the competent authority.

Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.

Librarian may write off the loss of books, journals etc.

c) Damaged & out of syllabus book we prepare list damaged book send for binding or as per competent authority we write-off those damaged & out of syllabus book & replace with new ed. as required.

d) Procedure for write-off

A list of books not found, damaged & out of syllabus books during stock verification is to be made. Library staff will make all possible efforts to locate the books not found during two successive stock verifications. A final list is to be compiled. This list is to be compared with the list of earlier stock verification to identify common entries. Competent authority's approval is to be taken and necessary entries are to be made in the accession register, under write-off/withdraw record

2. Objective: The Library Department provides access to extensive range of information resources to enhance study, teaching, and research in support of University Academic programs. Procurement and Preservation of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection of books and making it available to the users.

2.1. Book & Serial Purchasing Procedure

Books:

h) The Faculty members can send their request for library book acquisition as per AICTE norms in prescribed recommendation form for their courses to the HOD.

i) After getting recommendation by concerned HOD Librarian checks the availability and duplication, Librarian decides whether the recommended books should be purchased after the approval of the Principal.

j) Finally checked list is given to vendor for quotation for pricing of listed books by the Librarian.

k) After receiving quotation from vendor, the compiled list is submitted to the Principal for approval and forwarded to the management for sanctioning the amount.

l) Purchase order of books can be issued as per standard terms and conditions as directed by Management in hard copy or soft copy depending upon situation.

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i) Adhere to the Terms and Conditions of the Library Budget estimate based on the costs, currency conversion.
j) Librarian gets the quotations invoice from journal subscription agency.
k) Librarian gets the invoice, and sends it for approval from the management for payment and then forwards it to Account Department to prepare Demand Draft.
l) The purchase order is placed from available options as indicated the terms & conditions.
m) Some subscription agencies don't supply all the journals so that institute must place order to different agency which are not regular supplier of the college, there are also cases where the Journals can be obtained only from specific sources and standard agencies.
n) Payment is made against the original & proper invoice.

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o) Foreign exchange rate verification is done as per Good Office Committee Report.
p) Price proof verification is done for foreign publications and for books on which price is not mentioned via photocopy of the publisher catalog or print out from the publisher's website or photocopy of the invoice received by the supplier.
q) Received books need to be processed. The following process is done-
   v. Stamping- Library Stamp is put on the back of Title page, Secret page, and the last page
   vi. Pasting of due date slip & pocket
   vii. Preparing book cards
   viii. Spine label
r) Accessioning- Details of the books & invoice is recorded in accession register.
s) Books are classified as per the Dewey Decimal Classification (DDC).
t) Accession register data is updated in an excel sheet.
u) Accession numbers are mentioned & page number of accession register on invoice.
v) Original invoice is forwarded to Accounts Department for payment to the supplier. One additional invoice copy is maintained for record.
w) Bill File and Bill Data are maintained in EXCEL Sheet for reporting.

x) New arrivals is sent to stack & reference section which completely ready to use. A copy of each new Title book is reserved as reference book.
y) Journal record register maintains relevant information of Journal received in the library.
z) Journals after stamp are sent to display on journal rack.

1.6 Book Issue & Return Procedure

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and 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. Major Activities of the Section are:

To Faculty:

i) For using library facility, faculty must submit the application forwarded by their respective HOD along with one passport size color photograph to the Librarian.
j) Faculty must fill up the required information on membership card and sign on the same.
k) Open access facility is available for faculties. Faculty can select the books of their subjects & hand over the books to the Circulation Counter for issuance.
l) At a time, Faculty can issue 7* books for the year up to June, after that they have to submit the book for stock verification.
*Faculty who have not completed one month in the organization cannot be issue more than 2 books at a time.

m) If the books are not returned by staff at the time of stock verification in the month of June then, library stops new issue of books for the next year only after clearance.
n) Also, the list of library books pending, is sent to respective staff to the HOD`S after stock verification once in a year.
o) In case library book is found lost by the user, he/she must submit the same copy of new book or new copy of recent edition of the book buying individually from market.
p) If book is not available in market, then, pay double cost amount of book the with account section of the college & submit the payment receipt to the library.

To Student:

r) All students who want to utilize the library are required to have valid library cards.
s) For making the library cards, students are required to bring an original fees receipt with two recent passport size color photographs.
t) Students must paste the passport size color photographs on the 2 library cards & fill in all the details along with their signature & submit the cards to the Library to get Librarian's sign & stamp.
u) After getting the Librarian's sign and stamp, the cards become valid for using the Library facility for the year.

v) To select a book, Students can browse the catalog OPAC, check the syllabus, and take recommendation from Faculty.
w) Student has to fill in all the required details on book card, insert the book card in borrower ticket & submit at the Circulation Counter following which, Student will then get the book stamped with the due date for one week.
x) At the time of book return check due dates for necessary action.
y) Send them to stack for Shelving.
z) For overdue books, Students have to pay a fine of Rs. 2/- per day.
aa) Reference section Books, Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library and are not available for issuing out.
bb) Students have to submit the Library Cards to the Library at the end of every year after semester exams in the month of June. If they failed to return the books then for next year they are not issued the library cards & books.
cc) Also the list of library books pending with student list is given to the Exam Section &particular department biannually, before exam result of semester are issued.
dd) In case library book is found lost by the user, he/she has to submit the same copy of new book or new copy of recent edition of the book buying individually from market.
ee) If book is not available in market then, pay double cost amount of book the with account section of the college & submit the payment receipt to the library.
ff) BE Final year & ME student allowed to issue 4 books.
gg) One economically weak student from each division will be issued 3 extra books for semester.
hh) 1St Five toppers of respective departments will be issued 3 library cards.

1.7 Online/Digital library

e) Digital Library has been made accessible through login id and password so as to keep it secure. User data to be maintained in register.
f) User can access E-journals subscribed by the library.
g) Use OPAC for searching of books & journals.
h) CDs/DVDs are issued to user for copy & reference.

1.5 Book Stock verification & weeding procedure

e) Stock verification

For ensure the physical presence of the entire library stock. Physical verification of the library books is held on yearly basis by the involvement of entire library staff in the month of June to identify misplaced, damaged and lost books or those pending with user.

f) Loss of publications

Loss of publications is inevitable in libraries. The librarian has a role as information manager and not just that of a custodian. Therefore he/she cannot be held responsible for the losses.

A publication is considered as lost only when it is found missing in two successive stock verifications and there after action is taken to write off the publications with permission of the competent authority.

Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.

Librarian may write off the loss of books, journals etc.

g) Damaged & out of syllabus book we prepare list damaged book send for binding or as per competent authority we write-off those damaged & out of syllabus book & replace with new ed. as required.

h) Procedure for write-off

A list of books not found, damaged & out of syllabus books during stock verification is to be made. Library staff will make all possible efforts to locate the books not found during two successive stock verifications. A final list is to be compiled. This list is to be compared with the list of earlier stock verification to identify common entries. Competent authority's approval is to be taken and necessary entries are to be made in the accession register, under write-off/withdraw records.

14. General Students' Rules and Regulations

1. Every student must obtain on admission, the **Identity Card** which must have his/her photograph attested and wear the identity card on person whenever he/she is on the college premises, and present it for inspection on demand.
2. Every student is required to maintain a minimum of **75% attendance** separately for lectures, tutorials and/or practical conducted for each semester / term, failing which the terms will not be granted, and the student cannot appear for the term end and/or annual examination conducted by the College on behalf of the University / Board or by the University or by the Maharashtra Board.
3. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the University / Board or by the University of Mumbai or Maharashtra Board.

4. Students must not loiter on the College premises while the classes are going on.
5. It is mandatory to wear proper **dress code** (white shirt and black trouser) on all Wednesdays.
6. In case of absence on account of illness, the Head of the Department should be informed by the parents personally. On resuming the college the student should report to the HOD along with the fitness certificate.
7. **Smoking and consumption of alcohol** on the College premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.
8. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
9. No student shall **collect any money** or contribution for picnic, trip, and industrial visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
10. No student shall communicate any information or write about matters dealing with the College administration to the Press.
11. Students are expected to **take proper care of college property** and help the college authorities in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
12. Students should not leave their books, valuables and other belongings in the classroom.
13. The College is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the College Office.
14. Students applying for certificates, testimonials, etc. which requires the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.
15. Insubordination and unbecoming language or **misconduct** on the part of a student is sufficient reasons for his/her suspension or dismissal.
16. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the College and Board Examinations.
17. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
18. Students must not associate themselves with any activity not authorized by the College Principal. Serious action will be taken of students found organizing or

participating in such unauthorized activities.

19. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University of Mumbai or by the Maharashtra Board

20. It is the responsibility of the students to **read the notice boards regularly** for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

21. Disciplinary action will be taken against students found carrying and/or using cell phonesduring lectures and practical.

22. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

15. Human Values and Professional Ethics Manual

I. HUMAN VALUES

INTRODUCTION

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times and practice. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations.

HUMAN VALUES

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behavior Human values help in understanding the attitude, motivation, behavior, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations.

The five human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:

Right Conduct – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills (good behavior, good manners, environment awareness etc.), ethical skills (courage, efficiency, initiative, punctuality etc.) and Ownership.

Peace – Contains values like equality, focus, humility, optimism, patience, self-confidence, self-control, self-esteem etc.

Truth – Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.

Peaceful co-existence – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)

Discipline – Contains values like regulation, direction, order etc.

Human values are integral part of one's personality and affects employability quotient. Many employers are inclined to hire those who have better human values.

SCOE Human Value

- Social Development
- Student Centric Academic Environment
- Social Well-being and Development
- Striving for Excellence
- Respect for All

II. PROFESSIONAL ETHICS

INTRODUCTION

Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

PROFESSIONAL ETHICS

Professional ethics are principles that govern the behavior of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.

However, there are some universal ethical principles that apply across all professions, including:

- Honesty
- Trustworthiness

- Loyalty
- Respect for others
- Adherence to the law
- Doing good and avoiding harm to others
- Accountability

CODES OF PROFESSIONAL ETHICS

Students of the University are expected to devote their energy in learning and developing wholesome personality.

I. The students should

1. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and the traditions.

2. remain punctual, disciplined and regular in attending class lectures, tutorials and research.

3. Observe modesty in their overall appearance and behavior.55

4. Behave with dignity and courtesy with teachers, staff and fellow students.

5. Act as role models for junior students by attaining the highest level of values and morality.

6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.

7. Contribute towards cleanliness of the campus and its surroundings.

8. Show respect and care for the institutional properties.

9. Observe proper behavior while on educational tour/visit or excursion.

10. be honest in providing truthful information about all documents.

11. Maintain the highest standards of academic integrity while presenting one's own academic work.

12. Help teachers in maintaining learning environment conducive for all students.

13. Strive to keep campus ragging free.

14. be sensitive to gender issues.

15. Be sensitive to societal needs and development.

16. Maintain good health and refrain from any kind of intoxicants.

II. Teacher should:

(i) Manage their private affairs in a manner consistent with the dignity of the profession;

(ii) Seek to make professional growth continuous through study and research;

(iii) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

(iv) Maintain active membership of professional organizations and strive to improve education and profession through them;

(v) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;

(vi) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;

(vii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

16. Code of Conduct for Employees (Teachers, Governing Body and administration)

1. Preamble

1.1 Saraswati College of Engineering believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.

1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.

1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

2. Objective

2.1 The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.

2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

3. Applicability

3.1 All employees on regular rolls of the institute including employees on contract governed by this Policy.

3.2 Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

4. Policy Guidelines of Conduct

4.1 **National Interest:** Saraswati College of Engineering is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

4.2 **Use of the SCOE Brand:** The use of SCOE name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the SCOE Brand for any purpose without specific authorization.

4.3 **Group Social Responsibility:** SCOE Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education,

Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.

4.4 **Competition**: Saraswati College of Engineering shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.

4.5. **Quality of Services:** SCOE is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.

4.6. **Equal Opportunities**: **SCOE s**hall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

4.7 **Accurate and Complete Accounting:** Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's polices.

No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

4.8 **Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advance etc., as per the guidelines stipulated in the Policy/Policies.

4.9 **Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute

4.10 **Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

An employee of SCOE Group and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly.

Such insider information may include among other things:

a) Merger or acquisition, divestment of businesses or business units
b) Data or information such as profits, earnings and dividends etc.
c) Investment decisions, assets revaluation, restructuring plans etc.
d) Major supply and delivery agreements

4.11 Policy and Process Integrity:

Antitrust or Fair Trading- Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

4.12 **Using equipment and consumable resources:** Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

a) Limited, occasional and brief private telephone calls and faxes
b) Limited and occasional use of a photocopier
c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

4.14 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

4.15 Protecting Institute's assets

Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.

4.16 Unethical Transaction:
No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer. All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records

4.18 Relationship with Government and Public officials: An employee of SCOE may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / He should also be familiar with specific rules set by individual agencies or other governmental bodies.

4.19 Compliance of applicable law by Expatriate Employee: All Expatriate employees shall be responsible for obtaining and retaining a valid Work Permit / Residence Permit / Employment Visa, during the subsistence of her/his engagement with the Institute. The employee shall duly adhere to all rules, regulations and/or such other conditions imposed by any Government Authority. The employee shall keep the institute duly indemnified against all loss, damages, costs, expenses, proceedings, prosecution etc., arising out of any violation of

the terms and conditions of the applicable laws, rules, regulations and orders passed in that regard.

4.20 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

4.21 Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

4.22 Political Activity:

No employee shall involve in any political activity directly or indirectly.

No SCOE employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any SCOE employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the SCOE Group to pursue his public / political career.

4.23 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

4.24 Third Party Representation:

Third Parties which have business dealings with SCOE but are not members of the SCOE Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a SCOE Group without the written permission. A Nondisclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of SCOE.

4.25 Sexual Harassment and other harassment policy:

SCOE Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if

necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Group's policy against Sexual Harassment

4.26 Other Harassment:

The Group prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

4.27 Ethical Conduct

SCOE Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities A SCOE employee is supposed to inform in case, if he deviates from the above standard. (or if any case is filed against him)

No SCOE employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with SCOE Group, he must disclose the nature of such relationships and transactions beforehand.

4.28 Dress Code:

SCOE Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our students, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

4.29 Environment, Health & Safety

Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of SCOE Employees, Customers and at the Community at large.

Substance Abuse- To meet our responsibilities to Employees, Customers and Investors, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

4.30 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles. Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.
Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

17. Code of Conduct for Examination

Specific Responsibility:

- Reporting to the SS/US in the Examination Conduction Centre would be compulsorily 45 minutes before the scheduled start of the examination.
- The attendants would not leave the Exam Conduction Centre before specific allotment of duty to them.
- Shifting of duties without prior permission of the Controller of examination would not be permitted.
- One Attendant cannot sign on adjustment for more than one person per duty session. Strict action would be taken against such defaulters.
- A peon /Waterman would be always present in front of his own allotted hall & not leave his place for any reason during the course of his allotted duty.
- Every peon cum Waterman would simultaneously be responsible for the duties of masking and coding to assist the junior Supervisors. Every attendant would also be responsible for any other miscellaneous duty as may be given to him by the higher examination authorities for smooth conduction of examination during the examination session.
- On the spot adjustments would not be sanctioned.

RESPONSIBILITIES OF SENIOR SUPERVISORS

- Planning & Arrangement of blocks/seating arrangement well in advance of the examination. (With the help of US).
- Display of seating arrangement on notice board (with the help of US).
- Pasting of stickers on Desk (exam no.) with the help of US.
- Arrangement of opening of exam halls 15 mins before to the start of examination
- Distribution of duties to JS as per the duty distribution chart and getting the signatures of the JS on signing report.
- Taking signatures of JS & other supporting exam staff on the remuneration bill paper and submitting the same to I/c exam cell as per university norms.
- Verification of attendance reports and junior supervisor's reports and countersigning the same.
- Arranging smooth distribution of exam accessories examination supplements/ threads/graph papers / semi log papers/stem tables/gas tables/design data books as per the requirement of the examination.
- Arranging for the supply of hygienic drinking water through peon cum waterman's in every examination Hall.
- Taking signatures of CC/SS/US/ Two JS/Two Students before breaking open the seal of question paper bundles.
- Opening of sealed question paper bundles 10 min. before to the start of examination.

- Bell arrangement:-
    1. exactly 15 minutes before to the start of examination (Short bell)
    2. exactly at the start of examination (Long bell)
    3. exactly one hour after the start of examination (Short bell)
    4. exactly Two hours after the start of examination (Short bell)
    5. Exactly Three hours after the start of examination for four hours examination. (Short bell)
    6. Warning bell 10 minutes before to the end of the examination (Short bell)
    7. At the end of examination. (Long bell)
- Distribution of question papers (seating arrangement wise) inside examination halls.
- Keeping a strict vigilance on the exam blocks and maintains the law & order as per the university norms.
- Not allowing any entry of the students inside the exam hall half an hour after the start of the examination.
- Reporting copy cases to the CC & take strict action against the defaulter as per the university norms.
- Daily maintain of dead stock so as to keep check of supply use of every given exam material used during the examination & reporting the same to I/C exam cell/ university squad as per the demand or at the end of examination.

- Noting downs the question paper mistakes/errors/ difficulties as being asked by the students from time to time during the exam period.
- Asking for official correction in the question paper if any from university control room.
- Conveying the correction messages from the university to the students within time.
- Not allowing any is to be relieved for a time not exceeding 5 minutes and taking strict disciplinary action/exam memos to the defaulters.
- Block wise counter checking of written answer books/supplement reports (exam no wise) from the JS.

- Making proper arrangement of masking through US masking supervisors & attendants.
- Coding of the masked answer books.
- Packing & sealing of the Answer books.
- Counter signing coding/masking/supplement reports before submitting the same to authorities.
- Counter signing the sealed answer book bundles for dispatch.

RESPONSIBILITIES OF JUNIOR SUPERVISORS

The invigilators on Examination work shall scrupulously follow the following instructions

- He /she shall report to the Senior Supervisor at least **30 Minutes** before scheduled start of the examination and get the details of the examination from the senior supervisor to that examination.

- The invigilators shall be alert during the examination period and would take frequent rounds in the block. The junior supervisor would avoid sitting / standing at one place for a long time.
- The students should not be permitted to leave their seats and approach the Invigilator. It is the duty of the junior supervisor to approach the students to deliver him the required examination stationary or any other lawfully permitted reason.

- Invigilators should be strictly vigilant about the cell phone use by the examination candidates. **Use of cell phone by students inside the examination hall is strictly prohibited and would be considered as a matter of copy.** [* The Invigilators are not allowed to be custodians to these candidate mobiles]
- The invigilator should avoid talking to any outsider (like Guest/ Colleagues/student from other classes etc.) Students not appearing in the examination or unauthorized persons are not allowed in the examination halls under any pretext. The invigilator shall under no circumstance go out of the examination hall.
- When a student approaches the invigilators for certain clarification on the matter in the question paper , Invigilator should not pass on any personal observation or volunteer any information /data in the matter , even though he/she may know the teaching subject . Instead she/he should report the matter to the chief conductor who will then take appropriate action in the matter.
- Normally there is an arrangement of providing a relieving supervisor who is deputed by the senior supervisor during the examination to relieve the regular invigilator to attend to his her urgent personal needs. The invigilator should not take more than 05 Minutes to return to his/her hall on being relieved by the Relieving Supervisor.
- Relieving Supervisor in addition to relieving the regular invigilator as directed by the Senior Supervisor, should assist the Senior Supervisor in all matters pertaining to the examination work and further should make it a point to help him at the beginning in making arrangements for the examination for which She/he should report to the Senior Supervisor at the end of the examination in collecting the papers and sealing them, etc.

- **No Exchange of Examination Duties [Unless very urgent being well in advance permitted by the chief Conductor /Principal]**
- **Masking [Getting the Answer books properly masked through the Support Staff help] and proper Error free Coding is the responsibility of the Junior Supervisor before handing over the Answer book Bundle to the Senior Supervisor.**
- Maintaining a Silent & Copy free Examination atmosphere is the primary responsibility of the Invigilator.

RESPONSIBILITIES OF UNDERSTUDY SUPERVISORS

- To ensure proper pasting of number in the blocks as per the examination of that day. Also ensuring proper board display of the seating arrangements of the concerned session examination.
- Ensuring JS reporting on time & inform the SS about the JS position of that day well within time.
- To ensure proper filling of attendance reports, JS reports, Absentee reports, Supplement reports, Stationary reports, code reports, masking reports , SS & CC reports
- To be custodian to the college & examination stationary and maintain proper live stock of the same.
- To ensure Minimum hospitality [TEA/ COFFEE] to the University squads, CC, SS & JS of that session, once for a session of 03 hrs.
- Counting, Masking, coding and packing of examination answer books.
- Proper dispatch of the bundles.

18. Code of Conduct in Library

LIBRARY RULS & REGULATIONS

1. Book will be issued to the user for seven days.
2. Fine will be imposed in case the book is returned after seven days.
   a. Two (2/-) rupees per day including holidays if any.
   b. Fifty (50/-) rupees per day for reference materials.
3. Student are required to check the condition of book issued to them, & at the time of returning the book must be in the same condition.
4. Books issued for seven days will not be accepted for returning on the same day.
5. Books will be reissued only after due date as per the due date slip in the book, and the book will not be reissued in case the book is in demand & if the same book not available in library at time.
6. Reference materials are to be returned on some day before 4.30p.m. Otherwise Rs. 50/- per day fine will be charged. (ex. Q. Paper, syllabus, journals, books)
7. For the loss of library ticket a fine of rs.25/-each is charged for duplicate card.
8. In case library book is lost by the user, he/she must submit the new copy of recent edition of the book.
9. The user is responsible for the book issued on their card.
10. Reference books & periodicals are required to be read in reference section only.
11. Use of mobile, headphone & earphone strictly prohibited.

In case any difficulty please contacts the librarian.

LIBRARY

Do's

1. **Do** make sure what library materials you have borrowed. Return Them on time to avoid fines and as a courtesy to others
2. **Do** look after library materials, equipment, furniture and facilities. Help keep them in good condition for future users
3. **Do** treat our area with respect, and leave it clean and orderly
4. **Do** respect copyright and codes of conduct for computer use.
5. Please do keep your valuables like mobile, wallet, ATM, Calculator etc. with you at all times
6. **Do** ask library staff or help in any situation. Don`t hesitate! We`re here for you!
7. **Do** maintain **SILENCE** in the library.
8. **Do** make an entry and sign in the library user register available in the library.
9. **Do** use library computers for searching **OPAC**, using online resources and taking printouts and scanning of only library resources. Save your files before you attempt to print them.

Don'ts

1. **Don`t** disturb others with your cell phone. No group discussions.
2. **Don`t** leave trash for others to pick up.
3. **Don`t** make copies of any copyrighted material.
4. **Don`t** disturb alignment of book and furniture.
5. **Don`t** take out any literature without making proper entries at the Issue-Counter.
6. **Don`t** misuse the Internet facility.
7. **Don`t** deface the books by markings; Underlining with pen on any document and furniture.
8. **Don`t** download systematically i.e. you cannot download entire issue of journal or books or print several copies of same article.

Don`t bring eatable items in the library. It attracts insects and damages library materials

19. Report on Student Attributes Facilitated By the Institution

1. Engineering Knowledge:

Students are facilitated to apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to solve of complex engineering problems through teaching learning process of various engineering courses.

2. Problem Analysis:

Students are facilitated to identify, formulate, research literature and analyze complex engineering problems reaching substantiated conclusions through mini projects, major projects,

internships, industry visits. Students are encouraged to write research papers and participate in project competitions

3. **Design/ Development of Solutions:**

Students are facilitated to design solutions for complex engineering problems and design system components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal and environmental considerations through mini projects and major projects.

4. **Conduct & Modern Tool Usage:**

Students are facilitated to investigate complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of information to provide valid conclusions by encouraging them to write research papers and participate in project competitions and smart India hackathons.

5. **The Engineer and Society:**

Students are facilitated to apply contextual knowledge to assess societal, health, safety, legal and cultural issues through NSS (National Service Scheme) and by taking minor and major projects based on social, health, safety and cultural applications.

6. **Environment and Sustainability:**

Students are facilitated to understand the importance of environment and sustainability through various courses included in syllabus like EVS, Environmental Engineering, and Disaster Management etc. NSS Cell and Rotaract Club conduct various programs to create awareness. International Conference on Sustainable Development is also organized.

7. **Ethics:**

Students are facilitated to apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice through course included in syllabus like Business Communication and Ethics. Various seminars are organized for students on morals and ethics time to time.

8. **Individual and Team Work:**

Students are facilitated to function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings through various students Clubs and Student's associations like Student's Council, NSS Cell, Young Inspirator's Network (YIN), Rotaract Club, entrepreneurship development cell for innovations and incubation (EDCII), IGBC student chapter, ISHRAE student chapter, CSI student chapter, various student's associations of

all departments, dance club, drama club, music club, orator club, photography club, sports club and many more.

9. Communication:

Students are facilitated to communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions by taking responsibilities of conduction of various activities of different students Clubs and Student's associations like Student's Council, NSS Cell, Young Inspirator's Network (YIN), etc. Students are also asked to give presentations on projects, internships, new technology etc. Separate Orator Club is formed with the objective of molding the students not only in their communication skills but also enhancing their soft skills and life skills. Subject like Business and Communication ethics is included in syllabus.

10. Project Management and Finance:

Management courses on project management and Finance management are included in syllabus to facilitate students to demonstrate knowledge and understanding of management principles and apply these to one's own work, as a member and leader in a team. Students also learn these skill sets while organizing various students' club activities.

20. Training Placement & Carrier Guidance Cell- Policy

Objectives:

- The Placement Cell endeavours to become a link between the job seekers [i.e. students] and job providers [i.e. companies/corporate] by building up their capacity and networking with Industries.
- Building a strong network among the corporate & institute for placements.
- Become the preferred choice of Employers with reference to Campus Recruitments.
- Provide equal employment opportunities for all the students.
- To ensure sustainable employment for all our students.

Registration:-

1. Before getting registered with the Department of Training and Placement it is mandatory for all the 6th semester students to attend the **1st Placement Orientation Session** of T&P. Absentees will not be allowed to get registered with the Dept of T&P.

2. All the 6th semester students of all branches are required to get registered with Department of Training and Placement as per the schedule declared and as per the Instructions issued during the **1st Placement Orientation Session** of T&P.

3. After registration a student can switch over their option once (to opt out of placement or interchange of option) before the 1st company visit. No request of change of option will be entertained after the 1st campus placement drive.

4. Once student registered with training and placemnet cell, college will provide the placement till June of next academic year.

5. Student who wishes to appear for a particular campus placement drive must register with T & P Dept. for the drive. **NO PROXY REGISTRATIONS**. The registration would imply that the student has verified by himself/herself and has consented to the company profile, job profile, terms & conditions, package, bond & eligibility criteria. After registration, if student fails to turn up for the drive, he/she will not be considered for future placements.

Eligibility Criteria for Placement Assistance:-

1. Eligibility criteria will be as per the norms of the company providing placement opportunity.

2. Pre-requisite for placement:-
   a. **Campus Recruitment Training (CRT)** Completion with minimum 90% attendance. Exemptionto CRT will be granted to only those students who opt for 4-8 weeks industrial training in an industry of repute with prior permission of Head, Training and placement with a written application forwarded through the Dept. TPO Coordinators well in advance.
   b. Academic Attendance of 75% on the date of campus placement drive is mandatory for everystudent in final year to appear in the campus placement drive of any company.

3. Students must update their record in T&P dept after declaration of result (backlogs only).Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.

4. It is compulsory for all students to have **PAN CARD** within 90 days of registration with T&P.

Directive Principles, Rules and Regulations:-

1. Placement Cell will strive hard to provide placement opportunity to all its eligible, not- eligible and interested students of Final Year.

2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.

3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment/ placement of its students in the field of their specializations.

4. It will be the endeavour of each student to co-operate with the Placement cell and to appear for opportunities offered for their Placement.

5. Any student having a job –offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However students will be given chances of upgrading their placements offers if the

subsequent company/organization has been conferred with a **"Dream Status"** or **"Core Company"** status by the Institute.

The Institute may offer a **"Dream Status"** to any reputed company/organisation which has a very strong brand equity &/or is offering a very high salary package.

"Core Company Status" will be given to only those companies whose operations are in the core sector of ME/CE/IT/Comp/Automobile branches.

"Dream Status" /"Core Company Status" will be granted to a particular company by the Head, Training and Placements.

6. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and documents will not be eligible to appear for the next 3 consecutive campus placement drive. Habitual absenteeism will not be entertained (Even if it includes the DREAM or CORE COMPANY).

7. It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as **"Mandatory"** by the Dept. Of Training and Placement irrespective of the type of company. Student skipping any **"Mandatory"** status campus recruitment drive without a justified reason and advance information will be detained from any further campus placement drive.

8. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).

9. If a selected student in any company thorough the campus placement drive fails to join the companywithout any justified reason he/she will not get clearance from the T&P Dept.

10. A notice of Placement Process once fixed will be communicated through E-mail or watsapp to all the eligible students for that particular campus placement drive.

- It is important that all students must regularly check their E-Mail & Watsapp for getting information on Placement related activities
- It will be students own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office)
- Every student who enrols with T & P Office and who has opted for **"Campus Placement"** in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.

11. No preference related to Place of work will be entertained.

12. Students those who do not enrol with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.

13. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute'scommitment by such positive action.

14. Adherence to time must be taken into strictly consideration.

15. Dress code is **STRICTLY FORMALS**. Those who don't follow the dress code will not be considered for placements.

16. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.

17. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with TPO.

18. If a student appears in written test and does not appear he/ she in front of the interview panel without seeking prior permission from TPO, he or she will not be permitted for any future drives and will be detained for future placements.

19. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining preponement. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsiblefor it.

20. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.

21. While attending campus interview, every student must carry the following:
    a) College Identity Card
    b) 5 Nos. passport size colour photographs
    c) 2 copies of the updated and signed resume
    d) Original Mark-sheets from SSC Onwards in Folder
    e) 2 set of photocopies of all relevant mark-sheets, certificates (self attested)
    f) Identity Proof - Xerox of PAN Card or Passport or Driving License (self attested)
    g) Pens (Black & Blue)/Pencils/Stapler/Gum etc.
22. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for any recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.

23. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on regular basis.

24. Students should inform immediately about any change of Marks/Mobile No. / Email ID to T&P Dept. After selection, student will not change his Mobile No. & Email ID till he/she joins the company.

25. The department of T&P will also try hard to arrange campuses of **No Criteria Companies for not eligible students**. The not eligible students should see that they get placed in the first opportunity of such companies which they get.

26. The institute [Head, Training and Placements] reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.

27. Decision of the Institute would be final and binding on all Request/grievances/issues will be referred to the Principal/Head, Traning and Placement forwarded through the TPO office.

28. Any suggestions/ modifications/ deletion/ grievances in respect of the above policies shall be considered, if found fit, on a case-to-case basis by Head, Placements and or Dean, Training in consultation with the Principal forwarded through the TPO office in writing by the individual concerned student.

29. The Head Traning and Placements in consultation with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

30. **Rules:- In case of Multiple companies on same day**

1. In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
2. The student will then be barred from appearing for any other company's placement processes and will be pulled out form their processes immediately, even if he/she is waiting to go in for an interview or GD.
3. The other companies will also be informed that the student is placed and he/she should not be considered further.

31. **Student Placement Cell.**

The Student Placement Cell shall comprise of Students Placement Co-ordinators to ensure and assist in placement activities of the Institute.

The Student Placement Co-ordinators will be appointed annually by TPO in consultation with the Dept. TPO Coordinators and will have equal representation from 3rd and final year from each department.

Student Members of the Placement Cell will be designated as, Student Placement Coordinators [SPC]. SPC will be issued Certificate of participation/appreciation from the Department of T&P for their work

Following would be the task of SPC:-

- Creating network and database of various corporate/ companies/ organizations who can be potential recruiters and project providers.
- Network and liaison with corporate/ companies/ organizations for exploring employment opportunities, projects [summer internship or short duration], survey / analysis project work etc.

  Co-ordinate with fellow-students to collect data [as and when required in specific formats, gather & share data and disseminate information pertaining to Placement Cell activities in campus, whether pooled or closed campus.
- Visit industries/ corporate houses/ companies/ organizations within Mumbai Suburn areas as well as outstation to explore placement, project and other opportunities.
- Identify and explore possibilities and opportunities of tie-ups with organizations for mutual benefit.
- Ensure smooth functioning of the Placement Cell and allied activities any other business/ work assigned by Head, Training and Placements from time to time in a time-bound manner.

DR. MANJUSHA DESHMUKH
PRINCIPAL