



**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

1. ABOUT INSTITUTE

**INDEX**

Sr. No.	Description	Page No.
1.1	About the Institute	1-3
1.2	Vision	1-3
1.3	Mission	1-3
1.4	Objectives	1-3
1.5	Quality Policy	1-4
1.6	College Development Committee	1-4
1.7	Governing Body	1-6
1.8	Admission Process	1-7
1.9	Induction of Students	1-9

1.1 ABOUT THE INSTITUTE :

The K. J. Somaiya Institute of Engineering and Information Technology (KJSIEIT), is the next progressive Engineering College established by the Somaiya Trust in the year 2001, at Ayurvihar campus, Sion. The Institute was set up primarily in response to the need for imparting quality education in the modern field of Information Technology and the allied branches of Engineering and Technology. The College is housed in a G+8 storey building and separate ground structure with International standards, airy classrooms, hi-tech laboratories, auditorium, canteen, common rooms etc.

The institute is situated adjacent to Eastern Express Highway. Chunabhatti and Sion are nearest railway stations on Harbour line and Central line respectively. Nearest bus stop is Everard Nagar, Chunabhatti on Eastern Highway.

1.2 VISION :

To be universally accepted as a synonym of quality, excellence and commitment in the field of engineering education by nurturing talent and transforming young minds to realize their potential and become future ready engineers.

1.3 MISSION :

1. To provide students with a thorough knowledge of engineering to refine their professional skills.
2. To nurture creativity and innovation while encouraging multidisciplinary interaction.
3. To train students to be industry ready and capable of working effectively as an individual and in a team.
4. To inculcate ethical behavior, responsibility and commitment among students.

1.4 OBJECTIVES :

1. To focus on persistent improvement in processes related to teaching, learning and evaluation and to promote a culture of research and development among staff and students.
2. To develop technical and interpersonal skills so that the students translate knowledge into action contributing to the benefit of the society.
3. To enhance the learning experience of students by honing their skills through diverse

activities to make them versatile.

1.5 QUALITY POLICY :

1. To conform to the requirements of regulatory authorities viz. All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and University of Mumbai.
2. To maintain transparency and fair practices in admission and recruitment processes.
3. To ensure continuous evaluation and examination process.
4. To ensure best academic ambience by providing high-end equipments in the laboratories, computers, learning resources and smart classrooms.
5. To ensure a safe and secure environment for all stakeholders.
6. To promote industry Institute interaction, research and development, placements, technical, co-curricular and extracurricular activities.

1.6 COLLEGE DEVELOPMENT COMMITTEE

There shall be a separate College Development Committee consisting of the following members -

- a) Chairperson of the management or his nominee ex-officio Chairperson
- b) Secretary of the management or his nominee .
- c) One head of the department, to be nominated by the Principal or the head of the institution
- d) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- f) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- g) Co-ordinator, Internal Quality Assurance Committee of the college
- h) President and Secretary of the College Students' Council
- i) Principal of the college or head of the institution - Member - Secretary.

The College Development Committee shall meet at least four times in a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall,-

- 1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- 2) Decide about the overall teaching programs or annual calendar of the college
- 3) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- 4) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- 5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- 6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- 7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- 8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- 9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- 10) Formulate proposals of new expenditure not provided for in the annual financial
- 11) estimates (budget)
- 12) Make recommendations regarding the students' and employees' welfare activities in the college or institution
- 13) Discuss the reports of the Internal Quality Assurance Committee and make suitable

recommendations

- 14) Frame suitable admissions procedure for different programmes by following the statutory norms
- 15) Plan major annual events in the college, such as annual day, sports events,
- 16) cultural events, etc.
- 17) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- 18) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 19) Recommend the distribution of different prizes, medals and awards to the students.
- 20) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- 21) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

1.7 GOVERNING BODY

The governing body is the apex decision making body of the institute, determining its future direction and fostering an environment in which the institutional vision is achieved. The college is governed by the governing body which is constituted as per AICTE guidelines. The body meets twice a year and proceedings of the meetings are maintained properly.

Governing Body Members include –

1. President or Chairman of the management or his nominee (Chairman).
2. Secretary of the management or his nominee.
3. Provost, Somaiya Vidyavihar
4. Three members representing different fields of the area, nominated by the management.
5. Government Nominee
6. AICTE Nominee
7. University Nominee
8. Principal as member-Secretary.

Role of Governing Body

- To approve the vision and mission of the institution, academic programs & strategic plans and annual budgets, ensuring that these meet the interests of all stakeholders.
- To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability.
- To monitor institutional performance and quality assurance arrangements, which should be, where possible and appropriate, benchmarked against other institutions nationally and internationally.
- To put in place suitable arrangements for monitoring the head of the institution's Performance.

1.8 ADMISSION PROCESS :

The objective of the Admission Process is to have better quality students as input to KJSIEIT in a transparent manner. Admission process is governed as per the guidelines issued by statutory bodies like Director of Technical Education, MHT-CET Cell, Admission Regulating Authority of Maharashtra State, AICTE, University of Mumbai .

1. 'Admission Committee' headed by a senior faculty or administrative person shall be formed which shall coordinate all 'Admissions' related activities at KJSIEIT. This committee shall develop and review the changes needed in the application form, admission brochures and admission process.
2. Detailed schedule shall be drawn up by the committee for releasing of advertisements, uploading the brochures and forms on the website, receiving the forms, displaying merit lists, conducting admission rounds etc.
3. A separate 'Admission Brochures' (e-brochure only) shall be prepared for the First Year and Direct Second Year Admissions by the 'Admission Committee'.
4. This will be supplemented by college summary pamphlet. Standees and banners can also be prepared.
5. The Admission Brochures and other documents shall clearly spell out all rules, procedures, provisions and time framework for various activities regarding 'Admissions'.

6. The 'Online Pre-admission Form' will be hosted on the Institute website. Candidates can register online and can fill the form online.
7. To get a better quality students, all Minority Seats and Institute Level Seats are surrendered to Centralized Admission Process (CAP) conducted by the competent authority. The students are admitted as per the allotment of seats by the competent authority in CAP rounds.
8. Steps involved in admission process for CAP and CAP-MI (CAP-Minority) seats –
 - i) Candidate is allotted a seat in a particular branch by the competent authority.
 - ii) Candidate visits college website – www.somaiya.edu/kjsieit.
 - iii) Candidate reads e-brochure.
 - iv) Candidate registers on college website and fills online pre-admission form and takes printout of the filled form.
 - v) Candidate comes to college for admission along with printed admission form, required documents and fees.
9. Steps involved in admission process for CAP Vacancy seats –
 - i) Candidate visits college website – www.somaiya.edu/kjsieit.
 - ii) Candidate reads e-brochure.
 - iii) Candidate registers on college website and fills online pre-admission form and takes printout of the filled form.
 - iv) Candidate submits this printed admission form with required documents and processing fees in college office after getting the form verified.
 - v) Provisional Merit Lists are displayed for CAP Vacancy seats on college website and college notice board. These merit lists are prepared as per the guidelines given by competent authority.
 - vi) Time given to candidates to submit grievances if any.
 - vii) Final corrected merit lists are displayed along with the schedule of admission process on college website and college notice board. Students are informed about the fee structure and admission procedure through a notice.
 - viii) Candidates are called for counseling round as per their merit numbers on the dates mentioned in schedule.

10. Steps at the time of Admission -

- i) At the time of admission documents like mark sheet, leaving certificate, caste certificate etc. are collected from the candidate in original as per the type of candidate. All candidates must submit medical fitness certificate. For minority candidates, domicile certificate of Maharashtra state is compulsory.
- ii) Candidate pays the tuition fees, development fees as approved by Fees Regulating Authority, University fees (insurance, e-facility, disaster relief fund, Enrolment fees, Amartya Shiksha Yojana, Vice Chancellor's Fund, Student welfare fund etc.) and Examination fees in the accounts department.
- iii) Candidate fills enrolment form, eligibility form as per the requirement in student section.
- iv) Candidate fills online anti-ragging affidavit.
- v) For All type of admissions, information is immediately uploaded on DTE website.

11. Admission process is completed on the cut-off date mentioned by DTE in admission notification.

12. Details of all students are forwarded to Jt. DTE office, DTE office and Admission Regulating Authority for their approval & to University of Mumbai.

1.9 INDUCTION OF STUDENTS

Students entering KJSIEIT are coming into a new and unfamiliar environment, and many do not yet know what it means to be an Engineering student. With a large class size, it may not be possible for a teacher to tailor material to a diverse audience, where each individual has their own prior experiences of learning and their own assumptions about what it means to be a student in Engineering Education. So, on the first day of the college, induction program is conducted, which provides some basic information to students.

An induction program (Orientation Course) includes –

- 1) Introducing the college to all students.
- 2) Explaining roles of teachers and students in an engineering education. Clarifying misconceptions about these roles or expectations.



- 3) Introducing the principal, HODs of various departments and teachers to the students.
Tell the students where they will be available.
- 4) Introducing subjects in brief which they will be learning in the first year.
- 5) Introduce various laboratories, students will be using and give their locations.
- 6) Provide a brief introduction of library, Sports section and other facilities and tell students how to use these facilities.
- 7) Introducing organization structure to the students.
- 8) Explaining examination scheme to the students.
- 9) Providing academic calendar mentioning various activities during the academic year.
- 10) Mentioning general rules and regulations regarding attendance.
- 11) Introducing Student-Teacher mentoring system.
- 12) Giving code of conduct to the students.
- 13) Introduce Anti-ragging committee members and discipline committee members.
- 14) Provide information regarding University Enrollment Forms and Examination Forms.
- 15) Introduce various scholarships available to the students.
- 16) Introduce various student chapters like IEEE, ISTE, IETE, CSI, IET etc. and encourage students to become member.
- 17) Give information regarding Training and Placement activity.
- 18) Any other information which will be helpful to the students in learning process.
- 19) Organize Fresher's Party through which students will display their talents.



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2. DEPARTMENTS

**INDEX**

Sr. No.	Description	Page No.
2.1	Department of Electronics And Telecommunication Engineering	2-3
	2.1.1 Vision	2-3
	2.1.2 Mission	2-3
	2.1.3 Program Educational Objectives	2-3
	2.1.5 Program Specific Objectives	2-4
2.2	Department of Electronics Engineering	2-4
	2.2.1 Vision	2-4
	2.2.2 Mission	2-4
	2.2.3 Program Educational Objectives	2-4
	2.2.5 Program Specific Objectives	2-5
2.3	Department of Computer Engineering	2-5
	2.2.1 Vision	2-5
	2.2.2 Mission	2-5
	2.2.3 Program Educational Objectives	2-5
	2.2.5 Program Specific Objectives	2-5
2.4	Department of Information Technology	2-6
	2.4.1 Vision	2-6
	2.4.2 Mission	2-6
	2.4.3 Program Educational Objectives	2-6
	2.4.5 Program Specific Objectives	2-6
2.5	Department of Basic Sciences and Humanities	2-7
2.6	Departmental Advisory Board	2-7
2.7	Departmental Quality Control	2-7
2.8	Program Assessment Committee	2-7
2.9	Department Program Outcomes (Po)	2-8

2.1 DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION ENGINEERING

Electronics and Telecommunication Engineering department started in the year 2001 with the intake of 60. In 2003 department intake increased to 120 and continues to remain the same.

The Department of Electronics and Telecommunication Engineering has well qualified and highly motivated faculty supported by dedicated non teaching staff members. The department committed to impart excellent teaching-learning, training and research in the field of technical education in most efficient manner to its students. The department believes in innovation & perfection and works to give an engineering attitude to the students for their confidence building so as to solve technical problems.

2.1.1 VISION :

To provide excellent academic environment that helps students to develop their technical knowledge and learning skills to become successful engineers.

2.1.2 MISSION :

To achieve the Vision of the department following Mission statements are defined.

M1: To offer required training in Electronics and Telecommunication Engineering to groom students into successful professionals.

M2: To instil the skills that enable students to design and implement the technical solutions.

M3: To inculcate ethical behavior in students.

2.1.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

PEO1: To train learners to analyse and apply the engineering fundamentals to formulate solutions by using appropriate engineering techniques and tools.

PEO2: To make the learners aware of professional practices in Electronics and Telecommunication engineering sector, scientific research and career.

PEO3: To apply the knowledge of Electronics and Telecommunication Engineering to solve societal and environmental problems.

PEO4: To develop the necessary professional skills of learner along with effective

oral and written communication skills.

2.1.5 PROGRAM SPECIFIC OBJECTIVES (PSOs) :

The graduates of this program will be able to:

PSO_1 To demonstrate and contrive archetype the principles of electronics and telecommunication engineering which can be instrumental in addressing engineering problems.

PSO_2 Design, simulate and analyze software models that lead to the development of solution prototypes.

2.2 DEPARTMENT OF ELECTRONICS ENGINEERING

The department of Electronics Engineering is a harmonious group of many enthusiastic and dedicated minds, having vibrant atmosphere in the department. Students are encouraged to participate in co-curricular and extra-curricular activities. The department facilitates educational experience through industry institute interaction, and integration of theory and practice.

2.2.1 VISION :

To be a place of academic excellence by imparting quality teaching in the field of Electronics Engineering, creating competent and skilled graduates.

2.2.2 MISSION :

M1: To offer excellent teaching and the required resources needed to acquire cutting edge professional skills.

M2: To encourage innovative practices and multidisciplinary interaction through academic and industry exposure.

M3: To impart training to the learners to prepare the students for leading a successful professional life.

2.2.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

1. The necessary skills needed to design and develop and hardware and software solutions applicable in real life situations.
2. The analytical skills, written and oral communication skills, critical thinking and problem-solving abilities needed for personal growth.
3. Professionalism, team skills and the desire to engage in lifelong learning.

2.2.5 PROGRAM SPECIFIC OBJECTIVES (PSOs) :

The graduates of this program will be able to:

PSO_1: Design, test equipments and arrive at cost effective and appropriate solutions to problems.

PSO_2: Use software for design, simulation and analysis of systems.

2.3 DEPARTMENT OF COMPUTER ENGINEERING

The Computer Engineering department provides excellent education to all students which foster creativity in learning, research and building a knowledge base by imparting quality education. The department has well qualified and motivated faculty members and support staff. The laboratories are adequately equipped with state-of-the art facilities.

2.2.1 VISION :

To be an excellent centre of learning, by imparting quality teaching in the field of computer engineering and to create dynamic young engineers.

2.2.2 MISSION :

M1: To prepare students to be ready for the constantly changing scenario in the field of computer engineering.

M2: To inculcate in the students the ability to analyse, design and develop software projects and work in a multidisciplinary environment.

M3: To mould students into responsible and principled citizens who will utilize their potential for the need of society and industry.

2.2.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

PEO I: To prepare the students with sound knowledge of computer engineering fundamentals to build a lifelong career in computer engineering domains.

PEO II: To train the students to design and develop software projects for solving real world problems with the use of modern tools and techniques.

PEO III: To inculcate professional ethics, leadership qualities and social awareness in the students.

2.2.5 PROGRAM SPECIFIC OBJECTIVES (PSOs) :

The Computer Engineering graduates will be able to:

1. Use computer engineering technique and open source software tools.
2. Work on real time social and industry based projects.

2.4 DEPARTMENT OF INFORMATION TECHNOLOGY

Department of Information Technology imparts the quality based technical education in the IT field with constant value addition in the frontiers of Computer and Information Science. The strength of the department is the students and the faculty of good caliber.

2.4.1 VISION :

To educate students to be among the best in the challenging world of Information Technology and to also groom future leaders for industry, academia, government and society.

2.4.2 MISSION :

1. To groom competent engineers ready to face the challenges of the dynamic IT industry.
2. To enable students to analyse, design and implement novel IT solutions to engineering problems.
3. To instil professional ethics and social awareness in the students.

2.4.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

1. To provide students with the technical knowledge to build a lifelong career in IT domain.
2. To develop research, analysis, design and implementation skills in the students.
3. To impart professional, social and ethical values which enable them to work effectively in a multidisciplinary environment.

2.4.5 PROGRAM SPECIFIC OBJECTIVES (PSOs) :

The graduates of this program will be able to:

1. Develop various applications using open source software.

2. Analyze and implement Web based technology and create IT infrastructure.

2.5 DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

The department of Basic Sciences and Humanities endeavors to accomplish the objectives concerned with the Engineering courses. The teaching learning process is instrumental in instilling sense of formal acknowledgement and generative powers of information so as to respond to the requirements of transactional commercial culture.

2.6 DEPARTMENT ADVISORY BOARD

Department Advisory Board (DAB) is constituted for each department. It consists of Head of the Department, Industry representatives, Parent representative, Alumni representative and two senior faculty members of the department. Meeting of DAB is conducted before the commencement of every semester. DAB members are given information on plans of the department and are invited to respond with advice that will help the department in accomplishing the PEOs and POs. DAB acts as the primary source of external guidance for the department and provides advice, assistance and counselling for improvement.

2.7 DEPARTMENT QUALITY CIRCLE

The Departmental Quality Circle (DQC) meeting is held before the beginning of semester to chart out the different activities to be conducted during the course of the semester. DQC is headed by Head of the Department with 5-6 teachers as members. DQC ensures timely, efficient and progressive performance of academic tasks of the department. DQC finalises the academic calendar of the department, suggests and implements ideas that help in positive growth of the department.

2.8 PROGRAM ASSESSMENT COMMITTEE

The Program Assessment Committee (PAC) is formed under the leadership of Head of the Department. One senior faculty acts an academic co-ordinator and class-teachers are the other members of PAC. It monitors and evaluates the programme delivery. It also prepares periodic progress reports. Monthly monitoring reports regarding syllabus completion are collected and

corrective actions are devised in HOD meetings.

2.9 DEPARTMENT PROGRAM OUTCOMES (PO) :

The graduates of this program will be able to:

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering Solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** 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.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



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AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

3. ACADEMIC PROCESSES

**INDEX**

Sr. No.	Description	Page No.
3.1	Teaching Learning Process	3-3
	3.1.1 Policy Statement	3-3
3.2	Laboratory Policies	3-6
	3.2.1 Laboratory Incharge	3-6
	3.2.2 Lab Assistant	3-7
	3.2.3 Faculty Conducting Lab	3-7
	3.2.4 General Instructions to Students	3-8
	3.2.5 Purchasing Procedure	3-9
	3.2.6 Disposal Policy	3-9
	3.2.7 Computer Labs	3-10
	3.2.8 Safety Guidelines	3-10
	3.2.9 Safety Precautions in Chemistry and PCB Lab	3-11
3.3	Disciplinary Policy	3-11
3.4	Anti Plagiarism Policy	3-13
3.5	Quality Management System Including Accreditation	3-14
	3.5.1 Functions of IQAC	3-14
3.6	Experimental Learning Initiative	3-15
3.7	Research And Development Policy	3-17
3.8	Faculty Development Grants Policy	3-19
3.9	Consultancy Policy	3-20
3.10	Industry Institute Interaction Policy	3-30
3.11	Alumni And Corporate Relation Policy	3-30

3.1 TEACHING LEARNING PROCESS

This policy outlines the KJSIEIT's approach to teaching and learning. This policy aims to provide a framework for enabling teachers to ensure that all our students experience excellent ambiance for the learning and teaching process. This policy will take care of learning activities which are corresponding to student's needs and abilities, and facilitate students to receive the support and guidance they need to enable them to succeed.

Quality teaching at KJSIEIT is the use of pedagogical techniques to generate learning outcomes for students. The Institute's teaching-learning process involves several dimensions, such as effective delivery of curriculum and course content, a variety of learning contexts (including motivating students for self study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes through tests, assignments, viva-voce examinations, etc. It also involves well-adapted learning environments and student support services.

3.1.1 Policy Statement

At KJSIEIT, students are our first priority – “The Institute is fully committed to safeguarding and promoting the welfare of our students. They are the focal point of all our planning, delivery, evaluation and continuous improvement.” The Institute firmly believes that all students have the potential to succeed and should be empowered to realize their potential.

The Institute adheres to the curriculum prescribed by University of Mumbai (UoM) and has a well laid out plan to implement it. The Principal, Dean Academics, HODs and Internal Quality Assurance Cell(IQAC) play a pivotal role in developing and deploying action plans as per the suggestions and guidelines given by Governing Body (GB) and Departmental Advisory Boards (DABs) for effective implementation of the curriculum. The process for the next semester starts at the end of the current semester itself.

- 1) Planning for the next semester is done at the end of current semester by taking the subject choices from each faculty. This advance distribution of subjects helps for effective preparation and smooth conduction of theory and practical sessions. This also paves the way in introducing innovative

teaching practices and new experiments. The subject distribution is done by taking into consideration the choices, competency and the area of expertise of the faculty.

- 2) The Departmental Quality Circle (DQC), meeting is held before the beginning of semester to chart out the different activities to be conducted during the course of the semester.
- 3) The meeting of DAB, which consists of HOD, Industry representatives, Parent representative, Alumni representative and two senior faculty members of the department, is conducted before the commencement of every semester. DAB acts as the primary source of external guidance for the department & provides advice, assistance and counselling for improvement.
- 4) Rotation of subjects is done as per requirement. Generally a subject is allotted to a faculty at least for three years to ensure the quality teaching.
- 5) To ensure effectiveness and clarity in the teaching-learning process, the training needs of the faculty, if any, are identified and suitable training action is initiated by HOD. Faculty are encouraged to update themselves through Workshops/STTPs/Orientation Programmes/ FDPs and Refresher Courses held in IITs, NITs, Universities and other reputed Institutes.
- 6) The institutional academic calendar and departmental academic calendars are prepared in alignment with the University calendar and displayed on the Institute website and departmental notice boards prior to the commencement of next semester.
- 7) Departmental time-tables are prepared with mutual consultation of all departmental time table co-ordinators under the guidance of the Dean, Academics and the central time table co-ordinator.
- 8) Based on the Academic Calendar and time-table, each faculty prepares date-wise Teaching Plan and the Lab Plan which is verified by Academic Committee (AC) and approved by the HODs. Faculty also maintains a detailed course file/ academic diary for their subject.

- 9) Subject wise assignments and tutorials along with key solutions are prepared beforehand. This kind of planning also facilitates preparation of course/ academic file/ academic diary. Faculty shares hand-outs to the students through Google classroom.
- 10) Model question bank is given to students. Solutions of University examinations papers are available in departmental library.
- 11) Faculty uses various types of Information and Communication Technology (ICT) such as Google Classroom, Internet, Multimedia, you-tube videos, virtual labs etc. Many faculty members participate in MOOCs to gain a better understanding of their subjects.
- 12) The Programme Assessment Committee (PAC) monitors and evaluates the programme delivery. It also prepares periodic reports progress. Monthly monitoring reports regarding syllabus completion are collected and corrective actions are devised in HOD meetings.
- 13) External academic audit is conducted towards the end of the semester.
- 14) IQAC also checks the course/ academic file/ academic diary for attainment of mapping and compliance to Bloom's taxonomy.
- 15) Attendance list of students is displayed on notice board at the end of every month. The information of the same is communicated to the parents through letters/emails, SMS and phone calls.
- 16) Parents-Teachers meetings are conducted twice a semester; which keeps parents updated about the progress of their ward and also about the activities of the respective departments and the Institute.
- 17) Teacher feedback from students for teaching-learning process is taken twice a semester and analysed by HOD for improving the teaching quality.
- 18) During Parent Teacher Meeting (PTM), parents' feedback and suggestions are collected and steps are taken to comply with them.
- 19) In addition to the regular lectures, remedial lectures, revision lectures, doubt-solving sessions are arranged for the academic improvement of students.

- 20) The progress of the students in the form of test marks, assignments, participation in extra and co-curricular activities, etc. is mapped with the course outcomes (CO). Course exit feedback is also taken and attainment of outcomes is calculated from both direct and indirect outcomes.

3.2 LABORATORY POLICY

Laboratory is an important means of instruction in engineering. Objectives that may be achieved through the use of the laboratory are -

- 1) Skills - manipulative, inquiry, investigative, organizational, communicative
- 2) Concepts - for example, hypothesis, theoretical model, taxonomic category
- 3) Cognitive abilities - critical thinking, problem solving, application, analysis, synthesis
- 4) attitudes - for example, curiosity, interest, risk taking, objectivity, precision, confidence, perseverance, satisfaction, responsibility, consensus, collaboration.

Student's batch should not exceed 20 students.

In computer labs one student must get one computer to work on.

3.2.1 Laboratory In charge

For each laboratory one Laboratory In charge will be appointed. His responsibilities are -

- 1) Supervise the Dead Stock Register ,Consumable Registers and instruct the lab assistant accordingly.
- 2) Procurement of the requirements for consumables for the laboratory before the start of every academic year .
- 3) Coordinate with Lab assistant to get done the display of lab time table, name of lab in charge, name of lab assistant, Experiment list, Equipment list etc. on the notice board inside the lab.
- 4) To plan for the procurement of equipment for the academic year in advance.
- 5) To instruct about the infrastructure facilities in the labs are adequate to lab assistant so that each batch has ample opportunity to complete practical's

satisfactorily.

- 6) Conduct oral and practical examinations.
- 7) Instruct Lab Assistant to find if there is any breakage / loss etc. and to recover costs.
- 8) Maintain discipline and instruct lab assistant to manage the cleanliness in the lab .
- 9) Submission of the requisition of consumables to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- 10) Reporting loss or theft to the HOD in writing as soon as they come to know about the missing item in their Lab.

3.2.2 Lab Assistant

Lab Assistant will assist the Lab In charge for proper functioning of the lab.

- 1) To prepare the laboratories for smooth conduction of laboratory session.
- 2) To maintain dead stock register, Consumable Registers and maintenance register.
- 3) To number every new instrument/equipment.
- 4) To get Non-working equipment / Computer repaired and maintain the maintenance record in maintenance card of the equipment.
- 5) To conduct installation of new equipments and maintenance of existing equipments.
- 6) To install software needed for lab sessions.
- 7) To maintain and update the approved supplier list for equipments.
- 8) To get equipments calibrated regularly.

3.2.3 Faculty Conducting Lab

- 1) Faculty conducting practical / projects will be responsible for the respective labs during their practical hours.
- 2) Faculty conducting lab sessions must provide lab manual of his subject to the students.
- 3) Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the

consent of the HOD.

3.2.4 General Instructions to the Students

- ID Card is compulsory while entering the lab.
- Switch off the mobile phone before entering in the lab.
- After entering the lab first keep your bags on the rack.
- All students should carry journal papers during the practical session.
- Do not move the equipment from one table to another without permission.
- Once practical is performed complete write-ups for the same.
- Maintain silence and do not sit idle in the lab.
- Do not play with the instrument & other laboratory equipments.
- Fine will be charged on all the students for any damage done to the instruments by any student.
- During practical sessions other students are not allowed in the lab.
- Switch off the mains supply after practical is over.
- Components, breadboards & experimental kits should be returned to lab. Assistant after practical is over.
- Keep the stools properly at their respective places before leaving the lab.
- Read the lab notice board regularly.
- While doing or removing connections supply should be off.
- Before switching ON the supply get the connection checked by respective subject teacher.
- Do not remove IC from the kits.
- Switch off the equipment if not in use at practical session.
- If you break something, please report it to the person whose lab duty it is.
- If you don't understand how to do something... ASK!
- Please notify the lab assistant or lab-incharge of any problems as early as possible.
- No unauthorized experiments are to be performed. If you are curious about trying a procedure not covered in the experimental procedure, consult with your laboratory instructor.

- Do not leave an on-going experiment unattended.

3.2.5 Purchasing Procedure

1. Requisition (indent) for the required item/consumables/material should be raised by the lab incharge and submitted to the Head of Department in prescribed indent form for scrutiny.
2. Head of the Department will submit this indent form to the store section after scrutiny.
3. Stores Section will forward the Indent to Registrar and submit the same to Principal for final approval.
4. After it is approved by the Principal, Stores Section will be intimated for quotations etc.
5. After sanction by Principal the order is placed.
6. Once the supply is received the concerned lab incharge will certify the quality etc. and forward the bill to Store Section. Store section will forward the bill to Accounts Section for payment after the signatures of Registrar and Principal.
7. The store Section will number the items (in capital) and record the location in the stock Register from time to time.
8. The original bill copy will be kept with Accounts section and photocopies will be kept with stores Section/HOD's.
9. Purchase will be strictly as per the guidelines of the Head Office and all should strictly follow it.

3.2.6 Disposal Policy:

A committee is constituted with Principal , Vice Principal ,All heads of the department , IT System department , Office Superintendent, Accountant , Store & Purchase member as “Scrap –Disposal committee”. Also for Electronic Scrap a Management representative is involved.

Procedure of disposal of Scrap Equipment is defined as follows:

- 1.All the departments give their reports of equipment which are non repairable with the consent of Head of the concern department

2. The Computer can be scraped only after 7 years of purchase & is non repairable.
3. Electronic scrap, Laboratory equipment scrap is given to a authorized parties for recycling.
4. Other than Electronic scrap is given for disposing to a right vendor.
5. The revenue generated during scrap disposal is deposited to Institute account with the consent of Principal, Vice Principal.

3.2.7 Computer Labs

- No personal information should be stored on the computer.
- Files/Folders should be well organized. Junk information should be cleaned regularly.
- Antivirus should be installed to avoid damage due to virus.
- Computer should be formatted and OS should be re-installed in regular interval of time.
- Record of softwares installed should be maintained.
- Number of prints per printer should be noted with date of change of cartridge/refill of cartridge.
- Renewal of licenses or warranty should be monitored.

3.2.8 Safety Guidelines

- Examine all electrical cords periodically for signs of wear and damage. If damaged electrical cords are discovered, unplug the equipment and have it repaired.
- Properly ground all electrical equipment.
- If sparks are noticed while plugging or unplugging equipment or if the cord feels hot, do not use the equipment until it can be serviced by an electrician.
- Maintain an unobstructed access to all electrical panels.
- Wiring or other electrical modifications must be referred to the Electronics Engineer of Project office.
- Avoid using extension cords whenever possible. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.

3.2.9 Safety Precautions in Chemistry Lab and PCB lab

- Treat every chemical as if it were hazardous.
- Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
- Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
- Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
- Never allow a solvent to come in contact with your skin. Always use gloves.
- Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
- Dispose of waste and broken glassware in proper containers.
- Clean up spills immediately.
- Do not store food in laboratories.

3.3 DISCIPLINARY POLICY

The smooth functioning of the College depends upon observance of discipline by the students. The College can help the students to grow as a responsible human being when disciplinary policies are followed properly. Violation of these policies deprives the students of the advantages of different facilities provided by the College. Following are some of the important disciplinary policies. Parents/Guardians are requested to direct their wards to observe the following disciplinary policies:

1. Students must attend lectures, practicals, tutorials, etc. as per the Time Table.
2. Students whose attendance and/or progress in various tests and examinations is not satisfactory and who do not perform the required number of tutorials and/or practical are likely to lose their terms.
3. Students who do not submit term work in required subjects are likely to lose their term.



4. Prolonged absence even on grounds of ill health may also lead to loss of terms. Defaulter students will be detained will not be allowed to appear for the university Examinations.
5. Students should not get involved in ragging activities. If found, strict action will be taken.
6. Every student must wear a clean and decent dress while coming to the College. Three-fourth pants, sleeveless dresses are not allowed.
7. **Every student must wear the Identity Card as long as he/ she is in the College campus.** It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the College. In case of loss of Identity Card, the matter should be immediately reported to the Principal and an application should be made for a new Identity Card which will be issued on payment of charges.
8. Students should not cause any disturbance to teachers, fellow students or other classes.
9. No student is allowed to display any Notice/Circular/Poster/Banner in the College premises without the prior permission of the Principal.
10. Outsiders are not permitted in the College premises without the prior permission of the Principal.
11. All meetings, cultural programs, debates, elocutions, etc. organized on the College premises must be held in presence of teaching staff members and with the prior permission of the Principal.
12. Students must take proper care of the College property. Strict action will be taken against the student/s damaging College property and will be required to compensate the damage.
13. **Smoking is strictly prohibited in the College premises.**
14. **Use of Mobile Telephones is strictly prohibited in the classrooms, laboratories and library.**
15. Students must not loiter on the floors while the classes are going on.

Following actions may be taken in case of a student violates above rules -

1. Warning to the student.

2. Warning to the student as well as a letter to the parents.
3. Cancellation of Terms.

3.4 ANTI-PLAGIARISM POLICY

Plagiarism is simply using work of other person, without his permission or information and presenting it as your own. Plagiarism is more used in cases of academic world involving paper presentation, thesis, dissertations, projects, articles, experimental data, etc.

The Principal may constitute a 'Plagiarism Enquiry Committee' which will be a permanent standing Committee to which all complaints may be submitted. The Committee may also have the Head of the concerned Department as a Special Invitee. This committee will conduct an enquiry of alleged plagiarism. This committee will submit the report of an enquiry to the principal within a week. It will also recommend appropriate disciplinary action which may depend on the gravity of the case that warrants action.

On receipt of any complaint in writing from the aggrieved person about the incident by the principal, he will instruct the committee in writing to conduct an enquiry and recommend appropriate disciplinary action within 4 weeks.

The Committee may call upon written statements from the person(s) involved and adduce evidence. Notice has to be issued to both the parties to record their versions and statements. Based on the enquiry, the Committee may recommend suitable action, which may be submitted for approval by the Principal. The Principal, with the consent of the Governing Body may order enforcement of the actions suggested by the committee.

During the enquiry period, the alleged faculty member is asked to proceed on leave without pay till the enquiry committee submits the report to principal and recommends appropriate action.

If plagiarism is established, depending on the recommendations of 'Plagiarism Enquiry Committee' the following actions can be initiated against the person involved -

1. Demotion, warning, fine, penalty or combination of any of the above.
2. Termination, cessation of services.

3. In case of termination, the faculty shall not be given recommendation letter by the principal for future employment in India or abroad.
4. The Principal may report the incidence to appropriate law enforcing for necessary action.

3.5 QUALITY MANAGEMENT SYSTEM INCLUDING ACCREDITATIONS

The principal will appoint a 'Internal Quality Assurance Cell (IQAC)' which will look after the quality management issues. The IQAC will consists of –

- An Accreditation coordinator. He/she will oversee the preparations for accreditation under guidance of Principal.
- A secretary, to take care of documentation and coordination.
- A program coordinator for each department.

Accreditation coordinator, program coordinators and Heads of departments and Deans, under the guidance of Principal will work together to obtain accreditation. Facilitators will be identified to create awareness and impart training to faculty, staff and students.

This committee should organize awareness workshops on accreditation process for all the faculty and staff members under the guidance of facilitators. In these workshops, the concept and philosophy of accreditation, its benefits and efforts required for obtaining it should be clarified.

3.5.1 Functions of IQAC

- The IQAC should conduct strengths, weaknesses, opportunities and challenges (SWOC) analysis preferably on NAAC / NBA criteria and design strategies to tap the strengths, grab the opportunities, minimize the weaknesses and face the challenges.
- The IQAC should identify the issues and challenges and analyze them for designing the strategies to achieve the quality goals.
- The IQAC should assess the performance of the programmes NAAC / NBA criteria and ensure that they get A grade, then only Institute should start action for preparation for NAAC/NBA accreditation. Otherwise Institute should prepare action plan to improve performance on the criteria where it scored less points.

- IQAC should maintain significant and direct documents which can be used as evidence for quality & do adequate preparation before applying for NAAC/NBA certification in the light of NAAC/NBA criteria, parameters and procedures.
- The IQAC should craft the mission and vision statements for the Institute. The vision should be achievable and realistic. Department vision should be aligned with that of Institute. Achievement of every goal should be measurable and be supported by documents.
- The IQAC should document its best practices on various criteria of NAAC/NBA. It should publicize the best practices through print and electronic media.
- Policy document stating the policies related, rewards, training and development, use of resources, use of information technology etc.

3.6 EXPERIMENTAL LEARNING INITIATIVE

1. The Experiential learning Initiative is a program of participation in activities that promote professionalism, lifelong learning, commitment to community and the profession.
2. Experiential learning seeks to leverage local resources and integrate the community in education, both inside and out of the classroom environment.
3. All students are strongly encouraged to take advantage of the experiential learning opportunities that become available throughout their College career.
4. Project-Based Learning intensive workshops are organized where teams of faculty and administrators from colleges will gain knowledge about project-based learning and make tangible progress to integrate those concepts into their own curricula.
5. Project-based initiatives are taken which include classroom projects in a wide range of disciplines, mini-projects for second year students, community-based project.
6. Project-based learning offers students real-world opportunities to research issues, think critically, gain new perspectives, solve problems, and develop written and oral communication skills all within the framework of a team environment and guided by engaged and involved faculty.
7. Experimental Learning Committee comprised of dedicated, engaged and

knowledgeable students and faculty should be formulated.

8. Departments should develop plans, including an assessment component, for enhancing community involvement.
9. A funding plan should be developed, in conjunction with the strategic plan, which clearly identifies the appropriate level of base funding for community engagement and experiential learning.
10. We should have faculty speaker series at our campus. These are informal talks and the topics can be academic in nature, related to areas of personal interest, or research experiences.
11. Faculty members can involve their students through course-related and/or service-learning projects.
12. Students, staff, and faculty are always welcome to volunteer in any capacity at campus. This might involve assisting in existing recreation programs, creating new ongoing activities, offering a "short course" on a particular subject.
13. Encourage interdisciplinary and multi-level collaboration among the students of other institutes.
14. Institute faculty will use case studies and proven materials to help participants -
 - Bring project work into their classes, seminars, and capstones and learn how to use projects to help students make interdisciplinary connections.
 - Use faculty-guided project work to strengthen service-learning, study abroad, and internship programs.
 - Develop the fundamental skills needed to make project-based learning work for students, including student team formation and development, evidence-based thinking and writing, and strategies for attacking open-ended problems.
 - Create faculty development plans to support project-based learning, including community networks and partnerships with external organizations.
 - Use student project work as a key component for overall program evaluation and student learning assessment.
 - Build relationships with teams from other institutions to share ideas and experiences.

- This Policy shall be reviewed at least once every five years.

3.7 RESEARCH AND DEVELOPMENT POLICY

K J Somaiya Institute of Engineering & IT exists primarily for the intellectual life of its students and faculty. Intellectual life cannot be maintained, much less flourish, without constant growth. Therefore, the Institute encourages all members of its faculty to engage in scholarly research and the development of new teaching skills and competencies. Research and teaching is the province of the faculty.

The Committee on Faculty Research and Development is formed which comprises of senior faculty of the institute. This committee shall review and administer policies of institutional support for faculty research, development, and sabbatical leaves and shall encourage and assist faculty in securing outside funding for research and development activities.

The powers, duties and functions of the Research Committee shall be:

- 1) Making decisions concerning the load reductions, and technology grants. These decisions are reported to the management upon whose approval they become effective.
- 2) Encouraging faculty members to write proposal seek grants from external sources like CSIR, UGC, AICTE, DST DAE etc.
- 3) Recommending support needed by the faculty for research and development to the principal.
- 4) The Committee also has the responsibility of preparing projected and revised budgets for research.
- 5) Formulating recommendations and policy for the strategic development of research and research training, in conjunction with other relevant committees of the institute.
- 6) To monitor operational goals within the context of the Institute's Strategic Plan and to monitor and enhance the quality of the Institute's research performance and research environment.
- 7) To advise the Principal and management on national and international trends on the development of performance indicators for research, the appropriate use of funds

allocated to research and research infrastructure, proposals for change in policy and any other research-related matters that may arise from time to time.

In carrying out its responsibilities, the Research Committee shall be entitled to rely upon advice and information that it receives in its discussions and communications with management and such experts, advisors and professionals with whom the Research Committee may consult.

The Research Committee may perform such other functions as may be requested by the management from time to time.

The Research Committee should submit feedback concerning research and development to the management regularly.

The Research Committee generally is to meet once in a month in person or by conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, with any additional meetings as deemed necessary or appropriate by the Research Committee.

3.7.1 Norms for sanction of institute fund.

1. The policy for payment of incentives is aimed at motivating faculty members by recognizing their outstanding performance.
2. The incentives for publications in referred journals will be provided to faculty members as follows-
 - a) Journal having impact factor above 3 : Rs. 3000 /- per publication
 - b) Journal having impact factor between 2 and 3 : Rs. 1500 /- per publication
3. If a faculty is the first author in a paper and intends to present it in reputed international conference hosted outside India, the institute shall grant / reimburse total amount paid towards registration fee by individual faculty.
4. An additional amount will be sanctioned towards the expenditure incurred for TA / DA. The recognition / reputation of such a conference will be at the discretion of Research Committee, Principal and management

5. A faculty can avail this facility if he/she is the first author for the paper and the affiliation for the paper is to K J Somaiya Institute of Engineering & IT.
6. The above incentives can be availed by the faculty once in a year.
7. Any additional sanction is subject to a maximum of one project / consultancy work / journal paper only.
8. The sanction / permission is subject to the final approval from Management from time to time wherever is applicable.

3.8 FACULTY DEVELOPMENT GRANTS POLICY

- Faculty is encouraged to participate in Faculty Development Programmes like STTPs, paper presentation, workshops, seminars and training programmes.
- Every faculty can get a faculty development grant up to Rs. 15000 /- per academic year for participating in such programmes. For availing this financial support, HOD should give recommendations stating how a particular programme is useful for the faculty.
- Each faculty member is eligible for faculty development grant only once in an academic year. In the same year, a faculty member who receives a faculty development grant cannot benefit from a paid research leave for Ph.D. and vice versa.
- Faculty members are advised to participate in such programmes during the vacation period. However special cases will be considered on recommendations of Dean-Academics and respective HOD. If the faculty member is participating in such programmes during non-vacational period, OD will be sanctioned for this period.

3.8.1 Procedure for Applying

- Fill the application in prescribed format indicating benefits of the training programme and get approval from HOD.
- The application will be studied by Dean-Academics who will recommend the application to the Principal for approval.
- Provide clarifications to Principal or account section if needed.

3.8.2 After FDP

- Faculty member must submit a report on the skills he/she has acquired through FDP to respective HOD.
- Faculty member must give presentation to the departmental staff and share the knowledge he/she has got through FDP.
- A record of such programmes is to be maintained by the all faculty members and should be provided to HOD as and when required.

3.8.3 Deputation for Ph.D.

- As per Higher Education Policy of SVV 2012 (Annexure – I)

3.9 CONSULTANCY POLICY

As per the University Circular No. APD/449/1 of 2012 dated 18th February 2012 Consultancy Services may be offered by the teachers of the Institute to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute. The norms mentioned in the said circular will be followed for resource generation through consultancy services. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions. Consultancy services offered may cover a variety of activities such as Feasibility Studies, Technology Assessments, Assessment of Designs and Product Design, Software Development, General Troubleshooting and so on.

3.9.1 Project Category

- Each project shall be undertaken either under Standard Terms and Conditions that includes the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions.
- Specific research agreement or Memorandum of Understanding describing the details of contract which includes the projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MOU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the

parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

- Consultancy and related services offered will be divided mainly into two categories such as expert advice and development projects or testing projects.

3.9.2 Eligibility for Undertaking Consultation

Consultancy and related assignments can be taken up by full time faculty. Any employee of the Institute may take up consultancy work with prior approval of the Principal. All employees undertaking consultancy shall hereinafter be referred to as Consultant.

3.9.3 Conflict of Interest

- Consultants shall disclose to the Dean (R&D) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Dean (R&D) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.
- Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non- profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.

3.9.4 General Consultancy Rules

Consultancy work taken up by Consultants is subject to the following limits:

- The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
- Ordinarily, permission cannot be granted for more than 5 assignment at a time. However the exception cases, same may be considered ,provided proper time management is ensured.
- Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
- The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
- Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.

3.9.5 Travel Rules

- Travel out of the campus on account of consultancy activities should be undertaken with prior intimation to the Head of the Department. In case of Heads of these entities, intimations should be sent to the Principal.
- It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

3.9.6 Project Execution Rules

- Consultancy projects are normally initiated by requests / enquiries from the

industry directly to the Institute or by discussion between the industry and the Consultants.

- When the enquiry is directly received by the Institute, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by the Dean R&D.
- In the event of a client preferring the services of a specific consultant, the assignment may be assigned to the identified person, provided the requirements. All acceptance letters will be sent by the Dean (R&D)/Principal.
- Consultancy project proposals (prepared in response to a client's request) are to be approved by the Dean (R&D) who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-a-vis the scope, in order to obtain clarity before the consultant prepares the cost estimates.
- In extreme emergencies, a consultant may take up an assignment with intimation to the Dean(R&D), and then seek approval. It would, however, be necessary to ensure that the task involved is not a major one entailing total charges not more than Rs.50,000/- or, two days of faculty time, and payments are made immediately, well before submission of any formal report.
- The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.
- The minimum charges applicable in respect of consultancy jobs will be Rs.10,000 excluding any applicable tax.
- It is desirable that Preliminary Diagnostic Discussions / Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of Rs.5,000/- per day or part thereof, in addition to travel and incidental expenses as applicable.
- Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the

Institute will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

- The services of external consultants (especially retired Faculty) may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants which may include will be entitled to a lump sum consultant fees which may be fixed after taking into account essential expenditure directly related to the assignment. Normal deductions by way of Institutional charges, and mandatory taxes will, however, be made.

3.9.7 Payment Schedule Rules

- The charges for any assignment are normally payable in advance. However, exceptions may be made in respect of assignments involving charges exceeding Rs. 1,00,000/- and with implementation periods exceeding three months.
- In the case of large assignments, a payment schedule linked to milestones can be worked out. Such a payment schedule should ensure that (i) advance payment is received for every segment of work, and (ii) the number of instalments is reasonable and consistent with ease of implementation. The number of instalments may not exceed four for a project implemented over a one-year period, and, this number needs to be scaled down accordingly for shorter duration projects.

3.9.8 Rules for Costing of Consultancy Projects

The consultancy project costing is based on the following component charges-

- Consultant Fees will include charges for the time of the Institute and External Consultants.
- The Charges will also include the charges for Personnel engaged in Technical Services is payable to the permanent employees of the Institute for their effort in the execution of the project.
- The charges should also take into account the salaries payable to temporary staff employed specifically for the project.

- Operational Expenses include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and all other expenses related to the consultancy project. These also include Equipment Utilization Charges for the usage of institute equipment for all consultancy projects, which will be transferred to the respective Departmental Development Fund (DDF).
- The overheads will be charged based on the salaries given to employees and the operational expenses as applicable. Capital Equipment will include charges for the purchase of specific equipment for implementation of consultancy projects. No overheads are charged on this. Service tax and other taxes as applicable shall be provided for in the project cost.

3.9.9 Disbursement Rules

The disbursement of Consultant Fees (CF) and Charges for Personnel engaged in Technical Services (CPTS) are as given below-

- If the project cost is below 1,00,000/-, then the amount is distributed amongst the persons involved in the successful completion of project as per their contribution. If the project cost exceeds 1,00,000/-, then the distribution of amount amongst the persons involved will be carried out as per the policies decided by the institute.
- In the case of short duration jobs entailing full advance payment, full disbursement to be made upon completion of the job and receipt of (i) a completion certificate from the project leader and (ii) the project completion report.
- In the case of long duration jobs entailing advance payment of instalments linked to milestones, partial disbursements may be made; such disbursements will be linked to the phase-wise Charges and Consultant Fees as per estimates to be provided by the project leader and the phase-wise completion certificate.
- A separate ledger account shall be opened and maintained by the Department/College/Institution for resource generated from the activities and the same shall be utilized for infrastructure development and other facilities as may be deemed fit mutually by the Head of Dept./Principal of the

College/Director of Institution and the teacher generating said resources. Dead Stock Register shall be maintained wherever applicable. The Department/College/Institution shall be accountable for the same. The University/Govt. shall verify the records, as and when required.

- There shall be no bearing on the grant in aid (salary/non salary grant) of the Department/College/Institute and that the Department/College/institute shall continue to enjoy the same grants, irrespective of the revenue generated from the said activities.
- The sharing of revenue generated from various assignments/activities shall be as follows:
 - a. The expenditure incurred as direct cost and recurring cost shall be deducted from the resource generated before the sharing the funds/resources.
 - b. If the infrastructure of Dept./College/Institute is used, the said sharing will be in the ratio of 30:70, wherein, the share of 30% after deduction of the expenditure as envisaged here in above shall be paid to the College/Dept./Institute, while 70% shall be retained by the concerned teacher/s.
 - c. However if no infrastructure of Dept./College/Institute is used, then the said sharing shall be in the ratio of 10:90 wherein, the share of 10% after deduction of the expenditure as envisaged here in above, shall be paid to the College/Dept./Institute, while 90% shall be retained by the concerned teacher/s.

3.9.10 Important Guidelines

- 1) 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.
- 2) 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/mentors 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.
- 3) All applications related with R&D shall be routed through the Dean R&D along With one hard copy for R&D records. A soft copy shall also be emailed to the Dean R&D; and the department representative in R&D cell as well as the HOD shall be copied on the email.
 - 4) Separate dead stock registers shall be maintained for all R&D as well as externally funded projects in every department.
 - 5) Purchase of instruments, software, etc. and the audit report made as per KJSIEIT accounts dept guidelines.
 - 6) Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
 - 7) The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
 - 8) In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.
 - 9) 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 Dean R&D.
 - 10) All the meeting with outside agencies and organization related to R&D shall go through Dean R&D.
 - 11) All the PI of funded /non funded projects shall submit half yearly report to Dean R&D through concerned HOD .After the completion of the project one copy of final report shall also be submitted to Dean R&D.

3.9.11 Policy for Procurement and Maintenance

- 1) The purchase committee for any research project shall comprise of, The Principal, Dean 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.
- 2) The accounts department shall submit a photocopy of, the sanctioned letter and cheque/ DD to the concerned Principal Investigator (PI) of the research project.
 - 3) The P.I. shall immediately plan and apply in writing to the Principal, through Dean 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.
 - 4) The PI shall also plan for purchase of equipments as per the existing purchase procedure of the institute. A minimum of three quotations are necessary for the equipments to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification. The entire purchase of equipments 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.
 - 5) All the sanctioned funds shall be spent as per the guidelines of the concerned funding agency.
 - 6) All the equipments purchased, shall first be registered in the Stores and then in the dead stock register 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.
 - 7) 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.
 - 8) 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 Dean R&D for records.

3.9.12 Seed Money

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

- 1) Submission of proposal/s to funding agency.
- 2) Application for seed money through the respective HOD
- 3) Scrutiny by R&D cell and /or RRC on sanction of the submitted project
- 4) 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.
- 5) In case of non funded projects, proposals should be submitted to the Principal of the institute through the respective HOD and Dean R&D. Scrutiny (by R&D Cell and/ or RRC) and sanction of amount shall be done by Research Review Committee (RRC) .

3.9.13 Research Review Committee (RRC)

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

Principal as a chairman, Research promotion Officer (SVV), Dean R&D, Research Advisory Committee member (concerned subject), Head of Department (concerned Dept.), Subject Expert/ Mentor

All the prospective Principal Investigators should ensure that the research proposal is presented before the RRC well in advance 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. 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

3.10 INDUSTRY INSTITUTE INTERACTION POLICY

Industry Institute Interaction Cell (IIIC) IS established at the institute to bridge the gap between academic and community world. The main aim of IIIC is to enhance industry interaction with students and faculty of various departments. Industry Institute Interaction Cell is lead by Dean-Industry Institute Interaction and comprises of one faculty member from each department. Major objectives of IIIC are

- 1) To sign MOU with different industries for various academic activities.
- 2) To identify students project work in industries.
- 3) To organize Job Fair to increase placement of the institute.
- 4) To arrange guest lecturers/seminars of industry experts at regular interval to update knowledge of students and faculty.
- 5) To organize industrial visits / training to students and faculty.
- 6) To encourage students to join internship programs at various industries.

3.11 ALUMNI CORPORATE RELATIONS

By maintaining close contacts with alumni, KJSIEIT will try to strengthen college position within society, to facilitate opportunities for contacts between students, employees and alumni, and to receive support from active alumni, not only financially, but also in the form of advice and other services. KJSIEIT actively pursue every opportunity to foster stronger links with our alumni through Alumni and Corporate Relations Committee.

The Alumni and Corporate Relations Committee comprises of Dean- Alumni and Corporate Relations, 4 Departmental Alumni Co-ordinators and Alumni Representatives. The Alumni and Corporate Relations Committee conducts regular meetings with Alumni to discuss the strategies, policies, upcoming plans, initiatives and grievances.

3.11.1 Membership

Any student who has successfully completed Bachelor degree from KJSIEIT is eligible to be a member of KJSIEIT Alumni Association and lifetime membership fee of Rs.1000/-.

3.11.2 Facilities for Alumni

To keep in touch with Alumni, and to maintain relations with alumni, KJSIEIT Alumni and Corporate Relations Committee has come up with the following initiatives -

- 1) **Alumni Help desk:** This deals with all queries related to transcripts, faculty weekly offs, availability of faculty members, Leaving Certificate etc.
- 2) **Alumni Referral Program:** For all our graduates, this is a platform to stay in touch with classmates as well as alumni from different batches, interact, network and explore new opportunities in each others' domains.
- 3) **Alumni Mentoring Program:** For our experienced alumni who wish to mentor and can contribute towards the welfare of young graduates, fresh pass-outs and current students from KJSIEIT.
- 4) **Alumni Privilege Card:** Our alumnus can now enjoy the benefits of using our Library facilities even after they graduate. Alumnus can issue books, use library space & internet facilities.
- 5) **College Infrastructure at concessional rates:** College can provide auditorium, college ground with prior permission from higher authority.
- 6) **Annual Alumni Meet:** KJSIEIT Alumni and Corporate Relations Committee organizes an annual get together called AlumNite in the month of January. The idea behind organizing AlumNite is to let KJSIEIT reconnect with its Alumni, let the Alumni relieve the old days by meeting their old friends and to grow their professional network by making new friends.
- 7) **Alumni Newsletter:** Best way we feel our alumni can get information about current happenings in college, Updates about their batch mates and other information related to college.



Annexure I

Higher Education Policy by SVV

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

4. HUMAN RESOURCE POLICIES

INDEX

Sr. No.	Description	Page No.
4.1	Introduction	4-3
4.2	Objective	4-3
4.3	Organizational Structure	4-3
4.4	Duties and responsibilities of employees	4-3
4.5	Manpower planning	4-14
4.6	Recruitment of Teaching Staff	4-15
4.7	Recruitment of Non-Teaching Staff	4-16
4.8	Induction	4-17
4.9	Training Development of Teaching and Support Staff	4-17
4.10	Salary Structure	4-18
4.11	Performance Monitoring System	4-19
4.12	Career Progression	4-20
4.13	Code of Professional Ethics for a Teacher	4-21
4.14	Employee Benefits	4-25
4.15	Leave Policy	4-29
4.16	Grievances handling	4-32
4.17	College Women Development Committee	4-32
4.18	Resignation Policy	4-37
4.19	Exit Policy	4-38
4.20	Retirement Policy	4-38
4.21	List of Holidays	4-38
	Annexure II (Exit Interview Form)	4-43

4.1 INTRODUCTION

The K. J. Somaiya Institute of Engineering and Information Technology (KJSIEIT), is the second Engineering College established by the Somaiya Trust in the year 2001, at Ayurvihar campus, Sion. The Institute was set up primarily in response to the need for imparting quality education in the modern field of Information Technology and the allied branches of Engineering and Technology. KJSIEIT aims at building an organization having high performing and motivated employees.

4.2 OBJECTIVE

- To assist the management to execute the HR policies consistently and transparently.
- To define the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute.
- To state staff rights and motivation policies to encourage them to work to their best potential.

4.3 ORGANIZATIONAL STRUCTURE

Organizational structure is attached in *Annexure I*.

4.4 DUTIES AND RESPONSIBILITIES OF EMPLOYEES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

4.4.1 Principal

As a head of the institute, principal should have the vision and leadership ability to keep a college developing. Duties and responsibilities of the principal are-

1. To monitor and conduct academic activities as per the University syllabus and conduct examinations.
2. Admission of students and maintenance of discipline of the college.
3. To monitor & manage the administration of the institution, organise meetings of GB and LMC.
4. To review Institute policies, procedures, and recommendations for appointment, salary, retention and/or promotion of faculty, and ensuring that all policies are followed.

5. To make the employee and students aware of the rules, policies and procedures of the Institute and see to it that they are enforced.
6. To see that the Institute complies with the rules of UoM, AICTE and DTE.
7. To provide leadership and motivation to all staff to use „job“ related work as an opportunity for learning and self-development externally and internally.
8. Assure quality at every level by guiding and working in close coordination with the Deans, HODs and in-charges of committees and Section heads and to devise effective means of measurement of quality through the Internal Quality Assurance Cell (IQAC).
9. To promote industry institution interaction and research and development activity.
10. To create an environment of team spirit and help all to take ownership of their work while offering complete freedom for innovations in day to day academics and administration
11. To initiate recruitment of teaching staff and non-teaching staff as per rules laid down by the University of Mumbai and Somaiya Vidyavihar time to time.

4.4.2 Dean Academics

Dean Academics will be responsible for smooth conduct of academics classes and discipline. He/ She will execute this work in assistance to the Principal. Dean Academics will do following duties –

1. To prepare an academic calendar
2. To oversee timetable preparation and resource allocation.
3. To ensure timely completion of syllabi through effective monitoring of the department.
4. To conduct an internal academic audit.
5. To organise external academic audit.
6. To evaluate departmental performance and provide support if and when needed.
7. To monitor attendance and analyse monthly attendance reports.
8. To schedule all extra-curricular and co-curricular activities in academic calendar in the most effective manner and organize various faculty and staff development programs for continuing education.
9. To provide recommendations to the Principal on policies and procedures, especially in the academic area.

4.4.3 Dean - Internal Quality Assurance

IQAC functions as the nodal unit of the institution in implementing quality related

activities.

1. To frame policies to direct the institution towards academic excellence.
2. To Develop and apply quality criteria for the various academic and administrative activities of the Institute.
3. To develop audit and feedback mechanisms to monitor the implementation and realisation of defined criteria.
4. To Dissemination and documentation of information on the various quality parameters of higher education;
5. To review the policies and criteria to keep up with the current trends.
6. Preparation of annual quality assurance report based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies in the prescribed format.

4.4.4 Dean – Industry Institute Interaction

Duties and responsibilities of Dean – Industry institute interaction include –

1. To augment the research and consultancy activities by forging ties with relevant industry.
2. To improve placement opportunities for students.
3. To arrange industrial training and industrial visits and internships for the students and faculty.
4. To organise seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and to organise industrial visits

4.4.5 Dean – Research and Development Cell

Will look after the research activities in the institute. Responsibilities include –

To Formulate and recommend policy for the strategic development of research and enhancement of the quality of the Institute's performance and environment related to innovation and research.

2. To advise the Principal and management on national and international trends in the development of performance indicators for research, the appropriate use of funds allocated to research and research infrastructure, proposals for change in policy and any other research-related matters that may arise from time to time.
3. To generate grants for research activities from external sources like CSIR, UGC, AICTE, DST, DAE etc.
4. To Reviews research proposals submitted by faculty and make recommendations for Institute grants and sabbaticals.
5. The committee also has the responsibility of preparing projected and revised budgets for research.

4.4.6 Dean – Student Welfare

Responsible for maintaining the students discipline within college premises with the help of Head of Departments. Duties of Dean – Student Welfare include –

1. The SWC is the point of contact for all student related activities. They monitor the pulse of the students through interaction with the student council.
2. To guide the student council in all activities and counsel students for any issue that may arise.
3. To assist students for effective organisation of extracurricular and co-curricular activities in and outside the campus.
4. To maintain a ragging free environment in the Institute with the help of Anti ragging committee.

4.4.7 Dean – Alumni Cell

Responsible for maintaining Alumni relations. Duties of Dean – Alumni Cell include –

1. To work closely with the Alumni, ensuring strong and productive relationships with the Institute and implement alumni programs that support the Institute's strategic plan.
2. To maintain alumni database records, maintain regular communication with them and collect information by means of surveys, correspondence, website, etc.
3. To educate graduating students about alumni benefits and engage them in programs for Institute development.
4. To raise funds for select special projects and events in collaboration with alumni
5. To manage Corporate Social Responsibility (CSR) funding, relationship management with companies, public firms and trusts for offering scholarships, special officials or guests, alumni and industry for sponsored lectures/ talks.
6. To manage donations from alumni

4.4.8 Dean – Industry Institute Interaction

Dean – Industry Institute Interaction is responsible for forging tie-ups with industry and get the consultancy and research projects for the institute. Duties of

Dean – Industry Institute Interaction include -

- 1) To develop close links between Industry and Institute by interaction programs.
- 2) To augment the research and consultancy activities by forging ties with relevant industry.
- 3) To improve placement opportunities for students.
- 4) To arrange industrial training and industrial visits and internships for the students and faculty.
- 5) To organise seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and to organise industrial visits.
- 6) Widening and effectively implementing the area of R & D and consultancy by forging collaborations between the industries and the Institute.

4.4.9 Examination In charge

He is the chairperson of the examination committee and is responsible for all matters connected with the conduct of examinations. His responsibilities include -

- 1) To execute all end semester Examinations and declare their results.
- 2) To identify, acquire and allocate resources for smooth conduction of examination.
- 3) To carry on all work connected with the conduct of University Examinations in accordance with the procedure laid down by the University of Mumbai.
- 4) To ensure the sanctity of all activities related to examinations, evaluation, and result preparation.
- 5) To be the custodian of all records and answer scripts pertaining to Examinations.
- 6) To monitor Central Assessment Process and coordinate assessment activities.

- 7) To oversee the convocation of graduate students as per requirement of university.
- 8) To analyze the results after every examination
- 9) To make available records related to examination for use of others as per requirement.

4.4.10 Head of the Department

Head of the department will be the incharge of a particular department. All activities within the department will be carried out in supervision of HOD.

Responsibilities of HOD are -

- 1) To monitor and conduct academic activities of the department under the guidance of the Principal.
- 2) To take department and faculty feedback and accordingly take the remedial actions.
- 3) To plan and take the necessary actions for improvement of department results and academic performance.
- 4) To coordinate term work assessment and conduction of practical /oral examinations as laid down by University of Mumbai.
- 5) To maintain discipline and enforce rules as laid down by the institute, in the department.
- 6) To monitor the day to day activities of the department.
- 7) To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- 8) To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- 9) To inform the requirement of manpower in the department as per the rules laid down by University of Mumbai.
- 10) Identify visiting faculty if needed to teach some subjects in the department.
- 11) To prepare the department requirements and budget needed.

- 12) To oversee the purchase and deployment of any resource allotted for the department.
- 13) Propose evaluators, moderators to the examination section for the subjects in their departments.
- 14) Promote industry interaction.
- 15) Suggest books, periodicals, journals and other reading material needed for various subjects taught in their departments.
- 16) To execute any other work assigned by the management/Principal.

4.4.11 Teacher

Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities of an Assistant Professor are as follows:

- 1) Understanding the Quality Management Policy and Quality objectives of KJSIEIT.
- 2) Following all rules and regulations as laid down by the management.
- 3) Executing all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- 4) Using innovative teaching aids innovative teaching-learning methodologies.
- 5) Counseling students and conducting extra lectures / revision lectures for students requiring help.
- 6) Evaluate, monitor and mentor student academic progress and activities.
- 7) Organizing various seminars / workshops / STTP / training programs and participating in such programs.
- 8) Getting involved proactively in any research and development activities conducted in the department.
- 9) Performing other academic / administrative duties assigned by Head of the Department / Principal.

In Addition to the duties and responsibilities of Assistant Professor, Associate Professor will have the following responsibilities –

- 1) Develop innovative and attractive courses and participate in curriculum development activities and contribute to the review of courses.
- 2) Contribute to the intellectual life of the Institute with their high quality of core teaching.
- 3) Actively contribute to departmental academic administration.
- 4) Work as a member of and/or chairing departmental, inter-departmental committees.
- 5) Engaging with external institutions, organizations and the wider community to support research and teaching objectives.

In Addition to the duties and responsibilities of Assistant Professor and Associate Professor, Professor will have the following responsibilities –

- 1) Engage in endeavors which contribute to the academic mission of the Institute.
- 2) Exhibit professional and academic leadership.
- 3) Contribute extensively to research activities of the Institute.
- 4) Mobilize funds for the research activities.

4.4.12 Registrar

Registrar is the head of Office section. He will perform following duties with the help of office staff.

- 1) Maintaining general discipline, safety, cleanliness of premises, dress code etc.
- 2) Handling the student section, Establishment Section, stores and Purchase section and maintenance related.
- 3) Preparing budget with the help of accountant, HODs, Librarian.
- 4) Maintaining office documents required for Quality Management System is followed at various stages of administrative processes.
- 5) Executing the admission process and University Examination process of

students with the help of student section and examination section.

- 6) Managing security and movement of goods material inward and outward of the college.
- 7) Monitoring attendance, salary payments to faculty and staff.
- 8) Executing any other work given by management / principal.

4.4.13 Office Superintendent

- 1) The Office Superintendent (OS) shall be in-charge of the office in the absence of registrar and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- 2) OS shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any
- 3) It shall be the duty of the OS to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to authorities as per requirements.
- 4) OS shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- 5) OS shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- 6) The OS shall personally look into the court cases concerning the College and obtain orders from the Registrar/Principal wherever necessary. The Superintendent shall mark and distribute letters in the name of dealing assistant or to Heads of the Departments in the College. He shall exercise check on and follow up letters received from the Government, University

- Grant Commission, University, and Management etc.
- 7) OS shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
 - 8) OS shall point out mistakes, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
 - 9) OS shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.
 - 10) In case the post of Registrar does not exist in a college, the superintendent shall perform duties and shall be used with the powers of the Registrar.
 - 11) Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

4.4.14 Training and Placement Officer

Training and Placement officer will be responsible for the placement activities that occur in the institute. His responsibilities are -

- 1) To maintain complete information of students from various departments appearing for placement activities.
- 2) To conduct placement activities smoothly with the help of placement coordinators from different departments.
- 3) To decide and arrange training programs and personality development programs for students.
- 4) To update and maintain the contact details of companies interested in recruitment activities.

- 5) To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- 6) To take feedback from industry about the students recruited.

4.4.15 Librarian

Librarian is incharge of all library functions. His / Her duties include -

- 1) Purchasing of books and non book material required in Library.
- 2) Preparing Library Budget.
- 3) Correspondence with vendors.
- 4) Custodian of all book and non book material in library.
- 5) Reporting to head of the institution about library's day to day work.
- 6) Supervising all day to day Library activities.

4.4.16 Non-teaching technical staff

Technical Assistants (High Tech)

System Technical Assistants will work under IT Coordinator and will execute following duties -

- 1) To update and maintain institute website with institute data.
- 2) To administer and maintain servers, firewalls, routers, LAN, manageable switches etc.
- 3) To provide support for various softwares.
- 4) To ensure continuous internet during assigned hours.
- 5) To give support to On-line exam, Seminar, Workshop, technical training program.

Laboratory Assistant

Laboratory Assistant will work in library and assist teachers for smooth conduction of practical. Their duties are -

- 1) To prepare the laboratories for smooth conduction of laboratory session.
- 2) To maintain dead stock register, Instrument Issue register and maintenance register.
- 3) To conduct installation of new equipments and maintenance of existing

equipments.

- 4) To install software needed for lab sessions.
- 5) To maintain and update the approved supplier list for equipments.

4.5 MANPOWER PLANNING :

1. The Principal shall assess in the month of March every year the staff requirement for the subsequent academic year.
2. He will obtain the staff requirement through Manpower requisition form the respective HOD and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
3. The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.
4. Manpower planning is done as per the standard intake of 300 students.
5. Branch wise intake of KJSIEIT is given below –

Sr.No	Name of the Branch	Intake Capacity
1)	Electronics & Telecommunication Engineering	120
2)	Computer Engineering	60
3)	Information Engineering	60
4)	Electronics Engineering	60

6. The ratio according to University is 1:3:8 for each branch that is 1 Professor 3 Associate Professor and 8 Assistant Professor in each branch.
7. Workload of teaching staff per week for each category shall be maintained as follows:

Principal	4
Professors	12
Associate Professors	14
Assistant Professors	16

8. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
9. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

For Non-teaching Staff:-

The Man-power for Non-teaching is according to Management.

Non-teaching Staff required include -

- a) Registrar
- b) Accountant
- c) Librarian/Assistant Librarian
- d) Personal Assistant to Principal
- e) Head Clerk
- f) Technical Assistant/Lab Assistant/Skilled Assistant
- g) Senior Clerk
- h) Junior Clerk
- i) Account Assistant
- j) Attendant
- k) Sweeper/Hamal

10. After the approval of the Principal the Manpower requisition form is sent to Head office for approval.

4.6 RECRUITMENT OF TEACHING STAFF

Recruitment of teaching staff is strictly based on merit. Selection is done by duly constituted Committees. The following are the steps involved in selection of teaching staff.

1. As per AICTE/Mumbai University Norms the number of teachers are appointed with prior permission from Head Office.
2. As and when vacancy arises it is informed to Head office for permission and once it is granted the draft advertisement is forwarded to University of Mumbai for approval and once it is approved from University of Mumbai the advertisement is given in leading News papers.
3. After advertisement applications are received within the stipulated time and then applications are scrutinized by the scrutiny Committee.

4. Constitution of Staff Selection Committee which includes University representative, AICTE representative, DTE representative and subject expert is made as per the University Norms.
5. Call letters are issued to all eligible candidates before 15 days of the interview.
6. Interviews are held and candidates are selected on merit.
7. Submission of recommendation report given by selection committee to the secretary of Somaiya Vidyavihar Trust for consideration and approval.
8. Offer Letter is e-mailed after the acceptance appointment letter is issued.
9. Joining report submitted by the candidate.
10. After candidate's join the Institute seven page application with required documents is submitted for approval to University of Mumbai.
11. On receipt of approval, regularization of appointment process starts.

4.7 RECRUITMENT NON-TEACHING STAFF

Recruitment of non-teaching staff will be done strictly on merit. This will be done by a duly constituted committee comprising following members:

The following are the steps involved in selection of non-teaching staff-

- 1) As per staffing pattern and discretion of the management.
- 2) As and when vacancy arises it is informed to Head office for permission and once it is granted the advertisement is published in leading News papers.
- 3) After advertisement applications are received within prescribed time and then application are scrutinized.
- 4) Constitution of Staff Selection Committee is made. It includes
 - (a) Management Nominee
 - (b) Principal
 - (c) Respective Head of Department
 - (d) Registrar/O.S.
- 5) Call letters are issued to all eligible candidates.
- 6) Interviews are held and candidates are shortlisted on merit.

- 7) Appointment letter is issued to the selected candidate after Head office approval.
- 8) Joining formalities are done.

4.8 INDUCTION :

1. Every staff appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
2. The Principal shall guide him/her to HOD of respective department.
3. The HOD will give a brief introduction of the department and will introduce the new staff to all the teaching and non-teaching members in the department.
4. HOD will also show him/her the college and explain procedures involved in availing the facilities in the College.
5. The HOD will also ensure that all the registration formalities, including submission of joining report etc, with the help of establishment section in office.
6. The HOD will give time table to the newly appointed staff and explain various duties to be performed.
7. The HOD will introduce new faculty member to the class he/she is going to handle.

4.9 TRAINING AND DEVELOPMENT OF TEACHING AND SUPORT STAFF

4.9.1 For Teaching Staff

- Teaching staff is encouraged to participate in Faculty Development Programmes like STTPs, paper presentation, workshops, seminars and training programmes.
- Every Teaching staff can get a faculty development grant up to Rs. 15000 /- per academic year for participating in such programmes.
- For availing this financial support, HOD should give recommendations stating how a particular programme is useful for the faculty.
- Faculty members are advised to participate in such programmes during the vacation period.

- However special cases will be considered on recommendations of Dean-Academics and respective HOD.
- If the faculty member is participating in such programmes during non-vacational period, OD will be sanctioned for this period.

4.9.2 For support staff

- Technical Staff such as Lab Assistants, Lab Technicians etc., are sent for training programmes in respective technical area as and when needed.
- Registration fees for such programmes is paid by the institute.
- In house training programmes are also arranged by the faculty member to train non-teaching staff.

4.10. SALARY STRUCTURE

- Salary for teaching faculty and Non-teaching staff is as per the Government resolution and as per Management decisions.

4.11 PERFORMANCE APPRAISAL SYSTEM

Performance Appraisal System

The faculty performance appraisal and development system implemented by our Institute is uniform across all departments. There are three components to the appraisal system.

- a. Self-Appraisal
- b. Evaluation by Reporting officer(Head of Department)
- c. Review and feedback to faculty by an assessment committee comprising of Principal and HOD
- d. The faculty members holding administrative posts have an additional form to appraise their performance in the portfolio they hold.

We have always had an annual self-appraisal system. This was modified in 2015 to include many aspects of the UGC recommended PBAS system. Weightage is given to all criteria to quantify the performance.

The different components of the form are as shown in figure

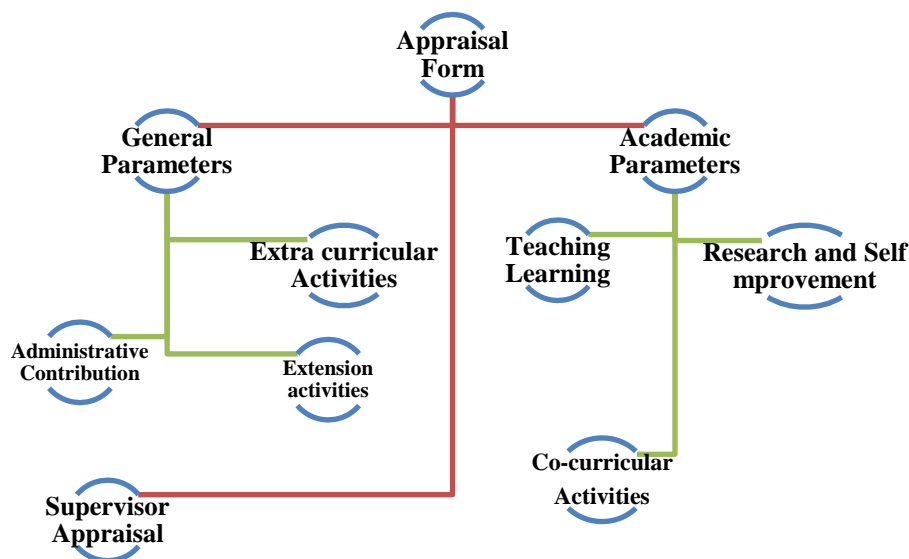


Figure: Components of Appraisal Form

Implementation, Transparency and Effectiveness

Every year in June, the appraisal forms are distributed to faculty, so that enough time is available to do justice to the appraisal. Faculty submits the completed form to the Head of Department, who reviews the appraisal before submitting it to the Principal. Principal and HOD then holds one to one meetings with faculty members to review their performance and to provide feedback. The assessment is revealed to the faculty and they sign in the appraisal form after noting the same. This ensures a very transparent mechanism.

At Somaiya, we use the appraisal system to make the faculty accountable for their actions and to identify the areas where they may improve their performance. Appraisal form is not

used as a tool to punish them for non-performance.

Non- Teaching Staff Performance management is based on the following points:-

- 1) Employee with job Clarity.
- 2) Good Communication
- 3) Completion of daily assignment without any backlogs.
- 4) Punctuality
- 5) External exposure in helping other Staff.

4.14.1 Performance incentives

Based on the annual performance appraisal, top performing employees will be appreciated and felicitated in teacher's day function. These top performing employees will be given preference at the time of promoting to the higher cadre. The principal will have the discretion in identifying top performers, based on above criteria and his decision would be final in this regard.

Additional incentives for publication in referred journals will be provided to faculty members as under –

- a) Journal having impact factor above 3 : Rs. 3000 /- per publication
- b) Journal having impact factor between 2 and 3 : Rs. 1500 /- per publication

4.12 CAREER PROGRESSION

Teaching and Non-Teaching staff those who are appointed as regular employees are eligible for annual increment as prescribed by rule subject to their performance appraisal and ACR. The staff who availed LWP (Leave without Pay) will not be eligible for Annual Increment if their LWP is beyond 15 days.

Besides this Career Advancement Schemes for teaching staff are also implemented as per AICTE norms and as per the SVV policies/Rules regulations made applicable time to time.

4.12.1 For Teaching Staff

4.12.2 For non-teaching staff

1. Every year there is appraisal form and it is filled by the respective HOD, Registrar and then by Principal. The appraisal depends upon Punctuality, Communication, work performance, etc
2. According to their Appraisal they are eligible for annual increments
3. If there is a vacancy they can be promoted to the next level if they meet the eligibility criteria.
4. If the performance of the staff is extraordinary then final decision about the extra increments and promotion would be the discretion the principal and management.
5. If not promoted then time scale of the higher post is given after 12 years continuous service in the post without any adverse remark on their Academic Confidential Report.

4.13 CODE OF PROFESSIONAL ETHICS FOR A TEACHER

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the

community;

- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service.

4.13.1 Teacher and Students

Teachers should:

- 1) Respect the right and dignity of the student in expressing his/her opinion;
- 2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) Pay attention to only the attainment of the student in the assessment of merit;
- 8) Make themselves available to the students even beyond their class hours and

help and guide students without any remuneration or reward;

- 9) Aid students to develop an understanding of our national heritage and national goals;
- 10) Refrain from inciting students against other students, colleagues or administration.

4.13.2 Teachers and colleagues

Teachers should:

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 4) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4.13.3 Teacher and Authorities

Teachers should:

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organizations in the formulation of policies of the

other institutions and accept offices;

- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 6) Should adhere to the conditions of contract;
- 7) Give and expect due notice before a change of position is made;
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

4.13.4 Teachers and Non-Teaching Staff

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

4.13.5 Teachers and Guardians

Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

4.13.6 Teachers and Society

Teachers should:

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 4) Perform the duties of citizenship, participate in community activities and

shoulder responsibilities of public offices;

- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

4.14. EMPLOYEE BENEFITS

4.14.1 LTA

All Regular staff who have completed two years of continuous service will be eligible for LTA available to self, spouse and 2 children only. Those who have more than 2 children after 2000 will not be eligible for LTA. Employees whose spouse are working in the same organization or any other organization and claiming LTA from the respective Employers are not eligible for LTA. If found necessary disciplinary action will be taken. All are required to declare the same as per the format available with Establishment Section.

1. All Teachers /Librarian / and the regular staff on consolidated salary of Rs 40,000/- and above 2 tier AC / First Class.
2. All regular staff who have AGP/GP Rs.4400/- to Rs.5600/- and consolidated salary from Rs.30,001/- upto Rs.40,000/- 3 tier AC.
3. Regular Staff who's GP Rs.4200/- to Rs.4300/- or consolidated salary of Rs.25,000/- to Rs.30,000/- AC Chair car/.
4. All others II nd Class / Sleeper class. Second class / sleeper class ticket proof is needed.
5. The Home town address will be as recorded in the Service Book at the time of joining the Institute & only once can be changed during the entire service in the organisation.
6. Eligible staff those who travel by A/C, First Class should submit the original ticket for LTA claim. E-Tickets are to be certified by Railway authorities with their official seal or should be proved with bank pass book/credit card statements.

7. The staff those whose home town is not in Maharashtra as declared at the time of Joining will be eligible up-to 400 KM from the Maharashtra Border.
8. Staff claiming LTA is required to proceed on leave. Then only they will be eligible for the claim.

Maharashtra Darshan :- Maharashtra Darshan is given in only for Non-teaching staff once in 4 years.

Block of four years : 2 LTA, no Maharashtra Darshan or one LTA and Maharashtra Darshan.

4.14.2 HEALTH INSURANCE

As per University Circular No: Estb.II(IV)/EST/ICC/2012-13/21/of 2012 dated 13th September, 2013, all Non-teaching staff to be covered under Group Medical Insurance Policy. The premium for each staff will be paid by the Management up to Rs 3500/- and above have to be contributed by the staff. If any Non-Teaching staff don't want to cover beyond the statutory limit of Rs 3500/- they can do so. In that case they will be covered only for a premium up to Rs 3500/-. This rule can be changed by the government and Management. This Health Insurance policy is only for Non-Teaching staff.

The same facility can be extended to the teaching staff as well.

4.14.3 PROVIDENT FUND

For all the Teaching and Non-Teaching and daily wages are eligible are eligible for Provident fund and will be according to the statutory limits of 12% up to Rs 15,000/ maximum deduction up to Rs 1800/- and the management will contribute the same amount in Provident fund. It can be withdrawn or transferred to other Institutes on resignation.

4.14.4 GRATUITY

For all Teaching, Non-Teaching and Daily Wages staff gratuity is given at the time of leaving the Institute. All Teaching, Non-Teaching Daily and Wages staff have to complete 5 years of service to be eligible for gratuity. Institute has taken policy from LIC and which is paid to concerned staff by LIC through this policy.

4.14.5 LEAVING POLICY

1. It is applicable to all the Teaching, Non-teaching and daily wages employees. They have to complete following formalities at the time of leaving the Institute.
2. If an employee is resigning, resignation policy should be followed.
3. They have to return all the books to library and any other kind of issued material to the respective department. They have clear all the dues regarding department, Accounts section and Institute. They have to submit “NO DUES” from all the departments/Library/Office/Accounts section etc.
4. After these formalities they have return Identity Card which was issued to them at the time of joining.
5. After NO DUES is submitted to Establishment, it will be forwarded to the accounts section.
6. Accounts Section will prepare the dues such as leave salary/Provident Fund/Gratuity etc.
7. Reliving letter will be issued to the employee leaving the institute.

4.14.6 TRAVEL POLICY

a) Local conveyance

Staff members travelling within the city for official work are eligible for compensation according to following table-

Staff	Purpose	Mode of Travel	Conveyance charges
Non-Teaching Staff	Official Visits to DTE / University etc.	Bus or Local train	At actual
Non-Teaching Staff	Carry heavy material or in case of emergency	Auto / Taxi	At actual
Faculty / Registrar / Principal	Official Work	Auto / Taxi	At actual
Faculty / Registrar / Principal	Official Work	By own car	@ Rs. 9 /- km

b) Outstation conveyance

Staff members travelling outside the city for official work are eligible for

compensation according to following table-

Staff	Purpose	Mode of Travel	Conveyance charges
Non-Teaching Staff	Official work	Ordinary Sleeper Class / Bus	At actual
Faculty / Registrar	Official Work	III AC	At actual
Principal	Official Work	II AC	At actual
Faculty / Registrar / Principal	Official Work	By own car	@ Rs. 9 /- km

c) Dearness Allowance (DA)

Dearness Allowance @ Rs. 300/- per day in metro cities like Delhi, Kolkata, Pune, Chennai, Bangalore. For other cities DA is Rs. 200/- per day.

d) Lodging

Staff members shall be eligible for lodging expenses as per table below-

Staff	Purpose	Lodging Charges in Metro Cities	Lodging Charges in Other Cities
Non-Teaching Staff	Official work	@ Rs. 1000 /- per day	@ Rs. 800 /- per day
Faculty / Registrar	Official Work	@ Rs. 1500 /- per day	@ Rs. 1200 /- per day
Principal	Official Work	@ Rs. 2000 /- per day	@ Rs. 1500 /- per day

Staff members must clear all Conveyance charges, DA, Lodging charges claims within three days after completion of the tour. They must submit the report of the

official work done to their HOD / Principal.

4.15 LEAVE POLICY

Before proceeding for any type of leave, any Teaching staff/ Non-teaching staff/HOD/HOI must mention the name of the person in-charge who will perform the duties on behalf of the person going on leave on application form itself. Different types of leaves that can be availed by the employee are listed below -

4.15.1 Casual leaves (CL)

- All employees are entitled to 8 days of CL, during a calendar year (January to December) on pro rata basis.
- CLs are to be used at the discretion of the employee, subject to the approval of respective HOD and Principal.
- Unused CLs will not get carried over to the subsequent calendar year under any circumstances.
- Employees must apply for CL in prescribed format. Not more than 3 CLs can be availed in continuation. CL can be taken for half day also.
- Casual Leave cannot be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.

4.15.2 Sick Leaves (SL)

- Regular employees are eligible for 10 days Sick Leaves during a calendar year (January to December) on completion of one year service.
- A written request (oral in exceptional cases) will be required for availing SL due to illness or injury.
- An employee returning from SL must submit a medical certificate and a fitness certificate from registered medical practitioner.
- In case of sudden illness or other unexpected circumstances, an employee should notify his / her HOD immediately through a phone call. If the employee is not in a position to do so, his / her family member should inform the college authorities about the situation.
- Unused SLs will be carried forward into the subsequent years which can be accumulated up to 300 days.

4.15.3 On Duty Leave (OD)

OD is granted to an employee when the University / Principal / HOD / or any other competent authority assigns a duty that has to be carried out for the institute or University.

Employee must fill the OD form and get it approved from HOD.

4.15.4 Maternity Leave [MA] and Paternity Leave [PA]

- All female employees those who are regular employees and completed two years of service are eligible for 180 days maternity leave.
- Female employees, who have completed one year of service but less than two years of continuous service, will be eligible for MA on pro-rata basis.
- Maternity Leave will be available for two (2) children only.
- Maternity leave can be availed by the staff who have abortion and MTP for the period upto 45 days that also only after 2 months of confirmation of pregnancy and should produce the Medical certificates from a qualified Doctor. This facility is allowed once in service.
- All Male employees are eligible for paternity leave for 7 days up-to 2 children only.

4.15.5 Compensatory Off:-

- Non-Teaching Employees who are required to work extra hours / holidays will be eligible for Compensatory off at the rate of hours worked.
- Teaching staff if required to work on holidays will be eligible for Compensatory off equivalent to the days worked. This can be availed at any time except when regular teaching is in progress.
- CO can be prefixed or suffixed with any type of leave.
- CO should be availed during the calendar year and not to be carried forward to the next year. However, special circumstances, it can be accumulated and carried forward.

4.15.6 Vacation

- Teaching staff, Training & Placement Officer, Technical Support Staff (Non-

Teaching staff) and Librarian are entitled to vacation and are called as vacational staff.

- Principal, Registrar, and all other non teaching staff are treated as non-vacational staff.
- Number of vacation days is decided by Management (Principal) as per norms and the academic calendar of the Institute which will be a total of 70 days vacation (30 days Winter vacation and 40 days summer vacation) during an academic year.
- **Staff should be present on last working day prior to proceeding on their vacation. Staff should report on duty on the first working days after their Vacation. Staff members remaining absent on any one of the above would result in deduction of 15 days salary. Staff members remaining absent on both referred dates would result in deduction of 30 days salary. In exceptional case, if a staff remains absent in any one of the categories i.e. last working day or first working day of the vacation on Medical grounds, must submit medical certificate from a qualified Doctor / Somaiya Hospital on the very first day of resuming duty. The sanctioning of the above is the discretion of Principal.**
- Vacational staff during their vacation can be recalled for official work / examination work, whatever the nature be, failing which it will be treated as misconduct.
- The recalled staff is eligible for EL 1: 2.3 (one Earned Leave = 2.3 vacation).
- Eligibility to avail vacation will be to the staff those who are on regular appointment and will be entitled to full vacation on completion of one year of service.
- Ad-hoc staff will not be eligible for vacation.

4.15.7 Earned Leave (EL)

- This is applicable only for the regular staff.

- Non-vacational regular staff will be entitled to 30 days Earned Leave on completion of one year service January to December on pro-rata basis.
- Earned leaves can be accumulated up-to 300 days for regular staff.
- Not more than 120 days EL will be granted in a stretch except on Medical ground.

4.16. GRIEVANCES HANDLING

The Institute recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy. Suggestion cum complaint box is kept in the college canteen in which the students, staff can put their grievances in writing. Grievances can be lodged personally to any member of the Grievance committee. Two committees are established to handle different types of grievances.

4.16.1 General Grievances Committee

This committee will be constituted in order to help the employees, students and parents to record their complaints and get their problems related to academics, resources and personal grievances solved.

4.16.2 Anti Ragging Committee

Ragging complaints will be handled by Aniti-Ragging Committee as per government guidelines.

On recommendations of these committees will be forwarded to the Principal for final decision. All employees of the Institute have to cooperate to the fullest possible manner in any internal investigation conducted by these committees.

4.17. COLLEGE WOMEN DEVELOPMENT CELL (CWDC)

As per the guideline given by the University of Mumbai, KJSIEIT will establish a College Women Development Cell to implement the directions of University WDC in general and to deal with complaints/ cases of sexual harassment in particular in relation to the college. The office of the CWDC shall be located in the college and the Principal of the college shall be the custodian of all the records of the cell.

4.17.1 Composition of CWDC

1. The Principal of the college shall be ex-officio President of the Cell. Two members from the teaching staff at least one of them shall be a woman and the convener of the cell and be nominated by the Principal. One woman member from the non-teaching staff in the college, one woman representative from an NGO; one member from the reserved category, one representative from students' council(LR) nominated by the Principal.
2. Not less than half the members of CWDC shall be Women.
3. The term of the office of CWDC shall be for 3 years except the student member who would be nominated in every academic year.
4. The names and contact numbers of these members should be displayed on the college notice board.
5. A personnel shall be disqualified for being nominated, elected or designated, or for being continued as a member of CWDC, if there is any complaint concerning moral turpitude against him/her or against whom any criminal proceedings are pending in court of law or if he is found guilty of sexual harassment
6. If a member of CWDC remains absent for three consecutive meetings of the Cell without permission of the President, his/her office shall thereupon fall vacant.
7. A member of CWDC may resign his/her office at any time by tendering his/her resignation in writing to the President of the Cell. Such a person shall be deemed to have vacated his/her office as soon as the President accepts the resignation.
8. The CWDC shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.

4.17.2 Powers and duties of CWDC

1. To ensure implementation of University Women Development Cell (UWDC) Directions
2. To process all the individual complaints concerning sexual harassment that may be received from any person and take suitable action as per the directives. In case of the complaint against the Principal/ Member of the Management, the CWDC shall direct the complainant to approach the UWDC for redressal of grievances.

3. To depute members of the CWDC to attend and participate in the workshops and training programs that may be arranged by UWDC.
4. To implement the programs for the spread of awareness of these Directions as may be formulated by the UWDC.
5. To arrange to distribute all the publications of the UWDC concerning these Directions amongst the teachers, non-teaching employees and students.
6. To exercise such powers and perform such other functions as may be conferred or imposed on it by/under these Directions.
7. To do all such acts and things as may become necessary to carry out the purpose of these Directions.

4.17.3 Procedure for investigation of complaints

1. CWDC shall act as Complaint Committee, excluding the student member of cell.
2. Any women employee/ female student of the college shall have the right to lodge a complaint with any of the members of CWDC concerning sexual harassment / molestation/ misbehavior against male student/ employee/ any other person connected with the college.
3. Such a complaint may be oral or in writing (duly signed by complainant)
4. If the complaint is oral, it shall be reduced in writing in detail by CWDC member to whom the complaint is made and shall not be acted upon till signed by the complainant.
5. A complaint register shall be maintained by Complaints Committee which should be confidential.
6. After receiving the complaint, the member to whom the complaint is registered shall report to the convener within ten working days. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged even to the CWDC.
7. Within a period of two weeks, the convener shall convene a meeting of CWDC to deal with the received complaints where the complainant or at her request her representative shall be heard. If a woman complainant specifically expresses her desire to depose in the presence of only women members of the cell, she shall be

- allowed to do so. But the male members of the cell shall participate in the decision making process.
8. If the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the CWDC, heard and if so satisfied that a warning is just and proper he may be warned about his behavior. The matter shall be treated as concluded with a recording to that effect made in the Complaint Register.
 9. If the complainant wishes to proceed with the complaint beyond mere warning to the delinquent, CWDC shall ask for written explanation from him. If he fails to do so, CWDC shall think of proceeding with the enquiry, keeping in mind the nature and gravity of the misdemeanor complained of. In case CWDC comes to the conclusion that such an action is necessary, it shall make suitable recommendation to the Principal/ Management for further implementation.
 10. In the event of CWDC coming to a decision that the delinquent be imposed a penalty, recommended by CWDC to the Management of the college who shall expeditiously act on such recommendation of action.
 11. The CWDC shall afford fair and reasonable opportunity to the delinquent to defend and shall ensure observance of the principles of natural justice. In the event of the complainant of feeling that there is a delay on the part of the college authorities to process the case, the complainant can approach the CWDC of University directly after six weeks of registering the complaint.
 12. After the preliminary inquiry, if the CWDC concludes that the case merits further enquiry it shall then refer the case to the UWDC and hand over all the requisite documents along with its findings to the UWDC within a month of the receipt of the complaint. The UWDC shall then proceed with the case in accordance.

4.17.5 Penalties and punishment for sexual harassment

The CWDC may impose the following penalties on a person found guilty of sexual

harassment :

- a) An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties

1. Warning, Reprimand or Censure
2. Fine
3. Withholding of increments or promotion
4. Reduction to a post in the lower pay scale or to a lower stage of increment in his own pay scale

Major Penalties

1. Compulsory retirement
 2. Termination of service
 3. Removal/ Dismissal from service
- b) A student found guilty of sexual harassment shall be liable to receive following penalties:

Minor Penalties

1. Warning
2. Written apology
3. Bond of good behavior
4. Debarring entry into hostel or campus
5. Suspension for a specified period of time
6. Withholding results

Major penalties

1. Debarring from examinations
2. Expulsion from college

4.17.6 Protection against victimization

1. In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry, if the teacher is found guilty the accused shall not act as an examiner for any examination for which the student appears.

2. In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry and even after such an enquiry, if the accused is found guilty, the accused shall not write the Confidential Report of the Complainant, if he is otherwise so authorized.

College authorities shall provide all the necessary assistance for the purpose ensuring full, effective and speedy implantation of UWDC Directions. It shall be bound by the various committees as set out in this scheme and shall implement such decisions.

In case of sexual harassment in the college premises, active assistance shall be provided to the complainant by the college to pursue the complaint. Thus the safety of the complainant shall also be ensured.

4.18. RESIGNATION POLICY

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Principal. In the the resignation letter, he/ she should mention the date He/she should state clearly the date from which the resignation to become effective, bearing in mind the contractual notice period required. He / she should mention the reason for resignation in the resignation letter.
2. He / She appears for the exit interview.
3. In case of adhoc appointment, employee has to give a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department. In case of regular employee, this notice period will be three months.
4. Employee leaving without a notice period will not receive their pay for have to deposit salary for the notice period.
5. Employees interested in resigning cannot utilize any leaves except OD and CO.
6. Employee who resign during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

4.18.1 Handing Over charge :

1. All employees who has resigned should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal.
2. The employee who has resigned must submit a 'No Dues Certificate' from all departments on or before the last day of work.
3. The employee will be relieved only after submitting the 'No Dues Certificate'.

4.19. EXIT POLICY

1. Exit Interview of the employee who has resigned will be conducted by Head of the Department and Principal. After one to one discussion with the resigning employee, HOD or Principal will fill the Exit Interview Form in prescribed format (Annexure II).
2. Purpose of conducting Exit Interview is to find out the exact reason for resignation and to suggest remedial measures to management, which will reduce future attrition. Attempt should be made to open up the mind of the employee to get real, frank and free feedback.

4.20 RETIREMENT POLICY

- Retirement policy is applicable for both teaching and non teaching staff.
- For Teaching faculty the retirement age is 60 years and after the retirement if Management wants the faculty can be continued.
- For Non-Teaching staff the retirement age is 58 for Class III and for Class IV the age is 60 Years if Management wants the staff can be continued.

4.21 LIST OF HOLIDAYS

Holiday is given as per the University Circulars/Management.

Annexure - II

EXIT INTERVIEW FORM	
Name of the Employee	:
Designation	:
Date of Joining	:
Reason of Resignation, as told by employee :	
Name of the new employer :	
Salary offered by the new employer :	
Positives in the Environment and Employment Conditions of KJSIEIT, mentioned by resigning employee:	
Negatives in the Environment and Employment Conditions of KJSIEIT, mentioned by resigning employee:	
Reason of resignation as understood by Interviewer :	
Would you like to re-employ this employee in future?	
Any other feedback :	
Name and Signature of HOD Date :	Signature of the Principal

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

5. OFFICE SECTIONS

INDEX

Sr. No.	Description	Page No.
5	Administration Office	5-3
5.1	Duties of Office Superintendent	5-4
5.2	Duties of Personal Assistant	5-5
	5.2.1 Inward –Outward Section	5-5
5.3	Accounts Section	5-6
	5.3.1 Cost Counting	5-7
	5.3.2 Cash and Bank Operations	5-7
	5.3.3 Accounts and Receivable Operations	5-8
	5.3.4 Accounts and Payable Operations	5-8
	5.3.5 Payroll Operations	5-8
	5.3.6 Budget	5-9
	5.3.7 Fee Collection	5-10
	5.3.8 Day to Day Cash Expenditure	5-10
	5.3.9 Day to Day Work in Accounts Section	5-11
	5.3.10 Loan Process	5-11
	5.3.11 Duties of Accountant	5-12
5.4	Student Section	5-13
	5.4.1 Admission	5-13
	5.4.2 Issuing Certificates	5-14
	5.4.3 Scholarship / Freeship Schemes	5-14
	5.4.4 Insurance Schemes	5-17
	5.4.5 Railway Concession	5-19
	5.4.6 Hostel Facility	5-18
5.5	Establishment section duties & responsibilities	5-20
5.6	Stores and Purchase Section	5-21
	5.6.1 Purchase Procedure	5-21
	5.6.2 Stock Verification	5-22
5.7	Maintenance Section	5-23
	5.7.1 Inside Infrastructure Maintenance	5-23
	5.7.2 Outside Infrastructure Maintenance	5-23

5. ADMINISTRATION OFFICE:

Administrative office of the Institute cater information, facilities to all stakeholders of the Institute like Students, Faculty, staff, Parents, coordinate with external agencies etc.

Important objectives of Administration office are:

- **Coordinating Operations**

Administrative office coordinate the Institute's administrative operations like Students related activity, Financial, Store purchase, Human resource, maintenance etc. activity by ensuring the rest of the Institute can work unhindered and undisturbed so that the Institute runs smoothly.

- **Ensuring Functionality**

Administrative office make a Written policies to ensure that the office employees, contractors who handle cleaning, maintenance, repair and other essential functions perform their required duties for achieving functionality.

- **Maintaining Equipment**

Administrative office is responsible for maintaining the various types of equipment used by Institute. This may range from purchasing, leasing, keeping records of, placing service calls for and replacing such office equipment. Administrative office negotiates for the best price when purchasing or leasing equipment.

- **Stocking Supplies**

Administrative office maintains a well-stocked supply room. Office ensure that supplies are ordered, stored, distributed and restocked.

- **Sustaining the Facility**

Another objective of the administrative office is sustaining the overall appearance and condition of the facility. This involves making sure the building adheres to health and environmental standards. It also includes handling the security of the facility, which may involve overseeing the distribution of building and office keys and observing security monitors. Overseeing construction, renovation and maintenance projects is also a part of sustaining the facility.

Institute has made different section to perform and fulfill all the administrative objectives.

These all sections like **Inward / Outward Section, Accounts Section, Student Section, Establishment Section, Store & Purchase Section, Maintenance Section** which are mention below comply to achieve objectives & smooth functioning of the Institute.

Office superintendent performs duties to monitor the administration of the Institute as per Instruction given by Principal / Vice Principal.

Personal Assistant follows the day to day work to manage the Principal office to comply the orders given by Principal / Vice Principal to him/her.

5.1 DUTIES OF OFFICE SUPERINTENDENT

- The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his/her subordinates who shall be directly responsible to him/her with the prior approval of the Principal.
- He / She shall convene regular meetings of the office staff and laboratory Assistants, Housekeeping staff, Security staff and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- He / She shall inspect the attendance register of the non-teaching staff and informs Principal in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take disciplinary action, in case the same employee shows no improvement.
- It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Principal to authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- He/She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- He/she shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- The Superintendent shall personally look into the court cases concerning the College and obtain orders from the Principal wherever necessary. The Superintendent shall mark and distribute letters in the name of dealing assistant or to Heads of the Departments in the College. He/She shall exercise check on and follow up letters received from the Government, University Grant Commission, University, and Management etc.
- He/She shall draft notes and deal independently the cases which are of a routine nature. He/She shall also draft notes, essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. the Principal and give interim replies.
- The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the college office of routine nature.

- In case the post of Registrar does not exist in a college, the superintendent shall perform duties and shall be used with the powers of the Registrar.
- Any other work assigned to the Superintendent by the Principal from time to time.

5.2 DUTIES OF PERSONAL ASSISTANT.

- Responsible for Principal's correspondence received from University of Mumbai, DTE, AICTE, handling of appointments, Arrangement of different engagements etc., other than normal office duties.
- Prepare drafts of meeting and correspondence of routine nature, circulars, notice, Inter office note etc.
- Shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody.
- Sort out the mail with Inward Outward section and dispatch it promptly to relevant section. Shall issue reminder etc.in respect of such cases, where the Principal has called for information/date or has suggested or ordered immediate action in any of the cases.
- Maintain absolute confidentiality and integrity in respect of the work assigned to him.
- Providing linkage between students and various organs of the Institute.
- Report of Local Management Committee, Governing Council Meeting and correspondence related to the meeting, Sending agenda, notice, Drafting minutes, maintaining minutes books etc., Preparing files for meeting.
- Assisting in work related to DTE Visit/LIC /Affiliation/NAAC/NBA

5.2.1 INWARD & OUTWARD SECTION:

- Inward Outward section is handled by PA of Principal along with one staff.
- All the internal registry like letters from Internal staff, Letters of External agencies like University of Mumbai, AICTE , DTE , Letters from Management office of Institute are received by this section and dispatched to concern section in charges, heads of the department and staff as per Principal's remark.
- All the letters, reply made by concern sections are dispatched after duly signed by Principal from this section
- Inward Outward register are maintained for keeping record of Registry.

5.3 ACCOUNTS SECTION

The basic purpose of Accounts Policy is to provide the Accounting Team a direction and guidance in connection with those accounting transaction, procedures and reports that are an intrinsic part of the Accounting system of K.J. Soamiya Institute of Engineering and Information Technology (KJSIEIT).

SomaiyaVidyavihar (established in year 1959) is and educational Institution in India, registered under the societies Registration Act 1860. It is also registered as a Trust under Public Trust Act. A number of educational Institutions have been promoted by Somaiya Vidyavihar. K.J.Somaiya Institute of Engineering and Information Technology (KJSIEIT) was promoted in 2001 to impart Engineering Education.

Since Somaiya Vidyavihar is registered as a trust, its Income is exempt according to the provision of sec. 11,12,& 13. The Trust has been established in accordance with the law and its objects fall within the definition of the term “Charitable Purpose” since the definition of charitable purpose under Sec.2(15) of Income Tax Act, 1961 includes “Education”.

1. Accounting Structure

The Institute followed cash system of accounting up to 31st March, 2004 and shifted to Mercantile system of accounting effective from 1st April, 2004.

Rational for changes in the method of accounting system

The Institute is required to determine the fees for the various courses each year. Mercantile system of accounting helps to make a realistic assessment of expenses; as expenses accrued but not paid are also brought into account. Income accrued but not received during the year is also recognized. This is in true with “Matching Concept” which states that revenues of a particular year should be matched with the expenses of that year.

2. Accounting Records and Reports

In order to claim full tax exemption and educational institution has to apply at least 85% of the income for the purpose for which the trust has been set up. Therefore adequate records are maintained for the purpose of Tax compliance.

Accounting records are completely automated since ERP Tally 9.1 is used for accounting since the year 2007. Currently we are using ERP9, 4.91. All reports are generated through the system for accounting and control purposes.

5.3.1 Cost Accounting

It is the policy of the Institute to maintain sufficient records to be able to keep a cost accounting system in place for the purpose of allocation of common costs to various programs that runs concurrently. The programs to which costs are allocated is : Bachelor of Engineering which are affiliated to University of Mumbai.

5.3.2 Cash and Bank Operations

1. Cash Controls

Cash balance allowed at any point of time is Rs. 20,000/- for petty cash expenses. An imprest is maintained so that the balance of cash in hand never falls below Rs. 5000/-.

2. Opening Bank Accounts

Bank accounts are opened as per requirements arising from time to time. Account opening is authorized by Hon. Secretary, Somaiya Vidyavihar.

3. Operation of Bank Accounts

The designated signatories for operation of bank accounts are the Hon. Secretary, Somaiya Vidyavihar , Principal and other authorized member passed by Governing Body of the Institute.

4. Disbursement

Disbursements are authorized by Hon. Secretary and operational disbursement are authorized by the Principal .

5. Unclaimed and Un cashed cheques

Unclaimed and uncashed cheques are not actively managed. However, if a cheque is not encashed within the mandatory period of Three Months the recipients of the cheque is credited again and the claim is settled on demand.

5.3.3 Accounts and Receivable Operations

Receivables consist of fee receivables from students. Fee is collected at the beginning of the academic year. Advance and loan paid to staff and faculty is usually deducted from salary.

5.3.4 Accounts and Payable Operations

1. Disbursements

Disbursements consist of honorarium payments to guest faculty and visiting faculty and other expenses incurred towards events and functions conducted in the Institute.

2. Purchase and Invoice Processing

All operational purchases are authorized by the Principal /Vice Principal and payments proceed on presenting relevant bills and filling in claim forms, where necessary.

3. Taxes

Tax deducted at source is remitted within due date and returns are filed quarterly. For the income arising out of operations a consolidated tax return is filled by the Trust.

5.3.5 Payroll Operations

1. Payroll is maintained by the Institute for salary payments. Applicable scales of salary for teaching and non-teaching staff are adhered to the AICTE guidelines. Payroll attendance is maintained by Automated systems is operated alongside manual register as well as fingerprint machine by the Establishment section.
2. Salary of the month – Establishment Section will prepare the attendance /leave status of staff on last day of every month and will submit it to Accounts section. After duly verified by Accounts team the statement will be forwarded to Principal for approval. After approval, it will be sent to Accounts Section for the preparation of salary. The salary will be paid on or before 10th of succeeding month. Any due issues related to salary is to be brought to the Accounts team and after due

- verification, will be released by 15th or adjusted in the following month.
3. Staff members are expected to furnish the details of their investment by 30th of June for calculating TDS to Accounts Section. Further on or before 20th December, the proof of investment (photocopy) to be submitted to the Accounts Section. If not done, TDS will be fully made and no grievance /complaints/request will be entertained.
 4. Staff members are required to submit their PAN to Accounts Section at the time of joining. Salary will be disbursed through Bank for which staffs are required to open a Salary A/c. with Axis Bank, Ghatkopar Branch Mumbai.
 5. Staff / students are not permitted to collect money/ fees or whatsoever it may be. Only Accounts staff is permitted to collect money/ fees / fine etc. duly authorized by Principal / Vice Principal. Librarian is authorized to collect fine from students/staff and the amount will be deposited with Accounts Department at the earliest. Only Accounts department is authorized to disburse payment which is duly approved by the competent authority.
 6. Teaching and Non-Teaching staffs those who are appointed as regular employees are eligible for annual increment as prescribed by rule subject to their performance appraisal and ACR. The staff who availed LWP (Leave without Pay) will not be eligible for Annual Increment if their LWP is beyond 15 days.

5.3.6 Budget

1. All HODs and various I/C are expected to work out the requirement of their department for the next financial year as per the guidelines given by Account Section and should be submitted to account section as per circular in December. The expenses for capital purchase or other day to-day affairs should be within the syllabus of University/as per AICTE guidelines. No other expenses can be projected in the Budget. Budget will be presented to the Management and after approval will be

communicated to HOD's by April.

2. All expenses of the department will be sanctioned strictly as per the Budget allocation. Staff required settling their expenses immediately by end of every month. The expenses will not be taken to the following month due to closing the accounts by the end of every month.
3. All cash transactions during the month of March are to be settled by 28th of March to enable the accounts department to close the accounts for the financial year.
4. Depreciation on fixed assets provided on straight line method (SLM) at the rates and in the manner prescribed as per Shikshan Shulka Samiti (SSS)/ Fees Regulating Authority of Govt. Maharashtra.

The rate of depreciation for the various assets are as per Govt. of India IT Rules .Depreciation is charged to the Income and Expenditure Account of each year on straight line method.

5.3.7 Fee Collection

1. As per college Fee policy recommended by Shikshan Shulka Samiti/ Fees Regulating Authority and University of Mumbai fee is collected from the students.
2. Before paying the fees, students should fill up his/her on line admission form on our college website, take a admission form printout and attach marks sheet photo copy and get it verified from students section.
3. Tuition fees are collected through a Demand Draft. Computerized fee receipts are issued to the students from tally package.
4. After particular period, the students who have not paid the fees are reminded through a circular. Their names are sent to HODs of respective departments.
5. If student has a financial problem, time extension is given to the student after consulting with the Principal / Vice Principal.

5.3.8 Day to Day Cash Expenditure

1. As per requirement of cash expenditure, cash is withdrawn for petty cash

expenditure required for routine work like repairs and maintenance, remuneration, conveyances of the staff going for outdoor duty for official work.

2. A separate petty cash register is maintained to record such expenditure. This also recorded in tally package.
3. Cash vouchers for such expenditure must be sanctioned by Principal / Vice Principal.

5.3.9 Day to Day work in Accounts Section

1. Payment to suppliers of stationery, repairing work material or services to lab and college common expenditure.
2. Day to day accounts work. (Data entry etc.), cheque preparation, any other accounts related work by DTE, University of Mumbai, FRA, ARA and AICTE.
3. Maintaining all bank statements, Issuing receipt of payments, accepting cash /DD and entering in tally software. Recovery and maintaining record of student's scholarship/ free ships.
4. Preparation of staff salary, PF, petty cash preparation of vouchers, bills for payment various returns. Maintaining P.T records. TDS File, validation, e-filing PT and TDS deduction statement preparation as per staff investment plan. Collecting staff investment plan and supporting documents etc.
5. The Passbook and Cheque Book with the Bank statement verification is done. This is done twice in a year. It is then verified by Chartered Accountant.
6. Internal Audit is conducted quarterly and External Audit is conducted two times in a year.

5.3.10 Loan Process

Loan process is approved in Governing Body meeting. After the approval of Governing Body we apply to the Charity Commissioner for processing the loan. After making resolution, purpose of loan, nature of repaying the

loan has to be submitted to Charity Commissioner. Projecting 5-6 years budget and apply for loan to Bank. The loan process has to be fulfilled as per the norms of the bank. Bank sanctions loan with the repayment schedule. Then we have to register the required documents in Registrar office, Govt. of Maharashtra.

5.3.11 Duties of Accountant

1. Accountant should be available with all the details for projects handled by the Head Office and update both, the Accountant and the Trust Accountant with related matters in writing.
2. Accountant shall prepare and present budget estimates, with the help of Heads of Department in the College. Prepare the budget and income expenditure statements, maintain all accounts and get them audited.
3. Accountant shall attend to all Govt. scrutiny, inspections and audit. He shall be responsible for the proper implementation of the financial transaction as per rules, Accounts code, status, ordinances, Rules and regulations made in the behalf and monitor the finances of the College as per directions of the Principal and place before the committee the financial position of the college such as its receipts, payments, Government grants and balance from time to time.
4. Accountants shall scrutinize all bills of expenditure before recommending for payment. Maintain cash-book, ledger, bank pass-books, and receipt of fees; watch the progress of the expenditure. He shall monitor the petty cash, Register etc.
5. Preparation of TDS, PF, Professional Tax. Fee reconciliation, bank reconciliation, party payments, Ledger, petty cash etc. Any other work entrusted to him by Principal / Management from time to time. He shall bring to the notice of the Principal/Management if any irregularities noticed in the accounts systems.
6. Co-ordinate with Audit process, Internal and External, Income Tax, Provident Fund and Professional Tax compliance and guide Staff in

the matter.

7. Correspondence with AICTE, DTE, Joint DTE, FRA Mumbai University & Govt. of Maharashtra regarding accounts matters.
8. Accountant perform such duties as are prescribed or is required from time to time by the Management/Trust/Principal.
9. Accountant shall execute all the decision taken by the management / Committees / University / DTE / AICTE etc. Any other work entrusted to him by Principal from time to time.

5.4 STUDENT SECTION

Student Section deals with Students of the Institute i.e. during admission process of new and regular Students, University Enrollment & Admission Confirmation Process, seeking Admission Approval from JT. DTE, DTE and Admission Regulating Authority, Handling Group Insurance Schemes and Scholarship schemes. It facilitates students to do all the work related to office.

5.4.1 Admission

1. For First Year and Direct Second Year Admission Process, committee is formed by the Head of Institution and Admission Coordinator is assigning the duty and work responsibilities to respective member of committee. The admission process is as per the guidelines and rules and regulations of Directorate of Technical Education, MS. required documents are collected from the students and maintained in separate files. The information of students admitted in FE and DSE is uploaded on DTE website. After completion of admission process merit list of students along with the required documents is submitted to Joint Director of Technical Education (Jt. DTE) and Admission Regulating Authority (ARA) for verification and approval of the admission.
2. Newly admitted students are advised to fill the enrolment form available on University website. Printed copies of the enrolment forms are collected from the newly admitted students. These forms are submitted to the

University of Mumbai for confirmation of the enrolment.

3. Passed out students are advised to fill migration form available on University of Mumbai website if they required Migration Certificate. Duly filled University Migration form along with required documents is accepted by the Students Section. Student section submits the same to Eligibility & Enrolment Section Department, University of Mumbai. Migration certificate is collected from University of Mumbai within 10-15 days.
4. Newly admitted students are advised to submit online Anti-ragging affidavit available on AICTE website. Printout of this affidavit is collected and maintained.
5. For Second Year, Third Year and Final Year, notification for admission is issued after the declaration of result. Admission forms of the students are verified and collected.
6. Fee structure declared by Fees Regulating Authority is made available on the college website in Admission menu.

5.4.2 Issuing Certificates

1. **Leaving certificate** is issued to the student leaving the college. Application for leaving certificate is available on institute website. Before issuing leaving certificate, no dues certificate signed by respective HODs is collected from the student. Leaving certificate is issued within 3-5 days after receiving the application.
2. **Bonafide certificate** is issued to the student after receiving application. Application for the bonafide certificate is available on institute website. Purpose for issuing the bonafide certificate is specifically mentioned in the bonafide certificate. Bonafide certificate is issued within one day after receiving the application.

5.4.3 Scholarship / Freeship schemes

Government Scholarship / Free ship schemes are implemented as per the Government norms. Scholarships by other charitable trusts, Somaiya Trust and

institute are also offered to the students as per the norms.

- 1. E.B.C. Concession:** It is a scholarship scheme of State Government. Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. Candidates admitted under CAP and whose parents annual income is less than 8.00 lacs have to fill and submit an online application on DTE web portal and hard copy of the same along with the required documents has to be submitted to Students Section for further process of verification and approval.
- 2. Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) For SC/ ST/ VJDTNT(A)/ NT(B)/ NT(C)/ NT(D)/SBC/OBC category candidates :** This scheme is announced by the state Government. The candidates admitted under CAP are considered for this scheme. The students belonging to backward class category will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments. Candidates claiming fee concession under reservation category shall produce the required certificates as may be specified by the respective Social Justice and Tribal Welfare Departments.
- 3. Minority Scholarship-Merit Cum Means Scholarship State Govt. :** Minorities Development Department, Government of Maharashtra is offering the Scholarship (Max. Amount of Rs. 25,000/-) for pursuing Professional and Technical Education for the economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi, Jain and Jews minority communities. Applications for Fresh/Renewal of scholarship are invited through Online Application System for Technical and Professional courses from all eligible Minority students.

4. Central Government Scholarship : Various scholarship schemes offered by Central Government like-

- a) Merit cum Means Based Scholarship (MCM) for economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi and Jain minority communities pursuing Professional and Technical courses.
- b) J&KPMSSS Scholarship for J&K Students
- c) J&K Scholarship
- d) PMSSS-Central Armed Force & Assam Rifle

5. Trusts Scholarship

- a) Tata Trusts Scholarship : It is the scholarship to 15 ranking students. The Criteria for Scholarship is -First Five (5) on Complete Merit basis, Next Five (5) on merit cum overall performance basis (extracurricular activities, attendance in college, their conduct)and The Last Five (5) on Merit cum need basis (Income). Tata has issued this Scholarship for the Year 2015-2016 and 2016-2017.
- b) Various Private/Charitable Trusts: offer scholarship to the Students as per their Trust norms. Scholarship forms are available in Trust office or their web-portal.

6. KJSIEIT-Merit Cum Means Scholarship/Sponsorship :

50% fee concession in Tuition fee for 11 students of First Year in following branches:

- Computer Engineering – 01,
- Information Technology – 01,
- Electronics & Telecommunication - 06,
- Electronics Engineering-03

Eligibility Criteria: Candidate should be economically weak but with an excellent academic record. Yearly income of the candidate should not be more than Rs. 1,00,000/-. Candidates will have to submit income

certificate stating that his/her parent's annual income is Below or up to Rs.1,00,000/- Lakh from all sources from the appropriate authority. Minimum Cut-off marks for Scholarship/Sponsorship will be decided at the time of admission process. Scholarship/Sponsorship of a student will be discontinued if found indulging in anti-institutional activities, ragging or any other activity contrary to rules of discipline without any notice. Scholarship/Sponsorship of a student will be discontinued if his/her yearly progress report (of the candidate) is not satisfactory.

7. **Somaiya Women Scholarship:** It is open to all Somaiya Vidyavihar / Somaiya Ayurvihar women students with a financial need and a good educational track record.
8. **Somaiya Need Based Scholarship** is open to all Somaiya Vidyavihar / Somaiya Ayurvihar students with a financial need and a good educational track record

Circulars / Notification for all the above scholarships are available on Institute Website. Students should fill the online/ Offline form as per the instructions given in Circulars/ Notification or Portal of respective scholarship and submit the forms to the Student Section with necessary documents. Students section verify the online or offline form along with the required documents and send to the concern competent authority for approval. After approval from the concerned authority, institute Accounts Section receives the scholarship payment through NEFT or Demand Draft and same will be disbursed to the students as per rule. Accounts Section prepares the Utilization Certificate after disbursing the payment to the concerned student.

5.4.4 Insurance Schemes

1. **Amartya Insurance:** The Government of Maharashtra and DTE has implemented this unique Scheme for Degree Courses in Engineering/ Technology Students all over Maharashtra vide G. R. No. TEM-2011/(11/2011) TECH EU 04 dated 25th August, 2011. The Scheme is

mandatory for all the colleges and students to pay and get insured as per the aforesaid Government Resolution, from the Academic Year 2012-2013 for all the students. Institute Students Section collect the Data of Students as per the Format given by the concerned Insurance Company send the proposal to the Insurance Company for Insurance cover of Student along with Earning Member of student.

Risk Cover: Death If such injury shall within twelve (12) calendar months of its occurrence be the sole and direct cause of death of the insured parent/insured legal guardian.

Permanent Total Disablement If such injury shall within twelve (12) calendar months be the sole and direct consequence there of immediately permanently totally and absolutely disable the insured parent/insured legal guardian from engaging in any employment or occupation of any description whatsoever.

Loss of two limbs or two eyes or one limb and one eye If such injury within twelve (12) calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of

- i. Sight of both eyes or the actual loss by physical separation of the two hands or two feet or of one hand and one foot or loss of sight of one eye and such loss of one hand or one foot,
- ii. Use of two hands or two feet or one hand and one foot without physical separation or loss of sight of one eye and loss of use of one hand or one foot without physical separation

2. **M.U. Students Group Insurance-Yuva Raksha** : Group Insurance Scheme “Yuva Raksha” which was introduced by the University of Mumbai from the Academic Year 2002-2003 for the benefit of the students studying in the affiliated Colleges and department under the jurisdiction of the University of Mumbai.

Risk Cover: (Point No. 1 & 2)

Accidental death includes Rail / Road / Air Accidents injury due to any

violent collision. Fall injury due to Fire, Explosion, Snakebite, Frostbite, Burn injury, Drowning and Poisoning. Natural Calamity, riots but will not include suicide or attempt to suicide.

The Policy will cover the following three contingencies in case of Accidents.

- a) 100% coverage in case of sad demise of the insured
- b) 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing paralysis)
- c) 100% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses of Doctor Fees.

The Students Section collects the Data of Students as per the Format given by the Insurance Company and sent the proposal to the Insurance Company for Claim settlement of Student.

5.4.5 Railway Concession

Free Railway concession forms are issued to girl students those who want to avail facility in **second class**. 70% concession in pass is given to SC category student. 50% concession in pass is given to boys for second class and First class. Since April 2017, students are applying on-line application for pass on Institute portal. Concession is given to the students those who are going for Industrial Visit and for going to Native place during vacation period.

Railway concession process: Student apply for on-line concession form then Concession issuing staff verifies the form with their date of birth, validity of previous concession issued, residential proof, Form no, pass no, date of issue, caste, source and destination and concession is given to them for the nearest station within two working days.

Railway concession completed form book with statement is submitted to Railway Section, CST and after their verification of the statement they give the acknowledgement slip and issue new concession book

5.4.6 Hostel Facility

K J Somaiya Institute of Engineering & Information Technology is having Hostel

facility of Somaiya Trust for all Somaiya students only.

Every year Institute receives some number of seats from three Hostels - Somaiya Polytechnic Hostel, Somaiya Management Institute hostel, Somaya Medical Hostel of Vidyavihar and Ayurvihar campus.

Process of taking hostel admission is as follows:

- After taking admission in the Institute, aspirant submit request letter to the student section for the hostel.
- The application is forwarded to the Office Superintendent. As per student's need, if students are non-residents of Mumbai and Suburbs of Mumbai region can be eligible for the Hostel.
- The final shortlisted students will be allotted rooms as per availability of seat in either of three hostel at Somaiya Vidyavihar , Somaiya Ayurvihar campus
- Fees and mess charges can be paid by the student for the semester as prescribed by concerned hostel authorities.
- Timing of hostel is from 9.00 am to 10.00 pm to enter. Rectors are residents in the hostel who are managing basic requirements of the students and also maintaining discipline in the hostel.
- At Institute level For Students taking hostel admission, Principal / Vice-Principal and Office Superintendent of the institute will remain as a Guardian for their any necessary requirements.

5.5 ESTABLISHMENT SECTION:

Establishment section follows the Human resource policy manual to fulfill the norms and make aware the staff members to follow the same.

DUTIES OF ESTABLISHMENT SECTION IN –CHARGE:

1. Maintaining duties and responsibilities of employees and staff as per guidelines of Somaiya Vidyavihar & Institute's Human Resource Policy.
2. Making aware of the Organizational Structure to all the staff & faculty, Students to follow the procedure through proper channel.

3. Coordinating University Staff selection procedure as per Manpower planning made under guidance of Principal.
4. Coordinating Recruitment procedure of Non-Teaching Staff as per guidance of Principal.
5. Coordinating Induction, Training & Development of Nonteaching and Support staff.
6. Following Salary Structure as per scale prescribed by AICTE , DTE , University of Mumbai & Maharashtra Government.
7. Coordinating Performance Monitoring System,Career Progression under the guidance of Principal and as per Human resource policy.
8. Circulating Code of Professional Ethics among the new joining & existing staff ,non teaching staff as per as per Human resource policy of Institute .
9. Coordinating to make avail the Employee benefits to the staff members as prescribed in the Human resource policy.
- 10 Coordinating with all staff and faculty members to follow Leave Policy ,Resignation Policy,Exit Policy, Retirement Policy among the staff members

5.6 STORES - PURCHASE SECTION

Store and Purchase section follows purchase procedure as mentioned below.

5.5.1 Purchase Procedure & Duties of Store – Purchase Section

- 1) Every department prepares Academic Year purchase list and proposal. Submits Budget requirement to accounts section.
- 2) For every purchase, Accounts section with Principal / Vice-Principal's consent allots a budget under which the purchase of the required consumable, non consumable and Capital is carried out at the Institute level.
- 3) Purchase of any consumable and Non consumable, Capital is further processed after taking approval of the budget utilization from Management.
- 4) As per Indents / requisition made by different department of the Institute, the quotations from minimum three parties - maximum five parties are invited and analyzed by preparing Comparative statement. After preparing comparative

statement, negotiation meeting is held in presence of Principal / Vice-Principal, Vice Principal / Vice-Principal, Purchase department representative of Management, Purchase department representative of Institute, Project office representative of the management and accountant.

- 5) Out of all quotations received a vendor quoted least receives or quality material is issued a Work / Purchase order of the Institute as per the negotiation meeting.
- 6) Work completed, Purchased material received will be verified, tested, demonstrated then distributed to concern departments/ respective section in charges and then entered into institute General Inward Outward register.
- 7) All the consumable non consumable, capital purchase bills are further processed for billing to account section through Store & Purchase Section . Within three working days billing of the same is carried out by accounts section.
- 8) Store and Purchase section maintains Administrative office dead stock register, General Inward / Outward register, Stock register, fixed asset register and Consumable Stock register.
- 9) Non-working equipments which are not repairable should be disposed off with the consent of HOD and Principal / Vice-Principal.
- 10) Computer should be replaced after every five years. Old furniture, paper scrap should be disposed off every year with the consent of Office superintendent & HOD as per Principal / Vice-Principal's instructions
- 11) All the AMC for maintaining infrastructure is done with the proper procedure. Store and Purchase section initiate process with the guidance of Office Superintendent and instructions of Principal / Vice-Principal. He/ She call three or more quotations from the concern parties. A least quoted party finalized to give AMC with the consent of Project team of Management , Purchase team of Management & Principal / Vice-Principal of the Institute

5.5.2 Stock Verification is also co-ordinated by Store and Purchase section as follows.

- 1) All HODs and various In-charges are required to conduct stock verification every year in December / January and the statement and certificate to be submitted to

stores I/C and Office Superintendent.

- 2) Stock of various departments will be verified by the member of stock verification committee from other department.

5.6 MAINTENANCE SECTION

Maintenance Section looks after all the maintenance related activities that include maintenance of inside & Outside infrastructure and follow rental policy as mentioned below.

5.6.1 Inside Infrastructure Maintenance

- Maintenance section do supervision/regular checking of third party work compliance regarding cleaning of inside (Classroom, Auditorium, Washrooms), as per Annual Maintenance Contract (AMC) which is given to a private agency. Cleaning of the premises is done on daily basis.
- Repairing and maintenance of furniture at a small scale is carried out with the help of Workshop staff.
- For maintenance of AC and water coolers, AMC is given to the sister concern institute, K. J. Somaiya Vocational Training Institute, Vidyavihar. ACs and water coolers are serviced at regular intervals.
- External agency is appointed for aqua-guard maintenance, cleaning of water tanks on periodical basis.

5.6.2 Outside Infrastructure Maintenance

- Playground, Garden maintenance and cleaning, Annual Maintenance Contract (AMC) is given to a private agency.
- Grass cutting is done periodically to maintain the grounds and garden in good condition by the Outside agency.
- Security staff is appointed to look after the security / trespassing issues.
- AMC of Solar panels mounted on the pathways is given to VTI sister concern.



**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

6. EXAMINATION POLICIES

INDEX

Sr. No.	Description	Page No.
6.1	Objective	6-3
6.2	Preamble	6-3
6.3	Examination Conduction Policy	6-4
6.4	Assessment Policy	6-7
6.5	Photocopy / Revaluation of Answer books	6-13
6.6	Eligibility (For Admission and Appearance to next class	6-13
6.7	Examination Cell	6-14
	Annexure -1 (Examination Ordinances)	6-15
	Annexure -2 (Photocopy/Revaluation)	6-30
	Annexure -3 (Eligibility to next class)	6-41

6.1 OBJECTIVE

1. To establish and develop high tech Examination Cell for providing service to students such as online Exam Form filling facility and generating Hall Tickets.
2. To create high tech environment for university examinations.
3. To conduct the examinations in a disciplined manner as per the guidelines given by the college / University.
4. The purpose of the Examination Cell Policy is to prescribe university-level requirements for assessment of student learning by conducting examinations.

6.2 PREAMBLE

Assessment of student learning should be a fair and transparent process which follows university, college and department regulations so that students are treated respectfully and impartially across the institution.

Four Year, semester wise degree course is run in KJSIEIT, Sion which is academically affiliated to Mumbai University. First Year (semester I and II) and Fourth Year (Semester VII and VIII) Examinations are conducted by University by setting, assessing the papers under CAP. Statement of marks / Degree is awarded by University. While Second Year (semester III and IV) and Third Year (semester V and VI) Examination are conducted in college. These Examination papers are set by University and assessed in college under CAS. Statements of marks are awarded by college on the behalf of University for these examinations.

As articulated in the various circulars from Mumbai University, students will be provided with a clear indication of how to appear in various examinations. Assessments of student learning will be transparent, applied consistently, and congruent with course objectives. Students will receive prompt and constructive feedback on their learning progress at regular intervals.

This document incorporates all of the policies, rules and procedures relating to students assessment which have been previously approved by University Council in various policy documents and reports.

October, 2016 – University Circular for implementing new course based on *CHOICE BASED CREDIT and GRADING SYSTEM(CBCS)* from academic year 2016-17.

June, 2012 – ‘*Manual with Regulations on CREDIT BASED SEMESTER and GRADING SYSTEM (CBGS)for undergraduate and post graduate Programmes in Engineering*’ -Examination Regulations

September 2016- ‘Rules and Procedure for providing the Photo copies of assessed answer books to the examinee and Process of Revaluation of the Answer books of the examinee who apply for the revaluations’. – Photocopy/Revaluation Procedure (University VCD/ 1 of 2016)

Mumbai University ‘*Ordinances relating to admission and appearance*’

Mumbai University ‘*Ordinances relating to Examinations*’

All regulations covering student assessment and examinations have been developed into a framework with three levels of authority and responsibility: University, College, Departments. This policy covers policies, rules and procedures governing the student assessment, including conduct of examinations. Under the regulations and ordinances of Mumbai University, all matters respecting the subjects, time and mode of the examinations and respecting the degrees and distinctions to be conferred by the University shall be provided for by Council regulations.

University:

University regulations will prevail in the absence of other College or Departmental regulations. In the case of a discrepancy between University regulations and College or Departmental regulations, University regulations will take precedence.

Colleges and Departments: Council, while retaining the final authority over assessment of student learning, delegates to Colleges the responsibility of establishing general policies concerning the methods and types of assessment which may be employed by the Departments of that College, and each Department should establish any further instructions and policies for its members as necessary.

Faculty and Departments: It is the responsibility of the Faculty and Department Head to report final grades to the In charge Exam Cell in accordance with the regulations outlined here. Faculty will use prescribed grade descriptors or grade comments if required.

6.3 EXAMINATION CONDUCTION POLICY

Our college is centre for conducting First to Four year examinations on the behalf of Mumbai University for our students. Odd semesters examinations are held in second

half of the year i.e. in November/December and Even semester examinations are held in first half of the year i.e. in May/June of every year.

Normally, examinations either during the term or during the final examination schedule will be used to further assess the students' knowledge of course material.

6.3.1 College Examination:

In semester, two Internal Assessment Tests i.e. Test-1 and Test-2 are performed on 40% and 70% syllabus respectively. Relative weightage for Internal assessment is typically 20%. Test papers are assessed by subject teachers and marks are shown to students. Average marks of two tests are submitted to Exam Cell for result preparation.

Each Department establishes examination methods within the regulations and guidelines set out by the College/University.

6.3.2 University Examination

The End Semester Examination will be held as per the University schedule and the relative weightage for this would be 80%. ESE is mandatory and normally of 3 hours duration. It will cover full syllabus of the course. The grade for theory courses can be awarded only after successfully completion of both Internal Assessment and End Semester Examination of the respective course as per the curriculum manual of the respective program.

6.3.3 Scheduling

University schedule ECE twice in the year as First Half of the Year Examination i.e. for even semester and Second Half of the Year Examination i.e. for odd semester. First Half of the Year Examination will be held in the month of May/June, while Second Half of the Year Examination will be held in the month of November/December of every year.

6.3.4 Conduct and invigilation

Examination Cell plan conduction of examination on the basis of Examination Time Table received from University in advance. Seating arrangements are made in blocks. Principal is the Chief Conductor of Examinations. Faculties are appointed as Senior Supervisor, Junior Supervisor while lab Assistants are appointed as Under study supervisor.

University appoints Joint Chief Conductor from other institutes to observe the proceedings during examination period. College also sends the name of senior faculty to University for working as Joint CC in other institute. In every block, one Junior supervisor is present. Each block will be of capacity of maximum 40 students. Senior Supervisor supervises the overall conduction of examination by assigning duties to peons, JS,US, distribution and packaging of question papers and answer books. Understudy supervisors prepare the blocks. Chief conductor is the overall in charge of the examinations.

6.3.5 leaving block after starting of examination and before 30-minute

Students are not allowed to leave the examination room until 30 minutes after the start of the examination. The supervisor can also deny entrance to a student if he or she arrives later than 30 minutes after the start of the examination.

6.3.6 Identification

Students are required to have suitable identification (student I.D. card and Hall Ticket) available during examinations. Block Supervisor (JS) may request students to produce such identification during examinations. If a student claims not to have any proof of identity, the student can be required to present suitable I.D. to the supervisor at some mutually agreeable time and place. The student shall be informed that failure to appear at the agreed upon time and place will constitute an irregularity that will be reported to the Chief Conductor.

6.3.7 No unauthorized assistance (such as copying)

Students shall not bring into the examination room any books, papers, calculators or any other electronic devices (such as laptops, tablets, cell phones, etc.), or other materials except as indicated on the examination paper. Students shall hold no communication of any kind with anyone other than the Block Supervisor while the examination is in progress.

If malpractice such as copying from books, carrying mobiles occurs during Examination, JS reports to SS and CC. A fresh answer book is issued to student by seizing suspected answer book. Copy case is made by writing report in university format and it is forwarded to University for First and Final Year Examinations. While for second and third year Examinations, such cases are transferred to college level Unfair Means Committee. (Refer Annexure -1 for related ordinances)

6.3.8 Leaving block for any reason after 30 minutes starting of examination

Students who need to leave the examination room for any reason require the permission of the supervisor. Before leaving the examination room, students are required to sign a tally sheet indicating their attendance at the examination and submission of examination materials.

6.3.9 Emergency evacuation

If the examination is interrupted by fire alarm, power outage, or similar emergency requiring evacuation, the invigilator should lead the students out of the examination room in an orderly fashion. The invigilator should, to the extent that this is possible, advise the students not to communicate with each other about the examination and supervise the students until the resumption of the examination. If the situation requires cancellation of the examination, it will be rescheduled by the Registrar at the earliest practical date and time.

6.3.10 Accessibility of examination papers

After finishing of examination, answer books are tallied with attendance sheet. Answer books are masked and coded to hide the identity of student for fair evaluation of Second and Third year papers. While First and Fourth year papers are sent to University on the same day once the examination is over just by tallying with attendance sheet.

All marked final examination papers, together with the tally sheets and the final examination questions, shall be retained in the Examination Cell for a period of at least one year following the examination period in which the final examination was held for

For details regarding Examination Conduction, refer Mumbai University ordinances of April 2001

(Refer Annexure-1)

6.4 ASSESSMENT POLICY

Papers for First and Fourth year examinations are sent to University. Second and Third year examinations papers are kept in college for assessment. Assessment is

carried out on two levels i.e. CAP and CAS.

Principal will be the CAS / CAP Director while two faculties are appointed as CAS monitor and two faculties as CAP coordinator.

6.4.1 CAP- Central Assessment Project

Online assessment is carried out for University Examination. Every college is CAP centre. Papers are made available online from University for First and Fourth Year Examinations. Examination Cell is equipped with 10 computers for on line assessment. Approved faculty with more than 2 years teaching experience, can assess these papers. CAS monitor look after the assessment procedure as per University guide line.

6.4.2 CAS- Central Assessment System

Manual assessment is carried out for College Examinations in CAS centre. Exam Cell conducts assessment of college SE, TE examination papers. Two CAS coordinators are appointed by Principal. CAS coordinator in consultation with HODs and Principal decides names of assessors and moderators. He sends verified mark sheets to Exam Cell for result preparation.

TW,OR,PR marks along with theory marks are filled by Data Entry Operator. One of the Exam Cell staff read the marks. In charge Exam Cell verify final gazette (mark sheet) along with individual subject mark sheets. He checks about proper implementation of ordinances applicable for passing, getting grace marks. After signing by Principal, the final gazette is send to the University for further verification by University's moderation committee.

Once University's moderation committee approves, Exam Cell declares the result by displaying on notice board. Result is also displayed on college web site.

6.4.3 Grading system

Students need to be assured of fairness and transparency in grading.

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include INTERNAL ASSESSMENT&END SEMESTER EXAM

INTERNAL ASSESSMENT: Includes Class Tests, Home Assignments

(Given in syllabus manual)

END SEMESTER EXAM : University Theory examination

IA – 20%

ESE – 80%

Attendance – for all (Theory, Tutorial, Practical, Exam) is compulsory as per University Ordinance 119, 75% is compulsory for keeping term.

6.4.4 Modes of Assessment/Evaluation

For Theory Courses :

I.A. – (20% weightage) consist of Two Testout which one is compulsory Class Test and another is either a Class Test or Assignments on live problems or course project in a group or individual.

E.S.E. – (80% weightage) held as per University schedule in 3 Hours duration and will cover full syllabus of course. E.S.E. is mandatory.

* The Grade for Theory courses can be awarded only after successfully completion of both I.A. and E.S.E. of respective course as per curriculum manual of respective programme.

(I.A.-Internal Assessment, E.S.E.-End Semester Exam)

For Laboratory Courses :

The grade for laboratory courses can be awarded only after successfully completion of Term Work, Practical and/or Oral examinations as per curriculum manual of respective programme.

For Seminars :

The grade for seminar can be awarded only after successfully completion of Term Work & Oral presentation as per respective programme in curriculum manual.

For Projects/Dissertation :

Project is part of Term Work; The project report will not be accepted if students fail to complete the project successfully. The grade for project can be awarded only after successfully completion of Term Work/Oral presentation as per the Curriculum manual of respective programme.

6.4.5 Grading of performance

In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/ syllabus, the student is awarded a letter grade. Numeric equivalent of this letter grade is grade point.

Letter Grade and Grade Point Allocation

Percentage of Marks	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40	F	0	Fail

AB – Absent with ‘0’ grade point. She/he should reappear for said exam in due course.

6.4.6 Semester Grade Performance Index (SGPI)

The performance of learner in a semester is indicated by SGPI. The SGPI is weighted average of grade points obtained in all courses by learner during the semester. e.g. If learner passes five courses (T, L, P, S, etc.) in semester with credits C₁, C₂, C₃, C₄ & C₅ and Grade Points in these courses are G₁, G₂, G₃, G₄ & G₅ respectively, then learners SGPI is equal to :-

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the “For AB” grade awarded in that semester e.g. if learner has failed in course h, the SGPI will be-

$$\frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 + ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

6.4.7 Cumulative Grade Performance Index (CGPI)

An up to date assessment of the overall performance of a learner from the time she/he enrolled the University of Mumbai is obtained by calculation a

number called ‘Cumulative Grade Performance Index’ (CGPI), in a manner similar to SGPI. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPI will reflect failed status in case of F grades, till course are passed. When course is/are passed by obtaining a pass grade on subsequent examinations, the CGPI will only reflect new grade and not fail grades earned earlier.

$$CGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a final CGPI calculated which considers all credits earned by learner specified for particular programme.

6.4.8 Heads of Passing

Internal Assessment and End Semester Examination should be two separate heads for passing. Apart from these practical and/or oral exam also should be independent heads/of passing.

Note: Learner should satisfactorily complete Term Work in all courses for particular semester as per syllabus/curriculum manual to be eligible to appear for any form of examination.

6.4.9 Promotion of Learner and Award of Grades

A learner will be declared PASS and eligible for grade in particular course if she/ he secure at least 40% marks in each head of passing

OR

Secure more than 50% in total (IA + ESE) if learner fails in IA

Carry forward of Marks

Internal Assessment or End Semester Examination marks shall be carried over in next exam if one head shows PASS.

6.4.10 Re-examination of IA and ESE

Re-exam for IA should be completed before commencement of next semester theory exam.

Re-exam to ESE will be conducted as per schedule planned by University of

Mumbai.

6.4.11 Allow to keep terms (ATKT)

She/he fails not more than 8 heads of passing of which not more than 5 heads shall be inclusive ESE together for academic (2 semesters) year. (Total 8 Heads of which 5 will be ESE heads). 'AB' shall be considered for Lecture in deciding ATKT.

6.4.12 Semester Grade Report

At the end of each semester the grade report, which reflects the performance of the learner in that semester, is prepared and issued to the learner. This report includes the fail grades as awarded. Even when a failed course is passed in a later semester, no new modified grade report for that semester in which the fail grade the fail grade was awarded will be issued. In case of backlog courses, learner should be issued separate grade report card as and when she/he passes courses. The grade card can be issued to learner reflecting-

L – Letter Grade

C – Credit points at individual courses

SGPI –SGPI for each semester

CGPI –for all successfully completed courses till that semester exam.

Each College will follow regulations and guidelines for the College governing methods of evaluation permitted, final or any other examination requirements, including whether a student may obtain credit for a course even if the final examination is not written, and any limits on the relative weighting of final examinations or any other term work.

The University shall periodically review methods of student assessment.

6.5 PHOTOCOPY/ REVALUATION OF ANSWERBOOK

A student, who is dissatisfied with the assessment of her or his work or performance in final examination, shall follow the procedures set out in the Council policy as procedure of photocopy / revaluation.

*(Refer **Anexure-2**)*

6.6 ELIGIBILITY (FOR ADMISSION AND APPEARANCE TO NEXT CLASS / EXAMINATION)

Eligibility for admission to next class i.e. FE to SE, SE to TE and TE to BE is followed as per Mumbai University ordinances.

*(Refer **Anexure-3**)*

6.7 EXAMINATION CELL

Examination Cell is headed by the **In charge Examination (I.E.)** from faculty with 5 supporting staffs (3 clerks, 1 peon and 1 faculty as assistant to I/C Exam Cell). Conduction of all examinations is the prime responsibilities of the Exam cell. Further, Exam cell coordinates with the University regarding all examination matters. The **I.E.** reports the **Principal** in all examination matters. Any information either received or required to be sent to the University is being dealt by the Exam cell in co ordination with various departments.

6.7.1 Functions of the Examination Cell

- 1) Circulars, Guidelines, Office Orders, Notifications are received by the Exam cell. Any reply, thereof is authenticated by **Principal** and is dispatched to the University.
- 2) Examination Notices received from the University are duly forwarded to all concerned departments.
- 3) To display the Notices on behalf of University comprising details of exam form submission, Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
- 4) To display University Time table, Invigilation duty chart, Seat allotment for the Examination both for the students and staff.
- 5) To mobilize staff and to assign the duties for the conduct of examination in various capacities.
- 6) To conduct central assessment process by distributing Answer books to the concerned teachers and to receive the answer books and mark list, and to prepare the same in the desired university format for acknowledgement.
- 7) Distribution of marks sheets to Students.
- 8) Result Analysis all of the examination results.
- 9) Verification and Conduction of photocopy/revaluation process of university and college examinations accordingly.
- 10) Submission of the Report of the respective Examinations to the Principal.

Annexure-1

EXAMINATION ORDINANCES

- **Ordinance 5042** Grace Marks for passing in each head of passing (Theory/ Practical /Oral/Sessional)External/Internal)
- **(CBGS) Ordinance O.5042-A:** Grace Marks passing in each course /head of passing (Theory/Practical/Oral/Sessional/TW/External Semester End Exam/Internal Assessment).

The examinee shall be given the benefit of grace marks only for passing in each course/head of passing (Theory/Practical/Oral/Sessional/TW) in External/Semester End Examination or Internal examination Assessment follows:

Head of Passing	Grace Mark's upto
Upto – 50	2
051 – 100	3
101 – 150	4
151 – 200	5
201 – 250	6
251 – 300	7
301 – 350	8
351 – 400	9
and 401 and above	10

Provided that the benefit of such gracing marks given in different Courses/heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance shall be applicable only if the candidate passes the entire examination of semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE UGC etc.

➤ **Ordinance O.5043A :- Grace Marks for getting Higher Class / Grade**

A candidate/learners who passes in all subjects/courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course/head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class/Grade has been prescribed.

Provided further that the gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

➤ **Ordinance O.5044A:- Grace Marks for getting distinction / Grade “O” in the subject / course only.**

A Candidate/learners who passes in all the Courses or Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/subject/s falls short by not more than three marks for getting Grade “O”/distinction in the Courses/subject/s respected shall be given necessary grace marks up to three (03) in maximum two (02) subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course/ subject has been prescribed.

Provided further that this grading is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

➤ **Ordinance O.5045A :- Condonation**

If a candidate/learners fails in only one course/head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course/head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing are restricted to maximum up to 10 marks only.

Condonation of deficiency of marks is shown in the Grade Card/Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

➤ **Ordinance O.5046A :- Moderation**

1. The Moderation System shall be applicable to all the faculties for Under Graduate and Post Graduate Semester End Examination/External Theory Examinations.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course/paper.
3. In case of professional faculties /courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade "O". For non-professional faculties/courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade "A" and above marks.
4. The Moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade "E"/ minimum passing marks and marks required for Grade "A" and above First Class/distinction shall be carried out on random sample basis.

5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

➤ **Ordinance O.5047A :- Vigilance Squads**

1. The vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centers of University Examinations to:
 - (i) Ensure that the University Examinations are conducted as per norms laid down.
 - (ii) Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
 - (iii) Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
2. The Vigilance squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.
3. The Vice-Chancellor shall appoint Vigilance Squad which may include-Senior Teachers of Affiliated College/Recognized Institution/ University Departments/ Teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.
4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He/she shall ensure strict vigilance against the use of

unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

➤ **Ordinance O.5048A :- Amendments of Results**

(A) Due to errors

In any case where it is found that the result of an examination has been affected by errors, the controller of Examination shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary. With the necessary approval of Vice-Chancellor / Pro Vice-Chancellor, Provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error Means:-

- 1) Error in computer/data entry, Printing or programming and the like.
- 2) Clerical error, manual or machine, in totaling or entering of marks on ledger /register.
- 3) Error due to negligence or oversight of examiner or any other person conned with evaluation, moderation and result preparation.

(B) Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited and that such examiner, has in the opinion of the Board of Examination been Party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination shall have power at any time notwithstanding the issue of the certificate or the award of a Prize or Scholarship, to amend the result of such examiner and to make such declaration as the Board of Examination considers necessary in that behalf.

➤ **Ordinance O.5049A:- Appointment of Paper-setters, Examiners, Senior Supervisors and conduct of examination etc.**

1. No person can claim appointment as paper-setter/examiner/ moderator or any other examination work as a matter of right. Appointments of persons as paper-setters/examiners / moderators shall be ordinarily made at the time of annual examination.

However, if it is necessary to do so, the appointment of papersetters may be made at time of October examinations.

2. The Paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper-setters/examiner/ moderator.
3. The paper-setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of three years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.
5. The Principal of the concerned college shall himself/herself be the Chief conductor. Where substitute arrangement is required it shall be done only by prior permission of the University. However, the Principal shall alone be responsible for any lapse/lapses occurring during the conduct of the examination.
6. The external senior supervisor appointed by the university shall report to the Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He shall ensure that the stationery required for the conduct of examinations, question papers, etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
8. He shall also ensure that the students are not resorting to unfair means/ practices. In case incidences occur, he shall immediately report the cases of unfair means to the controller of examinations along with his report. He should not leave the examination centre during the examination period.
9. He shall ensure that the answer book is distributed to the students 10 minutes before the start of the examination.

10. The examination forms of the students shall be accepted by the principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms the college along with the fees so collected, by demand draft.
 11. After the receipt of examinations forms in the University the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination.
 12. The principal shall, immediately after the examination is over, dispatch the answer books to the CAP centre/concerned examiner, as per the instructions of the university from time to time.
 13. The directors of the CAP appointed by the university shall receive the bundles of answer books sent by the principals of the concerned examination centre.
 14. The directors of the CAP shall arrange for the assessment of the answer books centre as per central assessment programmed prescribed by the university.
 15. The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions received by the University from time to time.
 16. As soon as the mark lists are received in the University examination branch the same should be processed immediately.
 17. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall dispatch the result along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.
 18. The answer papers of examinations shall be preserved for a period of at-least 6 months from the date of declaration of result of the examinations concerned.
- **Ordinance O.5050A**:-**Ordinance regarding Unfair means Resorted to by the students**
1.
 - (a) On receipt of a report regarding use of unfair means by any students at any University examination, including breach of any of the rules laid down by the University Authorities for proper conduct of examination, the Board of Examination shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a college or Recognized Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified

period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

- (b) Where the examinations of the University courses are conducted by the constituent college/Recognized Institutions on behalf of the University, the Principal/Head of the concerned constituent college /Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
- (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognized Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

2. Competent Authority

- (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action

against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the University.

- (ii) The Principal of the constituent College or Head of the Recognized Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

3. Definition-Unless the context otherwise requires:

- a) “Student” means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma, or certificate examination.
- b) “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.
- (i) Possessing unfair means material and or copying there from.
 - (ii) Transcribing any unauthorized material or any other use thereof.
 - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbance in any manner in the examination proceedings.
 - (iv) Unauthorized communicating with other examiners or anyone else inside or outside the examination hall.
 - (v) Mutual / Mass copying.
 - (vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - (vii) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - (viii) Interfering with or counterfeiting of University/College/ Institution seal, or answer-books or office stationary used in the examinations.
 - (ix) Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
 - (x) Impersonation at the University/College/Institution examination.

- (xi) Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination.
 - (xii) Or any other similar acts/and/or omission/s which may be considered as unfair means by the competent authority.
- c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- e) “Possession of unfair means material by a student” means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorized in this behalf.
- g) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the

examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.

- h) “Chief Conductor” means Principal of the College concerned or Head of the University Department or Recognized Institution concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
- i. The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answer-book.
 - ii. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
 - iii. Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). if the students refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
 - iv. Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - a) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - c) May report the case to the concerned police station as per the provisions of Maharashtra Act No. XXXI1982- An Act provided for preventing malpractices at University; Board and other specified examinations.
 - d) Confiscate his/her answer-book, mark it as “suspected unfair means case” and issue him/her fresh answer-book duly marked.

- v. All the materials and list of material mentioned in sub-clause (I) and the undertaking with the statement of the student and that of the Jr. Supervisor and mentioned in clause No. (ii) and (iii) and the answer-book shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations/ Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.
- vi. In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

6. Procedure to be followed by Examiner during Assessment :-

If the examiner at the time of assessment of answer-book suspects that there is prima-facie evidence that the students / whose answer-book the examiner is assessment appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, along with the evidence, to the controller of Examinations/ Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.

7. Case of unfair means having prima-facie, reported to the University/College/ Institution by the Chief Conductor/ Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examination/ Principal /Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned officer/In-charge of the Sub-section/Unit to which the case is primarily pertained, at the Examination Section of the University/ College/Institution shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary report to the concerned competent authority. If the competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry committee for further investigation. The concerned officer of the Sub-section/Unit through which the case has originated or the case is pertaining to, shall be the presenting officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Results of the concerned students involved in such cases shall be held in reserve till the competent Authority takes final decision in the matter and the concerned students and the college / Institution to which he/she belongs to, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry committee

- (i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under section 32 (6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subjects to provisions of Section 42 & 43 of the said Act.
- (ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal /Head) to be nominated by the Principal /Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- (iii) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the students / after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under

- (i) The Controller of Examinations of the University / Principal of the College or Head of the Recognized Institution, or the officer authorized by them as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as so why the charges/levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.

- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charges/against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment

The competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of college examination, and the Head in the cases of examination held by the Recognized Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the students found guilty of using unfair means:

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him /her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix –A .
- (g) The concerned student is informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College / Institution he/she belongs.

Annexure-2

PHOTOCOPY / REVALUATION VCD 1 OF 2016

(Rules and Procedure for providing the Photo/Xerox copies of assessed Answer-book/s to the examinee and Process of Revaluation of the Answer-book/s of the examinee who apply for the revaluation (Examinations Conducted by Colleges / Institutions / Department on behalf of the University) No. Exam /Photo & Rev./VCD/ 1 of 2016)

- A) **Applying for Photo/Xerox copy of answer book and applying for Revaluation will be two independent processes.**
- B) Applying for the Photo/Xerox copy of the answer book or having Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
- C) The examinee can independently apply for revaluation OR Photo/Xerox copy OR both simultaneously.
- D) The examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null and void as soon as he submits his application for the revaluation.

Rules & Procedure for providing the Photo/Xerox copy of assessed answer book/s

1. The facility of obtaining Photo/Xerox copy/ies of assessed and/or moderated answer book/s by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
2. This facility, thus provided, shall be **for theory papers and scripts of practical examination/ session work/ project work/ dissertation/ internal assessment/ term work (including theory part, wherever written scripts are available)** of all the examinations conducted by the college / institution on behalf of the University in the current session.
3. However **within ten (10) working days from the date of declaration of**

- the results or on issue of the statement of marks** by the college the candidate shall be allowed to apply in the prescribed format along with payment of non-refundable fee of Rs. 100/- by cash or D.D. drawn in favors of the 'Principal, KJSIEIT' payable at Mumbai. The examinee/s belonging to reserved categories shall be granted 50% concession in fee.
4. The prescribed application form for obtaining Photo/Xerox copy/ies of answer book shall have to be filled and signed by the applicant examinee only and shall be submitted to the respective college / institution (i.e. KJSIEIT, Sion) to which the candidate has registered for the said course **within ten (10) working days** from the date of the declaration of result of the examination or issue of the statement of marks by the college / institution, whichever is later. While for University Examination, The respective College to which such applications for the Photo / Xerox copy/ies are submitted shall forward to the Controller of Examinations of University of Mumbai, the list of such applicants **within ten (10) working days** from the date of declaration of result or receipt of the statement of marks by the College, whichever is later (i.e. within three (3) working days from the last date of submission of forms), in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 80/- per Photo/ Xerox copy of the answer book/subject and retain Rs. 20/-per Photo/Xerox copy of the answer book/subject as the administrative expenses at the College out of Rs. 100/- per application received from the students.
 5. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained. **Note:** a) It will be the responsibility of the Principal of the college to distribute the statement of marks immediately after the declaration of results. b) It will also be the responsibility of the student to collect the statement of Marks from the college and apply for photo/Xerox copy/ies or / and revaluation within stipulated time. c) No application after the due date will be entertained on any ground whatsoever.

6. The Principal will publish the last date of submission of application for photocopy of each examination on the notice board.
7. The College/Institution/Department shall Endeavour to supply Photo/Xerox copy/ies of answer books as far as possible **within twenty (25) working days** from the date of receipt of application for photo/Xerox copy/ies of the answer book/s. While for University Examination, the University shall endeavor to supply Photo/Xerox copy/ies of answer books as far as possible **within twenty five (25) working days from the date of receipt of application** to the University from the respective College through which the candidate has made the application for Photo/Xerox copy/ies of the answer book/s.
8. The Principal shall publish the list of students, whose Photo / Xerox copy/ies are ready for delivery in the college the college, on Notice Board.
9. The Photo/Xerox copy/ies shall be handed over to the applicant examinee in person only and under no circumstances to any other person.
10. While obtaining the Photo/Xerox copy/ies from such respective college the applicant examinee shall have to produce the original receipt of submission of application form and to establish his/her identity, to the Principal or the Officer of the college authorized by him.
11. On receipt of Photo/Xerox copy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
12. The Photo/Xerox copy/ies so obtained by the examinee shall be for his/her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.

13. If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the college and the decision taken by the authorities based on the recommendation of the said committee shall be final.
14. If his/her indulgence/commission in unfair act/attempt is proved, the examinee shall be liable for the punishment ranging from: (i) cancellation of his/her marks in the said subject, either originally granted or granted on revaluation as the case may be, (ii) annulment of examination/s for a stipulated period of maximum up to 5 examinations, (iii) cancellation of his/her result of the examination etc.
15. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the Principal, KJSIEIT in the prescribed form along with the said photocopy and copy of the question paper **within seven (07) working days** from the date of publication of the notice by the Principal of the respective college as per the provisions hereinabove. **i) Mistake in totaling**
ii) Non assessment of a question / sub-question if required, iii) improper photocopy

After due verification, the Principal, KJSIEIT shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for necessary rectification.

16. In case of non-assessment of question / sub-question the original assessor or if the answer- book is moderated the moderator will be called for rectification. It will be binding on the concern examiner / moderator to attend the call of the Principal of the respective college and it will also be the responsibility of the Principal of another college to relieve the concern examiner / moderator to attend the respective College examination cell **on the given date or within three (3) working days** if no specific date is

communicated. The concern examiner / moderator will be entitled for only travelling allowances.

Not attending the call of the respective college within stipulated period will be treated as misconduct and **penalty of Rs. 100/- per day will be imposed on all concerned** and the same shall be recovered from the pay by the Principal of the college or any other authority responsible to draw the salary on receipt of the intimation from the Principal of the respective college. On deducting the penalty amount, the Principal of the college shall remit the same to the Principal of the college where the concerned examiner was called and the same shall be credited to the Students' Welfare Account or the Library Account of the college to which the amount of fine is remitted.

17. The examinee is free to apply for Photo/Xerox copy/ies of answer books of as many subjects as he / she so desires.

Rules and Procedure for the Revaluation of the answer-books

1. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation to the college in the prescribed form within the period and in the manner prescribed hereinafter, whether or not he/she has applied for Photo/Xerox copy/ies of the same to the college.
2. This revaluation facility thus provided, shall be **for theory papers and scripts of practical examination/ session work/ project work/ dissertation/ internal assessment/ term work (including theory part, wherever written scripts are available)** of all the examinations conducted by the college / institution on behalf of the University in the current session.
3. All examinees can apply for revaluation of the answer book(s) with whatever marks he / she secured and even the zero marks.
4. The examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires.

5. The prescribed application form for revaluation of answer book can be obtained from the office of the respective college to which the candidate has registered for the said course in the current session.
6. The non refundable prescribed fees of Rs. 500/- per subject per answer book for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by cash or by D.D. drawn in favour of the Principal of respective college to which the candidate has registered for the said course in the current session. The examinees from the reserved categories shall be given fifty per cent (50%) concession, provided a certified copy of the caste certificate is enclosed.
7. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted to the college office along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within ten (10) working days** from the date of the declaration of the result of the respective examination or from the date on which the college issued the statement of marks, whichever is later. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.
8. On receipt of the applications for revaluation to the colleges, the subject wise consolidated information and list of the examiners for the process of revaluation shall be prepared by the examination committee. The examiners shall be appointed by the Principal from the approved examiners panel for the process of revaluation. While for University Examinations, college shall forward the list of such applicants along with forms and documents, to the Controller of Examinations, University of Mumbai **within fifteen (15) working days** from the date of declaration of result of respective examination or from the date on which the College received the statement of marks, whichever is later, in such format and as per such procedure as shall be prescribed by the Controller of Examinations, along with Rs. 450/- per subject for revaluation on retaining with itself Rs. 50/- per subject as the

administrative expenses out of Rs. 500/- as fees for revaluation per subject.

9. On receipt of the applications for revaluation from the Colleges, the subject wise consolidated information and list of the examiners for the process of revaluation shall be prepared. The examiners shall be appointed by the Controller of Examinations from the examiners panel approved by Board of Examinations on the recommendation by the Dean of the Faculty or the Chairman of the concerned Board of Studies for the process of revaluation.
10. The processing and co-ordination of the revaluation cases will be done by the examination cell of the concern college for SE and TE, college Examinations only. While for FE and BE, University Examinations, the processing and co-ordination of the revaluation cases will be done by the Revaluation Unit; the verification and rectification, if required, in these cases will be done by the Revaluation Unit; assessment of the Revaluation process will be done by arranging the CAP and marks statement will be send to the Result Unit for processing and result/s will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section.
11. Effect shall be given to the change in original marks on revaluation, as under:
 - i) The marks obtained after revaluation shall be accepted by the Principal of the respective college, if the marks assigned to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10 %) or more than the marks originally obtained by the candidate in the paper without any grace, and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. For the purpose of computing the ten percent (10%) difference in marks, fractions shall be ignored. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the Principal of the respective College, if the candidate gets benefit of

passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

ii) Notwithstanding what is contained in clause 39 (i) where the difference between the marks originally obtained by the candidate in the paper with corrections, if any, made during the process of revaluation without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper (Ignoring the fractions, if any). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by twenty five percent (25%) ignoring the fractions, if any, of the maximum marks assigned to that paper, a second revaluation of the said answer books be done by a third examiner from the panel of examiners for the said subject, in such an event the average marks of the first and second revaluations shall be accepted by the Principal of the respective college as the final marks for the said subject.

iii) An answer book shall be sent for second revaluation to another senior examiner appointed by the Principal of the college if on the first revaluation a candidates marks are decreased below the passing marks or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

iv) The revised marks obtained by a candidate after revaluation, as accepted by the Principal of the respective college shall be taken into account for the purpose of amendment of his results only and the result shall be communicated to the students by the Principal of the respective college.

- v) **It is mandatory to send the copy of the revaluation result by the Principal of respective colleges to the Controller of Examinations, University of Mumbai for information.**
12. The Principals of the other Colleges shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Principal of the College, in which the revaluation work is to be carried out.
13. It will be mandatory on the part of the teachers of the colleges to attend the revaluation work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. If the Principal of the college without any due and sufficient reasons, Head of the Department fails to relieve the teacher for revaluation or teacher fails to attend the work of revaluation, **penalty of Rs.100/- per day will be imposed on all concerned** and the same shall be recovered from the pay by the Principal or any other authority responsible to draw the salary and the same shall be credited to the Students' Welfare Account or the Library Account of the college.
14. The remuneration for examiner/s appointed shall be paid at the rate of Rs. 20/- per answer book and Rs. 120/- as travelling allowances per day, or the lump sum of Rs. 320/- shall be paid if number of answer books is less than 10 (Ten). The examiner/s from the same college shall not be entitled for the travelling allowance.
15. The answer books already revaluated shall **not be moderated or further re-revaluated**, unless so directed by the Vice-Chancellor, in exceptional cases.
16. The whole process of revaluation shall be completed as far as possible **within a period of forty five (45) days** from the date of receipt of the application for revaluation by the college / institution.

17. **THE PHOTO COPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEES.**
18. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
- (i) The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
 - (ii) The college shall be entitled to charge fees of Rs. 500/- at the time of granting admission *to such students* to the next class before declaration of the result of the revaluation,
 - (iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
19. In case if the student is declared to have passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized. (i) In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission. In case of other

students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.

20. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.
21. Examiners and/or moderators, if found careless in the original assessment, the appropriate action will be taken as per the rules and regulations of the University.
22. **The Controller of Examinations will prescribe the detailed office/administrative procedure.**

Annexure-3

The revised curriculum and credit based grading system is implemented for Bachelor of Engineering programme in the University of Mumbai from the academic year 2012-2013. In view of this it is essential to modify and amend the regulations applicable to Bachelor of Engineering programme and these are as given below as ordinances:

ORDINANCES RELATED TO ADMISSION:

0.6242:- A learner who has passed semester I and Semester II examinations of engineering will be permitted to enter upon the program for semester III of second year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to enter upon the program for Semester III of second year engineering.

0.6243:-A learner who has passed semester I to semester IV examinations will be permitted to enter upon the program for semester V of third year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to enter upon the program for Semester V of third year engineering provided he / she has passed semester I and semester II examinations of first year engineering.

0.6244:- A learner who has passed semester I to Semester VI examinations will be permitted to enter upon the program for semester VII of final year engineering. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together will also be permitted to enter upon the program for semester VII of final year engineering provided s/he has passed all examinations up to and including semester IV.

0.6245:-Notwithstanding anything contained in 0.3711R and 0.3712R a learner who has satisfactorily kept term for semester VI of the Third Year production Engineering program shall be deemed eligible to undergo training in industry if arranged during semester VII of final year engineering . However, s/he will be eligible to join semester VIII of the program provided s/he has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and has passed all examinations up to and including semester IV previously. The word 'previously' refers to semester I, Semester II, Semester III and Semester IV examinations conducted no later than the first half of the year or training.

ORDINANCES RELATED TO EXAMINATION:

0.6246:- Internal Assessment, End semester examination, Practical and / or oral will be considered as separate Head of passing prescribed in the scheme of instructions and examinations. **Term Work** is not a **separate head of passing**; however a learner is **eligible** to **appear** for any form of **examination** only after **satisfactorily completion of Term Work** in **all courses** of a particular semester as per scheme of instructions and examinations.

0.6247:-A learner for being eligible to appear for semester III of the second year Engineering Examination should have satisfactorily kept the term for semester III and passed in semester I and Semester II examination. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II considered together will also be permitted to appear for semester III examination.

0.6248:- A learner for being eligible to appear for semester IV of the second Years Engineering examination should have satisfactorily kept the term for semester IV and passed all examinations upto semester III. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I, Semester II considered together and kept the terms for semester III will also be permitted to appear for semester IV examination.

0.6249:- A learner for being eligible to appear for semester V of the Third year Engineering Examination should have satisfactorily kept the term for semester V and passed all examinations upto semester IV. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together will also be permitted to appear for semester V examination.

0.6250:- A learner for being eligible to appear for semester VI of the Third Year Engineering Examination should have satisfactorily kept the term for semester VI and passed all examinations upto semester V. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester III and Semester IV considered together and kept the term for semester V will also be permitted to appear for semester VI examination.

0.6251:-A learner for being eligible to appear for semester VII of the Final Year Engineering examination should have satisfactorily kept the term for Semester VII and passed all examinations upto semester VI. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of

Semester V and Semester VI considered together will also be permitted to appear for semester VII examination.

0.6252:- A learner for being eligible to appear for semester VIII of the Final Year Engineering Examination should have satisfactorily kept the term for semester VIII and passed all examinations upto semester VII. However, a learner who has failed in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester V and Semester VI considered together and kept the term for semester VII will also be permitted to appear for semester VIII examination.

0.6253:-To pass in the individual courses of semester I to VIII examinations of first to final year of engineering, a learner must obtain a minimum of 40 % of the full marks. The minimum of 40 % of the full marks must be obtained in the Internal Assessment, End semester examination, practical and oral examination separately in each course as applicable.

Or

A learner also pass in individual courses even if s/he **fails** in **Internal Assessment** but secure **more than 50% in total (Internal Assessment + End Semester Examination)** in that course.

0.6254:- A learner who fails in an examination, but secures a minimum of 40 % of the marks assigned to the Internal Assessment, End semester examination, practical and/or oral examination in a course will at his / her option be exempted from reappearing in the Internal Assessment, End semester examination, practical and/or oral examination in that course. The marks secured by such a learner in the Internal Assessment, End semester examination, practical and/or oral examination will be carried forward to the subsequent examination at which s/he reappears.

0.6255:- Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for laboratory hours. The minimum credit required for award of a B.E. degree is **180**.

0.6256:-Rating of learner's performance in a theory course should be done by using various modes of assessment, which mainly include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 20 per cent. This will consist of two class tests. The relative weightage for end semester examination is 80 % and will be held as per the university schedule. The end semester examination is mandatory.

0.6257:-A learner is awarded a letter grade in every course, based on the combined performance in all assessments in a particular semester as per scheme of instructions and examinations of the respective programme. These letter grades not only indicate a qualitative

assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for undergraduate programme are as below:

Percentage of Marks Obtained	Letter Grade	Grade Points	Performance
80.00 and above	O	10	Outstanding
75.00 – 79.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
40.00 – 44.99	P	4	Pass
Less than 40.00	F	0	Fail

0.6258:- The **grade** for **theory courses** can be **awarded** only after **successfully completion** of both **Internal Assessment** and **End Semester Examination** of the respective course as per scheme of instructions and examinations of the respective programme.

0.6259:- A learner who remains **absent** in any form of **evaluation/examination**, **letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero**. S/he should reappear for the said evaluation/examination in due course.

0.6260:-The performance of learner in a semester is indicated by SGPI. The SGPI is weighted average of grade points obtained in all courses by learner during the semester. e.g. If learner passes five courses (T, L, P, S, etc.) in semester with credits C₁, C₂, C₃, C₄ & C₅ and Grade Points in these courses are G₁, G₂, G₃, G₄ & G₅ respectively, then learners SGPI is equal to :-

$$SGPI = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the “For AB” grade awarded in that semester e.g. if learner has failed in course h, the SGPI will be-

$$\frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 + ZERO + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

0.6261:-An up to date assessment of the overall performance of a learner from the time she/he enrolled the University of Mumbai is obtained by calculation a number called ‘Cumulative Grade Performance Index’ (CGPI), in a manner similar to SGPI. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPI will reflect failed status in case of F grades, till course are passed. When course

is/are passed by obtaining a pass grade on subsequent examinations, the CGPI will only reflect new grade and not fail grades earned earlier.

$$\text{CGPI} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_iG_i + \dots + C_nG_n}{C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n}$$

There will also be a final CGPI calculated which considers all credits earned by learner specified for particular programme.

0.6262:- A Learner who has passed the Bachelor of Engineering degree examination of the university and who wish to improve their CGPI be permitted to appear again for the same examination with the same courses. The learner may appear Semester VII and VIII together or separately but all courses of semester VII together and all courses of semester VIII together without being required to keep any term again. This provision shall be applicable subsequent to the first passing of the degree examination for not more than three consecutive examinations conducted by the University. Marks obtained by the candidate in term-work, internal assessment, practical and/or oral examination, seminar and project of semester VII and semester VIII shall be carried forward for not more than three consecutive examinations.

0.6263:-A learner who has passed the Bachelor of Engineering degree examination of the university and wish to improve CGPI at any point of time be permitted to appear again for the existing examination with the available courses at that point of time. The learner may appear Semester VII and VIII together or separately but all courses of semester VII together and all courses of semester VIII together without being required to keep any term again. Marks obtained by the candidate in term-work, internal assessment, practical and/or oral examination, seminar and project of semester VII and semester VIII whichever applicable shall be carried forward.



**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

7. LIBRARY POLICY



INDEX

Sr. No.	Description	Page No.
7.1	Vision	7-3
7.2	Mission	7-3
7.3	Library Profile	7-3
7.4	Library Advisory Committee	7-5
7.5	Library Sections	7-5
7.6	Purchase Procedure for Books	7-12
7.7	Purchase Procedure for Journals	7-12
7.8	Weeding Out Policy	7-12
7.9	Value Added Services	7-14
7.10	Library Staff	7-17
7.11	Feedback Policy	7-18
7.12	Future Plan / Prospect	7-20



7.1 VISION

KJSIEIT Library desires to set up a Knowledge Resource Centre that will provide free and open access to materials and information that reflect global perspective.

7.2 MISSION

- To build effective and efficient digital information resource capacity.
- To establish memberships of other technical libraries for students' benefit.
- To develop institutional repository which will primarily include the intellectual assets of the institute
- To Foster an innovative and collaborative staff culture.

7.3 Library Profile :

Library is 'Heart' of the institute. Heart pumps out blood whereas library pumps out information which facilitates the teaching and learning process.

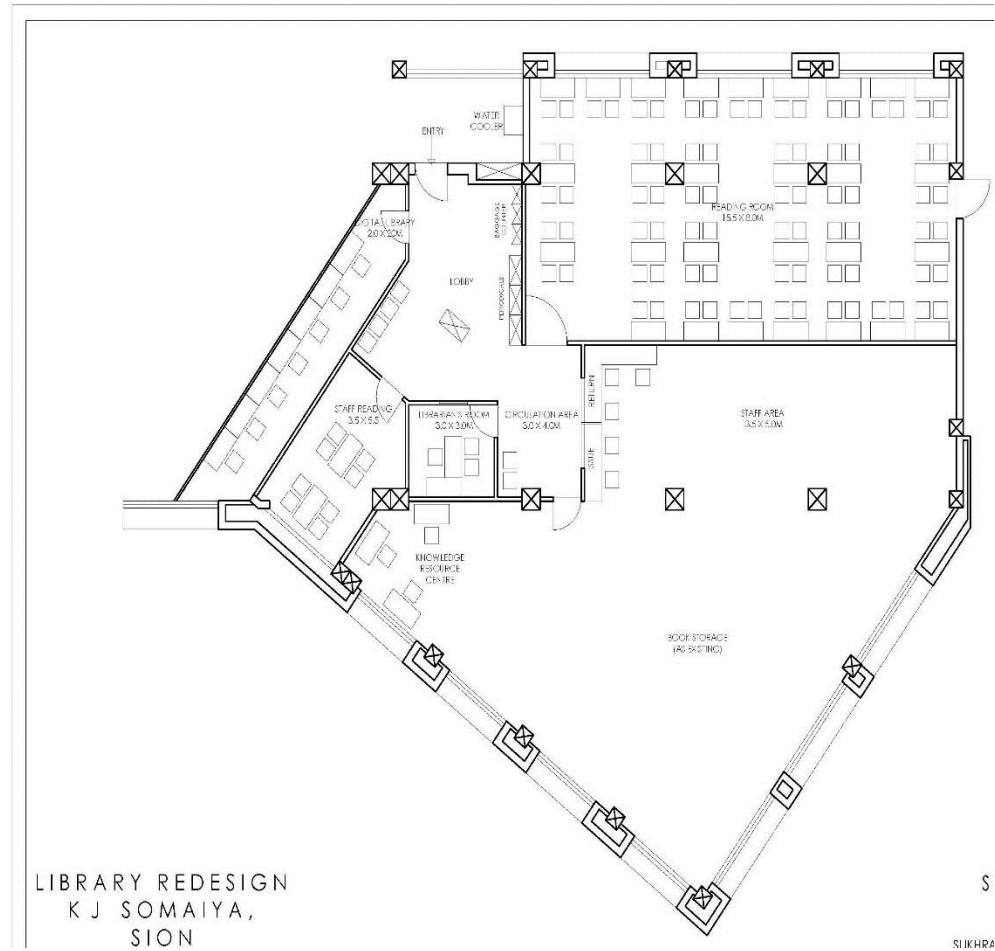
Libraries are, in a certain sense, a microcosm of our world where ideas propagate and cultures surround them, while at the same time libraries are also extensions of each individual that seeks knowledge — whether for amusement, practical need, inspiration or even to help them teach others.

KJSIEIT Library is functional to cater needs of its patrons. Important features of KJSIEIT library include -

- Enriched and duly updated collection to suit the ambience and location of INFORMATION CENTRE (Library) for its stake holders.
- 20000 volumes of renowned authors both Indian and foreign comprising of text books, reference books, handbooks, encyclopedia, general reading books
- 500 E-journals including IEEE, ACM, ASME, SPRINGER, SCIENCE DIRECT and IET journals. Remote access possible.
- NPTEL videos lectures by IIT professors on various subjects.
- Comprehensive collection of CDs and DVDs study material and application

software.

- Provision of past question papers and syllabi copies in hard copy as well as on college website under Library page.
- Additional reading facility during examination.
- GCC i.e. Global common circulation facility which enables every Somaiya student book borrowing from any Somaiya institute.
- Book Bank Facility.
- Wi-Fi connection for uninterrupted internet usage.
- Online Public access catalogue.
- Online renewal, Online reservation, Various reminders on e-mail.
- Alerts about current contents and current material in library.
- Total 11 newspapers are subscribed. These include newspapers in Marathi, Hindi, Gujarati and English language.
- Reprographic facility available on ground floor.
- Medical college library available 24x7



LIBRARY LAYOUT

7.4 Library Advisory committee :

With a view to smooth conducting of routine affairs related to KJSIEIT Library, Library committee is established. The committee members include Principal as a chairman, one External Advisor, One Internal Advisor, Librarian as a Convenor, One Member from each department, Student Representative and Assistant Librarian as a co-ordinator.

The Library committee meeting is held at regular intervals. Committee discusses various issues related to functioning of library to help the librarian in matters such as –

- Infrastructure
- Furniture
- Collection and development (Books, periodicals and journal)
- Rules, Services and policies
- New plans

Library Staff include One Librarian, One Assistant Librarian, One Library Assistant, One Library Clerk and Two Library Attendants.

7.5 Library Sections

KJSIEIT Information centre (Library) is located on the first floor near auditorium. It is enriched and duly updated with collection to suit the ambience and location of **Information Centre (Library)** for its stake holders. Various sections of library are as follows:

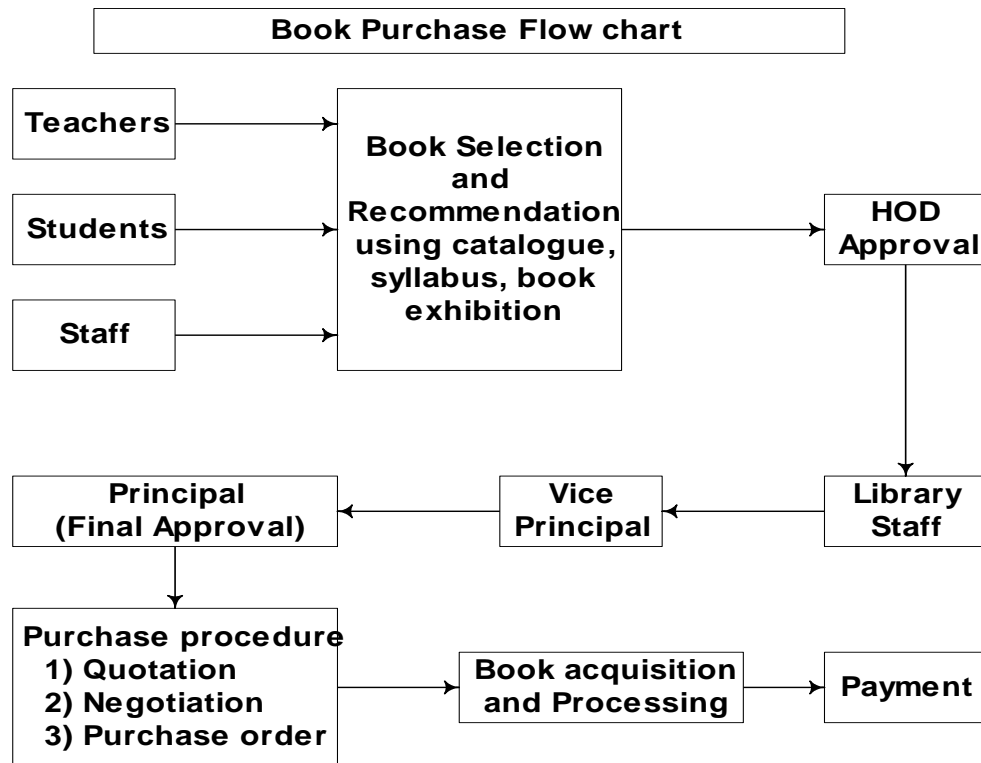
1. Acquisition section
2. Processing section
3. Book stack area
4. Circulation section
5. Journals/ Magazine section
6. Reference section



7. Reading room
8. Digital Library

7.5.1 Acquisition :

- Purchasing of books is done throughout the year.
- All the text books and reference books recommended in the syllabus are purchased before beginning of the semester.
- Recommendation from subject teachers followed by approval from the principal is taken for purchase.
- Book exhibition is held every year which ensures interaction of staff and faculty with new books in market.
- Along with engineering books, general reading books are also purchased on priority. The general reading books include books for personality development, various exams like GATE, GRE, Civil service exams, management, aptitude tests etc.
- A distinct share of book purchase is contributed for fiction, novels, and short stories in English, Marathi, Hindi and Gujarati languages.



7.5.2 Processing Section :

Book processing is a main step involved before book reaches to the reader.

- The books received from the vendor are checked physically.
- Books are stamped on three edges, front page and on pg no.51, 151, 251, 351 etc. and on last page.
- Titles and all the details are entered in Accession register. Books are classified at the same time. KJSIEIT Library follows the DDC 22nd edition for classification of books. Proper classification ensures perfect place for each and every book on the book stack. The data entry in our Bookworm software is also done simultaneously.
- Card pockets and issue slips are pasted on last pages. The book cards are written and inserted in the pockets. The call number and date of purchase is written on title page. The accession number is written on the above mentioned pages i.e. page no.51, 151, 251, 351 etc. and on last page.

- The labels for book spine are generated using Bookworm software and pasted on book spine. The label comprises of call number.
- All the books are bar coded and the bar codes are generated from software and pasted on title page and last page.
- Having undergone the above procedure, the books are checked and shelved according to the class number.
- The CDs, which we receive along with the magazines and journals, are separately processed like books.

7.5.3 Book Stack Area :

- Books are arranged as per their class number on the book stacks.
- The list of all the Titles in each rack is displayed on each rack.
- The list of all subjects in each rack is displayed at the beginning of each rack.
- Book racks are cleaned on regular basis. Pest control is done for protection of books from termite.

7.5.4 Circulation Section :

- All the staff and students are given RFID Identity cards. Issue of books, periodicals, CDs, Syllabi, question Papers etc. is done using these cards.
- Automated circulation is practiced using Bookworm software.
- Circulation history can be generated as and when required.
- CCTV installation is done to have control on Circulation area.

The number of books that can be issued to a particular person at a time are as follows –

Designation	No. of Books	Retention Period
Faculty	6	4 months*
Faculty pursuing M.E./ Ph.D.	9	6 months*
Non-Teaching Staff	6	4 months*
Students	6	1 Month*
Book Bank(For all students)	6 (One per subject)	One semester
Book Bank(only for SC/ST students)	6 (One per subject)	One Semester

* Online facility provides one-time renewal of the books provided the books are not reserved by other user.

Rules for Book Circulation

a) Issue System

Books will be issued on presentation of the library card along with the smart card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

b) Book Lost

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay cost as per the rules after getting permission from the librarian.

c) Care of library borrower cards

Library borrower cards should be maintained carefully. Folding, altering entries made on cards should be avoided. Members are responsible for the entire set of library borrower cards issued to them.

d) Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.50/- per card.

e) Validity of cards

Library borrower cards are valid for the respective academic year only and it will be renewed for each year. At the beginning of the academic year borrower cards should be renewed by producing fee receipt.

f) No due Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

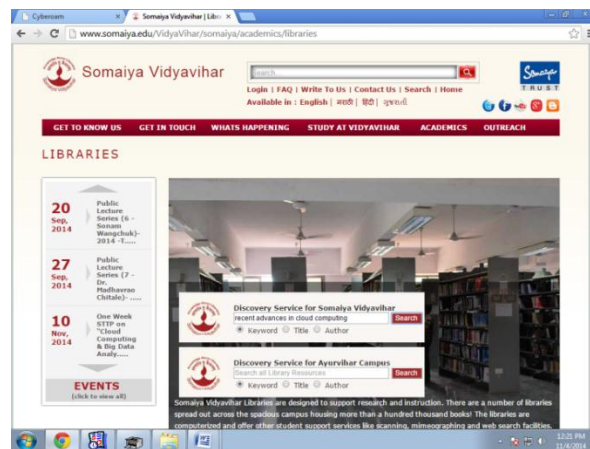
g) Care of Library Books

Students should handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are

brought to the notice of the library staff at the time of issue.

7.5.5 Catalogue Section :

- Online Public Access Catalogue (OPAC) is used for searching books. User can search for the books using this catalogue available on Somaiya Vidyavihar website. <http://www.somaiya.edu/VidyaVihar/somaiya/academics/libraries>.
- EBSCO Web Discovery Tool is used to search all resources of all the Somaiya Libraries.



7.5.6 Journals and Magazines section :

- Suggestions for journals/ Magazines/ e-journals from all other faculty members are invited before initializing journal purchase procedure every year.
- Print journals and magazines are further recommended by Library committee members.
- E-journals play vital role in engineering education. E-journals are selected and recommended by Library committee members followed by approval from principal.
- KJSIEIT Library gives access to various e-journals through remote access via Somaiya mail id.
- All the peer reviewed foreign / national print journals subscribed by KJSIEIT Library are bound time to time. They are classified and shelved accordingly in the journal bound volume section.

Online journals available

- ACM DIGITAL LIBRARY

- MC-GRAW HILL ACCESS ENGINEERING LIBRARY
- SCIENCE DIRECT
- SPRINGER-ELECTRICAL, ELECTRONICS, COMPUTER and MECHANICAL
- ASME
- DELNET
- IEEE ELECTRONIC LIBRARY
- WILEY E JOURNALS

7.5.7 Reading Room :

Reading room for students accommodates 100 students. The Timings and rules of reading room are as follows.

Sr. No.	Description	Timings
1)	Regular college working days	8.30 a.m. to 7.00 p.m.
2)	Holidays (During examination only)	10.00 a.m. to 5.00 p.m.

A separate section is set aside for teachers which facilitates peaceful environment for Teachers.

Rules for Reading section -

- Silence has to be maintained
- No discussion permitted inside the library
- Every Staff / Student has to scan Identity card on RFID machine at Entrance counter before entering in to the library.
- Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Smoking, Sleeping and Eating, having refreshments in the Library is not allowed.
- Do take care of the books and journals.
- The rack at the entrance is to be used to keep your Personal Belongings.
- Do remember to switch off the fans and Lights after use.

7.5.8 Reference Section :

This section comprises of pure reference books as well as one copy of each text book which is useful for ready reference by faculty members and students. All these books

are shelved in COMPACT Storage unit. All the books are shelved here according to their class numbers. Compact storage unit saves space and also protects books from dust and sunlight. This enhances shelf life of books.

7.5.9 Digital library :

10 PCs are allotted for the Digital Library. Students can avail this facility for project work, e-books reference, OPAC search etc.

Rules for using internet in library –

- Internet chats, messengers, games are prohibited.
- Changing any setting on any machine is prohibited.
- Downloading any software is prohibited, whether it is from your disk or from the Web.
- Computers are designated for academic use only.
- Do not install or uninstall any program or service in any computer.
- If any device of the computer is not working, it should not be fixed individually. It should be reported at the reference desk.

7.6 PURCHASE PROCEDURE FOR BOOKS

- List of the required books is prepared with reference to Syllabus. Recommendations of books are also invited from faculty members which are further sanctioned by HODs. These recommendations are then sanctioned in the Library committee meeting followed by approval from Principal.
- Publisher wise Quotations from three parties are called for the book purchase.
- The comparative statement of the quotations is put before the Purchase committee for negotiations.
- The application of permission for purchase along with list of books, Quotations, budget copy, minutes of Library committee meeting is sent to Head Office through Principal. After receiving the approval, the purchase order is sent to the vendor.
- The payment of the books is done after completion of the order.

7.7 PURCHASE PROCEDURE FOR JOURNALS

- Recommendations for journals/ magazines/e-journals are invited from faculty

members which are further sanctioned by HODs. These recommendations are sanctioned in the Library committee meeting followed by approval from Principal.

- The application for permission of purchase along with the invoice copy is sent to Head Office through Principal.
- After receiving the approval, the purchase order is sent to the vendor along with the payment cheque or Demand draft.

7.8 WEEDING OUT POLICY

- Weeding out creates space in library. Shelf space costs money in a variety of ways, not the least of which is the actual cost to buy additional shelving to house more and more materials. A well-maintained collection saves the cost of dusting books that no one is using and of shifting materials to make room for more items. Weeding allows you to maintain the open, friendly appearance that is the hallmark of a good community library.
- Weeding out saves time of patrons, staff is saved. Shelves crowded with ragged books with illegible markings cost time. Patrons looking for a particular book have to sort through items that are clearly not of use or that they don't want to touch. Weeding out makes library appealing by replacing ragged, smudged books and unattractive rebinds with attractive new books.
- Weeding out enhances library's reputation for reliability and currency.

7.8.1 Criteria for weeding

- The library's selected service responses and resultant goals
- The needs and demands of the library's community of users
- The availability of more suitable material
- The ability of the budget to provide funds to purchase more satisfactory items
- The relationship of a particular item to others on that subject
- Cooperative agreements with other libraries and the ability for patrons to use other libraries in the area
- The possible future usefulness of a particular item
- The availability of more current information on the Internet

- The ability of the library to borrow the item through interlibrary loan
- Following information is also checked before selection of the weeding material
- Poor Content.
- Outdated and obsolete information (especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, travel)
- Trivial subject matter, including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture
- Materials/Books of Poor Appearance:
 - Worn out, ragged items
 - Poorly bound or poorly printed editions
 - Rebound editions that are worn and shabby or have torn pages
 - Scratched CDs or DVDs
 - Old newspapers and magazines

7.8.2 Weeding Procedure

- Having fulfilled all the criteria mentioned above, the material is gathered together.
- List of the material is prepared.
- This list is sanctioned in Library committee meeting. At the same time mode of disposal is discussed.
- Mode of disposal may include donation of the books to lower cadre library. If physical condition of books is bad, books are scrapped. Quotations for the same are taken before scrapping.
- Necessary approval from Principal is taken. Further, status of the books in the database is changed from REGULAR TO WITHDRAWN.

7.9 VALUE ADDED SERVICES

1) Question papers:

- Previous five years' question papers are available in the library. Papers are filed semester wise and further subject wise. All the recent question papers are also available in soft format. On student demands, print copy of the same is also provided.
- Question papers are scanned and uploaded on College Website.

2) Syllabi copies

- All old and revised syllabi copy for all semesters are available in library for ready reference.

3) Library Orientation

- Orientation of library resources is done for all students and staff. It includes introduction to various library policies and various sections in the library.

4) E-books

- About 150 good e-books are available for students on the computers in Internet section.

5) Wi-fi

- Wi-fi facility is new feature made available in Library for wide use of internet. This facility can be availed using Somaiya Vidyavihar (SVV) net ID.

6) Book bank policy

Through Book bank policy books are issued to the students for entire semester. We have three types of Book bank schemes -

- a. Book bank scheme funded by Social Welfare Department, Government of Maharashtra - Students enrolled under SC scholarship are eligible for availing this scheme. Their details are submitted to SWD. Necessary fund is provided by them. Books are purchased using this fund and processed. 5 books for one semester are issued to the eligible students.
- b. Book bank scheme funded by Vidyarthi Kalyan Bhavan, Mumbai Vidyapeeth - All the reserved category students are eligible for availing this scheme. Their details are submitted to Vidyarthi Kalyan Bhavan, Mumbai Vidyapeeth. Necessary fund is provided by them. Books are purchased using this fund and processed. 5 books for one semester are issued to the eligible students
- c. Book Bank Scheme funded by KJSIEIT College – All students of KJSIEIT are eligible for availing this scheme. Applications are collected from interested students. A set of 5 books is issued to each student for one semester against some charges.

7) Alumni Membership

- a. Under the alumni membership, two books are issued to students.
- b. Refundable Deposit of Rs. 1500/- is collected from such student.
- c. It is required to submit membership form, attested copy of their degree certificate along with the deposit amount.
- d. Fine of Rs.5/- per day is charged for late return of books
- e. The membership is valid for one academic year and can be renewed every year.
- f. In case, student does not want to continue the membership, he/she should withdraw the deposit money within 3 years after expiry of the membership.

8) Additional reading facility

- Our students are allowed to use Somaiya Medical college library which is open 24X7.

9) NPTEL Video lectures

- IIT Chennai has published Video lectures by eminent IIT professors. These videos are available offline in college through LAN. These Video lectures have been purchased and stored on Local Network. Students and faculty/staff members can access these videos through LAN.

10) Extra reading collection

- Books pertaining to preparation for GATE, CAT, MAT etc are purchased on priority basis. Literature in Marathi and English language is appreciated and read by students.

11) Many other facilities are implemented recently with the aid of advanced technology. They are as follows -

- Reminder mails are sent to all readers seven days prior to the due date.
- Reminder mails for overdue books are sent immediately after the due date.
- List of latest books and journals arrived in the library is sent to all patrons for ready reference.
- Content pages of all the new journals are scanned and sent to all patrons as part of Current awareness system.
- Global Common Circulation(GCC) module:
Every Student, Faculty and Staff is eligible to borrow one book at a time for seven days from any library of Somaiya Trust colleges/ schools.
- Book Reservation Facility:
 - Member can only reserve the book in case of desired book is not available in the library (issued to other members).
 - Once the reserved book is returned to the library, system will send notification through an email to the member who has reserved the book.
 - FIFO system is followed for reserved books circulation.
 - An intimation will be sent to the member who has already borrowed the book.
- Self Renewal:
 - Member can renew books themselves through OPAC, provided the book is not in demand/reserved and should be renewed before due date.
 - This facility can be availed using SVV NetID integrated for OPAC login.

12) KJSIEIT Library has subscribed for various memberships. Their benefits are as follows -

Sr. No.	Name of organization	Benefits
1.	Indian Institute of Technology, Bombay (IITB) Library	<ul style="list-style-type: none"> ➤ Reference and consultation ➤ Photocopying service ➤ Bibliographic assistance on prevailing ➤ Database (CD/DVD only) rates access, searching and printing output

2.	Institution of Electronics and Telecommunication Engineers (IETE) New Delhi	<ul style="list-style-type: none"> ➤ IETE Newsletter and one of the technical journals is supplied to all Corporate Members free of cost ➤ Subsidized subscription rates for other publications of IETE ➤ Concessional rates for attending seminars, conferences and other technical programs organized by IETE ➤ Members also have the opportunity to undergo professional development programs conducted by the IETE ➤ Benefits of co-operative agreements that IETE has with professional bodies in other countries.
3.	Developing Library Network (DELNET)	<ul style="list-style-type: none"> ➤ Access to Union Catalogues and Other Databases ➤ Interlibrary Loan and Document Delivery Services ➤ Retro-Conversion ➤ Reference Services ➤ Professional Training ➤ Technical Support

7.10 LIBRARY STAFF

Librarian

➤ Job Profile

- Purchasing of books and non book material required in Library
- Preparing Library Budget
- Correspondence with vendors
- Custodian of all book and non book material in library
- Reporting to head of the institution about library's day to day work
- Supervising all day to day Library activities
- Regular communication with Brainstorming software engineer for various queries / updating regarding the software
- Acting as Representative of Library

Assistant Librarian

➤ Job Profile

- Classification of Books using DDC schemes

- Entry in Accession Register
- Preparing Labels for the books
- Data Entry of the books
- Supervising the day to day activities of library in the absence of Librarian
- Organizing and filing Question papers in respective files after the examination
- Journal entry
- Binding work
- Supervising Issue and return counter for Staff

Library Assistant

➤ Job Profile

- Handle the Return circulation counter
- Data entry given by Librarian
- Assist for book processing
- Defaulter students' entry
- Communication with Defaulters
- Recovery of the late books
- Document, question papers scanning
- Scan Current journal content and send to all Patrons for ready reference

Library Clerk

➤ Job Profile

- Handle the Issue circulation counter
- Data entry given by Librarian
- Assist for book processing
- Keep track of furniture issued to other departments
- Fine records and Dead stock register records
- Keep track of student's demand about books
- Prepare Book list

Attendant

- Job Profile
 - Fill water container in Library
 - Repair of books on day to day basis
 - Process books and journals (Stamping, Pasting of book card covers)
 - Process bound volumes of journals and bound books Circulation of notices& circulars to all departments
 - Handle Issue & return counter when required
 - Shelve returned books on respective racks

7.11 FEEDBACK POLICY

Feed back is collected from faculty and students on regular basis for improvement in library services, facilities, recourses and other library functions. This feedback is collected through the forms in following format –

Library Questionnaire For Feedback

Customer Service	Always	Mostly	Some times	Never
Library staff gives my enquiries appropriate time and attention				
Library staff provides quality service				
Library staff responds in a timely manner				
Library staff is difficult to approach				

Facilities	Always	Mostly	Some time	Never
I am able to access computer workstations in the library				
Computer facilities and electronic equipment are accessible				
Student computer room is adequate				
Opening hours are adequate				
Library space is adequate				
Study space in the library is adequate				
Group study facilities are adequate				
The library’s collection meets my research needs				



Library staff keep me informed about new services and collections				
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Catalogue Searching	Always	Mostly	Some time	Never
You use the catalogue when searching for resources				
You browse the shelves when searching for resources				
When using the catalogue, you search using				
• keywords				
• subject				
• title				
• author				
You use a different method if your first search is unsuccessful				

Electronic Resources	Always	Mostly	Some time	Never
You use the library's links page				
You find the links useful				
You use any the electronic journals listed on the library catalogue				
You use databases/e-journals in your research.				
If so, which of these below				
• DELNET				
• IET				
• NPTEL				
• IEEE				
You use the magazine/book Cds				

7.12 FUTURE PLAN / PROCPECT

- 1) Set up of Knowledge Resource Centre
 - Projects in e-format to be made available for all students



- Lectures to be made recorded and be made available
 - Archival of all snaps of various events
- 2) RFID books, RFID gates will be installed to improve service to readers as well secure security of books
 - 3) Library Staff will be involved for Current Awareness Services, Selective Dissemination of Information. So that they can assist the researchers in college, can assist students for their project work.

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
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8. TRAINING AND PLACEMENT POLICIES

INDEX

Sr. No.	Description	Page No.
8.1	Purpose	8-3
8.2	Scope	8-3
8.3	Objective	8-3
8.4	Team Structure	8-3
8.5	Responsibilities/Activities of Training and Placement Committee	8-4
8.6	General Guidelines : Placement Process	8-6
8.7	Information Sharing	8-9
8.8	E-Mail Communication to Companies	8-9
8.9	Strategy for Better Placements	8-10
8.10	Finishing School initiative	8-11
8.11	Job leads to students even after passing out	8-11

8.1 PURPOSE

This document documents the existing systems and procedures/ processes at K J Somaiya Institute of Engineering and Information technology, Sion, Mumbai, for assisting the students to find placement in the industry at the end of the engineering bachelor degree course of University of Mumbai.

We intend to help the students, whenever possible, to get vacation / concurrent assignments / internships, provided it does not interfere with their regular academic obligations like attendance etc.

Continuous efforts are made to improve the Industry – Institute interaction. Understanding the industry expectations and sharing it with staff and students is expected to help improve employability of KJSIE & I T students.

The document also lists the Standard Operating Procedures /processes to be followed by the Placement team and all the stakeholders in the Placement Process.

8.2 SCOPE

The procedures listed in this document are applicable to all the eligible and interested students and Placement Committee Members

8.3 OBJECTIVE

To facilitate Placements (and if possible internships) for all interested students by liaising with the recruiters and KJSIEIT alumni with a view towards achieving 100% placements.

8.4 TEAM STRUCTURE

The Training and Placement Committee (TPCOM) of the institute is headed and guided by Training and Placement Officer.

- The Training and Placement committee consists of at least one faculty member from each department and student volunteers, helping out the Training and Placement officer.

- The faculty representatives for individual department are nominated by the principal in consultation with concerned Head of Department.
- Other staff members are also encouraged to involve themselves in the placement activities and the placement committee enjoys best support from all colleagues.
- The management of institute and all the teaching staff firmly believe that the placement is JOINT RESPONSIBILITY of ALL staff members.
- The faculties Members from each department nominate minimum 2 boys and 2 girls from each division of Third and final year as student volunteers who are also part of the placements team.

8.4.1 Training and Placement Committee Meeting

- The team conducts a weekly team meeting
- The agenda of the team meeting consists of weekly updates regarding companies contacted, CV update window, communications to the batch etc
- The MoM of each team meetings are maintained and shared with all the team members.
- Absentees and non attendees are tracked

8.5. RESPONSIBILITIES /ACTIVITIES OF TRAINING AND PLACEMENT COMMITTEE

8.5.1 Data collection and Verification

- The Departmental Placement Coordinator faculty (Training and Placement committee member) (DPC) is responsible for collection and verification / authentication the student data for respective department. Work of 'Final year Placements' student data is to be completed before the students proceed for vacation after 6th semester examinations.
- All the accreditation related documentation and data maintenance of placement function is done by DPC from respective department. They will maintain hard copies of all placement related data regarding their respective department, in the department itself and send soft copy of the same to the placement officer.

8.5.2 Interface with students

- The DPC will interact with students from respective department and will be in charge of dissemination of information. They will give information / instructions to (& collect feedback from) the students. The student volunteers will help them in this regard.

8.5.3 Résumé Maintenance

- The DPC members will maintain résumés of all the students eligible for the Placements.
- Résumés will be maintained in standardized format of KJSIEIT.
- All students are to submit their resumes in prescribed format as directed by DPC and are to furnish proof of details mentioned in the resume for authentication by DPC members.
- The resumes are to be updated regularly so as to include latest results.
- The resume update window would be opened at the discretion of the DPC for interim updates like awards, certifications, live projects etc.
- It will be the responsibility of individual student to make/ maintain copies of CV and present the same when needed by any company.

8.5.4 Maintenance of Batch Excel Data

- The DPC members are required to maintain a Batch File which holds the profile of students and other relevant information of students. This information is many a times required by companies to shortlist students and to look at the batch profile.
- The details like Student Roll No, Name, Course, Project, email id, mobile no, Address, Gender, DOB, additional Qualification, awards, achievements, etc are to be captured in Batch File.
- The Batch File is also to contain pie charts of placement performance.
- The Batch File needs to be updated at all times with the current data in case of any change in the address etc of students. The student's data in this sheet should be concordant with the data in the resumes of students.

8.5.5 Database Maintenance of Potential Recruiters

- The DPC members are to maintain database of potential recruiters for the sectors assigned to each member. The companies in this sheet are the ones pursued by the Training and Placement Committee for the placements.
- Companies are added to the database as and when info is received and after verifying the credentials of the company.
- The following details are captured in the database – Company Name, Contact Person, Designation, and Contact No, email id, Address and updates.
- Help from colleagues and other contacts as well as from alumni and present students should be actively sought to expand this list.

8.5.6 Telephonic / Mobile Calling to Companies

- The TPCOM members conduct telephonic /mobile calls to companies in pursuance to get the companies on campus for placements
- Following information exchange happens in this process:
 - Inform the company of KJSIEIT programs, students profile and the placement process
 - Company's requirements and the recruitment process is understood
 - If the company has said no, then the reason for the same is understood. E.g. No current year requirements, Off campus hiring of laterals, our college does not figure in their list etc
- The details of the calls are updated in the company excel sheet for future references.

8.5.7 Visits to Companies

- The visits are planned in advance and prior appointment is sought for visiting the companies by the placement team members. The member before taking an appointment should check with the placement officer on the availability of schedule.

8.5.8 Hosting Companies on Campus

- The Placement team hosts companies on campus which are interested in the selecting students for the placements.
- This Placement Process usually consists of Pre Placement Talk, Written tests, Group Discussion, Interviews which are conducted by the companies during the course of selection.
- The team members connect with the Canteen and the college office in arranging for the GD rooms, auditorium and hospitality services.
- Many a times placement team conducts guest lecturers so as to build relationship with companies with the aim of placements. Such lectures are kept mandatory for all the students to attend. Attendance would be monitored.

8.6. GENERAL GUIDELINES : PLACEMENT PROCESS

The Placement Process consists of the following steps -

8.6.1 Signups from Interested Students

After the Notice where the job profiles and other details etc received from the

company is put up, interested eligible students would be asked to sign up. This sign up would indicate commitment on part of student to accept offer by the company in case he/she is selected.

Once registered, he/she cannot back out midway through a recruitment process. Strict action will be taken against defaulters.

8.6.2 Pre Placement Talk (PPT)

- Students should be dressed in appropriate formals and are to be assembled for the PPTs at least 10 minutes before the scheduled time. Late comers will not be entertained once the PPT starts.
- Companies taking part in the Placement Process conduct a PPT to provide job description to the students. Usually the PPT consists of the Job profile, Designation, CTC, Location, Skills required, and Eligibility etc. The students interact with the company officials and understand the profiles and clear their doubts during the PPT session. They are expected to get all their doubts cleared from the company officials. Once they attend a PPT, it will be assumed that the student has clearly understood all the details and the terms and conditions are acceptable to the student. If something not covered in information shared prior to the PPT is revealed during the PPT, and is not acceptable to the student he/ she can back out after informing placement officer and DPC in writing.
- It is mandatory for all **the registered students** participating in the placement process to attend the PPTs. Only those students who attend the PPT would be allowed to participate in the placement drive for that company. **PLACEMENT COMMITTEE would take the attendance for each PPT and such record would be maintained.**

8.6.3 Selection Process by the Companies

- Different companies conduct different selection process. Usually, the process consists of a preliminary screening, Written Test, GD, Technical Interview and HR interview
- The PLACEMENT COMMITTEE team would be coordinating all these processes and assist the students and companies in orderly completion of

all the processes.

- Most of the companies have their own minimum qualification requirement criteria and may shortlist students for process from eligible applicants.

8.6.4 Result Declaration

- The companies taking part in Placement process on campus would give the list of the selected students to placement officer
- The selected student would be immediately blocked from other companies' processes and would be out of the Process for next opportunities.
- One confirmed offer per student is the placement policy and student/company would be served on first confirmed offer basis.
- If a company is awarded "DREAM COMPANY" or "Core Company" status, then above rule will be relaxed for interested eligible students.
- Awarding Dream Company status / Core company status to an organization is at the discretion of Principal, on recommendation from placement officer.
- Students securing multiple job offers have to select one of the offers and communicate in writing their choice to the placement committee.

8.6.5 Note :

- Students with discipline problem at any level may be dropped from further participation in the placement process.
- Students abandoning a process midway and cases of indiscipline/malpractices will not be eligible for participation in the subsequent placement process.
- For sequencing the slots for companies, student feedback/preferences will be considered. However it may be appreciated that slotting cannot be achieved to individual satisfaction.
- Students who are doing internship / Summer Training with a particular company and are keen to join that company can initiate/propagate their candidature by opening the dialogue with their project guides/HR teams. In case the company responds positively, company is expected to arrange

detailed internal selection process which might include multilayered interviews.

- If is obvious that no company will extend any offer to any uninterested candidate. Therefore if an offer comes out to college from company- either thorough formal or informal communication, it will be considered to have student's willingness and confirmation to join the company.
- At this stage i.e. after offer is received by the institute, student would not be able to back out and he/she will be taken out of Placement Process.
- Escalation route for any queries/grievances shall be -
Training and Placement Committee ->Placement officer -> Principal.
- Grievances on individual basis only will be entertained and not in groups. Anybody initiating group mails for airing grievances shall be barred from participation in Placement process.

8.7 INFORMATION SHARING

- Placements Notice board / Email communications / social media communication from PLACEMENT COMMITTEE team shall be the primary mode of communication for all the placement related information. All interested students are to monitor the notice board and their email ids.
- All personal queries or additional information required by the students should be routed through the Placement Committee alone.
- Any student found sharing institute placement information with any external agency/college, shall be debarred from participation in Placement Process.

8.8 E-Mail COMMUNICATION TO COMPANIES

Email communications to companies are done from the Placements id (placements.tech@somaiya.edu). The emails are classified as Invitation, Policy/Issue related and routine emails. Invitation and Policy/Issue related mails will be handled by Placement officer only. Routine mails may be authorized to be handled by Training and Placement Committee. Invitation mails could be divided into following categories – Invitation Mail to companies who have not participated in Placements in the last year, Invitation mail to companies who have participated in Placements in campus last year, The DPC members are empowered for sending routine e-mails to the companies after

informing the placement officer (so that multiple mails are not sent from the official mail ids).

Routine mails could be of the following types:

- Appointment seeking mail.
- Thank you mails after visit of the company.
- Follow up mails with the companies.

8.9 STRATEGY FOR BETTER PLACEMENTS

8.9.1 Involvement of Students

- **Evolving list of companies being pursued by TPCOM** - Students provide feedback to the TPCOM team on the companies they want for and the companies which are not in the TPCOM company list are added and pursued. Also if any student provides contacts of HRs etc, the student is provided with the feedback whenever he/she requests for an update.
- **Slotting of Companies** – For slotting the companies on day one, student’s feedback is taken. All the final year students informally provide their input based on which the companies are slotted.
- **Students’ feedback** - Students’ feedback is sought to get a dipstick check of the kind of sectors the batch is interested to be placed in.

8.9.2 Relationship Building with Potential Recruiters

- The TPCOM team conducts activities like guest lectures, interaction sessions, concurrent projects etc to develop relationship with companies and to leverage it for final placements.

8.9.3 Tapping the Alumni

- Identifying the Alumni working with companies and they would act as a bridge between KJSIEIT and company.

8.9.4 Tie Ups with Companies

- Efforts are made in association with IIC and Alumni Committee to have tie-ups / MoU with companies
- We have tied up with accompany to automate placement records and

placement related communications. However this system is concurrently used along with existing practice so as to ensure smooth switchover later.

- We have a tie up for student training under finishing school

8.9.5 Use of Google Classroom / Social Media

- Social Media (Face book page/group, Whatsapp groups) and Google classroom is used for assured communication with the students

8.10 Finishing school Initiative

- Institute has entered into an MoU with a service provider for imparting soft skills and techniques for improving performance in aptitude tests

8.11 Help to students even after passing out.

- Job leads are provided to previous batch students through social media.



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**09. COMMITTEES,
STUDENT PROFESSIONAL BODIES
AND CELLS**

INDEX

Sr. No.	Description	Page No.
9.1	Student Council	9-3
9.2	Software Development Cell	9-4
9.3	Research and Development Cell	9-4
9.4	Training and placement Cell	9-5
9.5	Sports Committee	9-5
9.6	Cultural committee	9-6
Professional Bodies(ISTE,IEEE,CSI,IET,IETE,IEI)		
9.7	ISTE	9-6
9.8	IEEE	9-7
9.9	CSI	9-8
9.10	IET	9-8
9.11	IETE	9-10
9.12	IEI	9-10
9.13	Entrepreneurship Cell	9-11
9.14	Career Opportunities For engineers in Public Sector Cell	9-12
9.15	Cyber Security and Research Cell	9-12
9.16	Internet of Things Cell	9-13
9.17	Project Competition Cell	9-14
9.18	Robotics Cell	9-15
9.19	Green Club	9-15
9.20	Technical Committee	9-16
9.21	Industrial Visit Committee	9-16
9.22	Marathi Bhasha Vangmay Mandal(NAKSHATRA)	9-17
9.23	Magazine Committee	9-17
9.24	NSS Committee	9-18
9.25	Robocon Team	9-19
9.26	Vyom Club	9-19
9.27	Infinite Loop Club	9-20
9.28	Team Dramebaaz	9-21
9.29	New Leap Initiative	9-21
9.30	College Women Development Cell	9-22
9.31	Alumni And Corporate Relation committee	9-24
9.32	Industry Institute Interaction Cell	9-24
9.33	Internal Grievance / Complaint Cell	9-25
9.34	Anti Ragging Committee	9-27
9.35	Anti Ragging Squad	9-28

9.1 STUDENT COUNCIL

The Student Council is the largest student body of the college. The student council is responsible for organizing the cultural festival, Surge and the sports festival, Score, along with many more events. As a part of the council, students learn organizational skills, group working abilities communication skills and much more. They get an opportunity to express themselves and gain experience in different levels of organizing and managing an event.

The student council gives students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student body. It helps share student ideas, interests and concerns with the school wide community.

The student council helps share students' ideas, interests, and concerns with professors and the principal. In the council, students often help raise funds for college-wide activities, including social events, community projects, helping people in need and college reform.

Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the college are welcome to be a part of the council.

Objectives:

1. Representing the views of the student body to the college.
2. Promoting good communications within the college.
3. Supporting the educational development and progress of students.
4. Assisting with induction and/or mentoring for new first year students.
5. Contributing to the development of college policy.
6. Assisting in school sporting and cultural activities.
7. Assisting with or organizing fund-raising events for charity.

Outcomes:

1. Develop and nurture a deep understanding of personal motivation.
2. Develop an understanding of and practice personal and professional responsibility.
3. Show a record of leadership experiences in preparation for future leadership opportunities.

4. Learn social responsibility.
5. Understand and appreciate frameworks for ethical decision-making.
6. Evaluate one's growth as an intercultural competent leader.
7. Learn to effectively lead others on a project or in an organization.
8. Understand the relationship between curricular and co-curricular experiences as a determinate of student success.

9.2 SOFTWARE DEVELOPMENT CELL

Software Development Cell is a group of faculty members and students of the institute, who intent to put theory into practice and make use of their knowledge for betterment of society as a whole.

The team forayed into different areas from education, mobile based communication, agriculture to IoT. With perseverance and diligence the team managed to take up not only in house projects but also software consultancy projects for other organizations like Godavari Biorefineries Limited, Sameerwadi, K J Somaiya Science and commerce college Mumbai etc. The gamut of projects taken up and successfully delivered by the team includes Admission Process Management, Agricultural Data Management for KIAAR, Mobile based notification application for Farmers, tissue culture growth room controller to name a few. The ongoing projects include Examination Management System for K J Somaiya Science and Commerce College, GIS based Crop management system, Expert systems to guide farmers take apt decision etc.

9.3 Research and Development Cell.

Research Development and Consultancy Cell is formed which comprises of senior faculty of the institute. This committee shall review and administer policies of institutional support for research, development and consultancy and shall encourage and assist faculty / students in securing outside funding for research and development activities.

The composition of the cell is as follows -

- Dean-Research and Development
- One faculty from each department

Research Development and Consultancy Cell should take efforts to encourage faculty and

students to do research work and consultancy and take up Research and development project which will benefit society at large.

9.4 Training and Placement Cell

Training and Placement Cell is constituted to facilitate Placements for all interested students by liasoning with the recruiters and KJSIEIT alumni with a view towards achieving 100% placements.

The Training and Placement Cell of the institute is headed and guided by Training and Placement Officer.

- The Training and Placement committee consists of one faculty member from each department and student volunteers, helping out the Training and Placement officer.
- The faculty representatives for individual department are nominated by the principal in consultation with concerned Head of Department.
- Other staff members are also encouraged to involve themselves in the placement activities and the placement committee enjoys best support from all colleagues.
- The management of institute and all the teaching staff firmly believe that the placement is joint responsibility of all staff members.
- The faculty Members from each department nominate minimum 2 boys and 2 girls from each division as student volunteers who are also part of the placements team.

9.5 Sports Committee

Institute has a Sports Committee to organize various sports events. It consists of -

- Sports Incharge – A Senior Faculty Member
- One Faculty Member from Each Department
- One Representative from Non-Teaching Staff
- Sports Secretary from Student Council

Sports committee will perform the following duties –

- a) To prepare schedule for various sports activities in the campus.
- b) To conduct indoor and outdoor intra-collegiate tournaments.
- c) To organize Sports Festival of the institute - SCORE
- d) To identify sports talent among the students and select teams for various games.
- e) To encourage and help students to participate in intercollegiate, state level and

national level tournaments.

9.6 Cultural Committee

Institute has a Cultural Committee to organize various cultural events. It consists of -

- Cultural Incharge – A Senior Faculty Member
- One Faculty Member from Each Department
- One Representative from Non-Teaching Staff
- Cultural Secretary from Student Council

Cultural Committee organizes various activities during cultural festival (SURGE). Throughout the year they organize activities to involve the students to showcase their talent. Cultural Committee encourages the students to participate in intercollegiate, state level and national level activities.

Professional Bodies:

9.7 ISTE

About ISTE

The Indian Society for Technical Education (ISTE) is the leading National Professional non-profit making Society for the Technical Education System in our country with the motto of Career Development of Teachers and Personality Development of Students and overall development of our Technical Education System. The major objective of the ISTE is to provide quality training programs to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity and to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations.

Objectives

- 1) Providing quality training program to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity.
- 2) To assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations.
- 3) Providing guidance and training to students to develop better learning skills and personality.

Composition: Its composition is as follows:

Coordinator - A Senior faculty

Members - One Faculty of each branch

9.8 IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is world largest technical professional organization dedicated to advancing technology for the benefit of humanity. It's core purpose is to foster technological innovation and excellence for the benefit of humanity. Allied professionals who are members include computer scientists, software developers, information technology professionals, physicists, and medical doctors, in addition to IEEE's electrical and electronics engineering core. The IEEE focuses on advancement of the Science and Technology of Electronics, Telecommunication, Computers, Information Technology and related areas. Towards this end the IEEE promotes and conducts basic engineering and continuing technical education programmes for human resource development.

Objectives :

- To design new automatic modules.
- To define the protocols and systems that implements the internet.
- To simulate the systems.
- To outline key concepts and principles of effective human resource management.
- To identify basics of Telecommunication Traffic Engineering
- To perform information processing in IS-95 uplink and downlink.

Outcomes :

Students will be able to

- Develop a volunteered environment where technical thought leaders converge and create communities for people working in the fields (Connections).
- Solicit, refine and disseminate quality technical information (Content/Curation).
- Organize technical gatherings to foster innovation and interchange (Competency/Coverage).
- Nurture and promote innovative technical ideas and technical fields (Coverage).

Composition: Its composition should be as follows:

Coordinator - A Senior faculty

Members - One Senior Faculty of each branch

9.9 CSI

Under the guidance of faculty counselors, Computer Society of India (CSI) Students Chapter has been instrumental in building many successful engineers over the years. Number of technical and non-technical activities are held throughout the year for the all round technical and managerial skills of students.

Composition:

CSI Committee includes one Senior Faculty as a co-ordinator and one faculty member from each department. Core Team is selected from the students who are CSI members.

The main objectives of CSI Committee include –

Objectives:

- To provide educational directed towards the advancement of practice of computer science and IT.
- The idea is to spread the knowledge, and provide opportunities to as many interested as possible.
- To provide professional development at individual level.
- To develop the communication skill, team work and other soft skill.
- To provide Training and certification in advance technology.

Outcomes:

- Increase their practice of advanced technologies.
- Increase skill of learner to grab the opportunities.
- To develop the communication skill, team work and other soft skill.
- Delivered Training in advance technology.
- Delivered certification in advance software/hardware tools.

9.10 IET

IET is professional home for life of engineers and technicians for sharing and advancing knowledge with people around the globe to enhance their lives through a multi-dimensional growth. Spanning across 127 countries it has almost 1.5 million members ranging from academics, military forces, business professionals, apprentices, engineers, IT

professionals, students and technicians.

Web-Site: www.theiet.org

Vision

Nurture the student engineers with quality exposure to multi-faceted development with authentic guidance and exposure.

Mission

Facilitate professional growth of the institute at large with efficient and rich synergy between academics and industry thereby impacting society with fruitful benefits.

IET- KJSIEIT

Proud academic affiliate partner from 2014, KJSIEIT campus enjoys rich benefits like free subscribed access to 28 IET journals via the digital library, more than 100,000 e-books (Knowle, Faulkner, Wiley, EBSCO databases, Engineering & IT references), magazines (E&T), reports, key-notes through the virtual library. It benefiting students & faculty community at large through various technical, social events & activities like Student, Faculty Development Programs, Workshops, Techdiasies, Symposium, National Science, Engineers Day Celebration, for knowledge sharing, supporting technology, innovation and social relevance. PATW , IET On Campus , With social initiatives like NICE, guiding Jr.College student community at large. This commitment of KJSIEIT motivates others to be a part of IET e.g. 2 new colleges A. C. Patil COE, Universal College of Engineering just that & VPCOE, Sion will be initiating with the IET student chapters & activities. We successfully conducted national level project competition INTECH from 2016 & international conference ICAST in association with the IET. Other features include access to IET TV, IET Faraday resources, prestigious lectures around the globe, national and international conferences, IET accreditation through Washington accord, professional registrations (CEng, CITP, ICTech...), TPN's, Communities and much more support through professional, social activities with local network platform.

Composition: Its composition is as follows:

Coordinator – One Senior faculty.

Members - One Faculty of each branch.

9.11 IETE

About IETE

The Institution of Electronics and Telecommunication Engineers (IETE) is India's leading recognised professional society devoted to the advancement of Science and Technology of Electronics, Telecommunication & IT. The IETE is the National Apex Professional body of Electronics and Telecommunication, Computer Science and IT Professionals. The Institution provides leadership in Scientific and Technical areas of direct importance to the national development and economy. The IETE focuses on advancement of the Science and Technology of Electronics, Telecommunication, Computers, Information Technology and related areas. Towards this end the Institution promotes and conducts basic engineering and continuing technical education programs for human resource development.

Objectives:

1. To Improve standard of Engineering Education
2. To Counseling the students in the emerging new opportunities
3. To Encourage and motivate the outside Class room studies /Work shops/projects/Seminars
4. To increasing the student base and Corporate membership of IETE

Outcomes:

Students will be able to

1. Plan, organize Technical Programs, Special Lectures, Workshops, Seminars Symposia, exhibitions for the benefit of students.
2. Use common platform to exchange of ideas in technical topics of interest, e.g., curriculum, employment, higher educational opportunities, emerging trends, etc.
3. Facilitate technical visits, project works, employment, contact with industries and academic institutions.
4. Get encouraged team spirit and self reliance among student members..

Composition: Its composition is as follows:

Coordinator – One Senior faculty

Members - One Faculty of each branch

9.12 IEI

The Institution of Engineers (India) (IEI), was established in 1920 and was sanctioned the Royal Charter in 1935, laying down the principal role is to be a learned society promoting the advancement of the science and practice in different fields of engineering. The Royal Charter reflects the spirit in which engineering disciplines are to be pursued. The Institution of Engineers (India) (IEI), the premier professional body of engineers in India, has contributed significantly in all faculties of engineering and all sectors of applications like academics, administration, industry, infrastructure and consultancy. The Institution of Engineers (India) KJSIEIT Students Chapter was formally inaugurated on 18th March 2015 in the KJSIEIT .

Objective :

- 1) To bridge the gap between industry and academe.
- 2) To provides Job opportunity in technical and nontechnical field.
- 3) To develop students Technical skill.

Outcome :

Student will be eligible

- 1) To understand industrial requirement.
- 2) To acquire carrier opportunities in various field
- 3) To gain in leadership and communication quality.

Composition: Its composition is as follows:

Coordinator – One Senior faculty.

Members - One Faculty of each branch.

9.13 Entrepreneurship Cell

The Entrepreneurship Cell (E-Cell) is an association managed and driven by students to promote entrepreneurship among students. One Senior Faculty member with the help of one faculty member from each department looks after the E-Cell activities.

Objectives of E-Cell are –

- To create awareness on Entrepreneurships among young students.
- To be an interface in building network among various institutions of learning & research and various industries.

- To facilitate the development of Entrepreneurial Skills among young students of Science & Technology.
- To inspire the sparks of young students and budding entrepreneurs.
- To provide complete technical and other services to small scale entrepreneurs.
- To organize camps, seminars, symposia, workshops, industrial visits.
- To pound Entrepreneurial Spirit and Culture among young students.

9.14 Career Opportunities For Engineers in Public Sector Cell

Career Opportunities For Engineers in Public Sector Cell (COEPS) is constituted with one senior faculty coordinator and one faculty member from each department as a member.

COEPS Cell objectives are –

- The COEPS Cell offers exceptional opportunities to the students to showcase their ability to work in social sector by selecting career in public sector.
- To provide knowledge and training about the career opportunities in public sectors.
- COEPS aims to provide opportunities to engineering students who are willing to serve the nation and creation of smart cities and citizens.
- This cell will educate about the Opportunities in public sector to achieve a good career and to serve the society for its betterment.

Outcomes

Total 16 students from all branches are registered under COEPS cell and we started one Google class room for motivational speech ,guideline and syllabus for MPSC and UPSC examination .list of student those are register and shown their interest in choosing career in public sector .

9.15 Cyber Security and Research Cell

Cyber Security And Research Cell works under the leadership of one faculty coordinator with one faculty member from each department and a student team.

Vision :

- To become a leader in cyber security training.

Mission :

- A. To create awareness about cyber crimes and security.
- B. To conduct cyber security workshops, seminars and training programs for all sections of society.
- C. To establish ourselves in the position of leadership in cyber security training, thus

creating lasting and positive impact on our community.

Objectives :

1. To provide training about cyber security to schools, colleges, police and government sectors.
2. To work on real time crime cases.
3. To provide solutions to the cyber crimes through “Cyber Security Cell Consultancy”.

Outcomes :

- Exposure of students & faculty to recent trends in Cyber Crimes and their solutions.
- Increase in knowledge base of students & faculty. Create our own expertise in the associated field.
- Sending students for internship in the cyber security industry.

9.16 Internet of Things Cell

OBJECTIVES

After completing the course, the students should be able to:

- Identify the main components composing the Internet of Things
- Describe the concept of the Internet of Things in terms of models
- Explain how tools and technologies (e.g., RFID/NFC, sensors, embedded systems, and smartphones) are used to create new Internet of Things solutions
- Reflect using different frameworks for the use of the Internet of Things
- Analyze, design or develop parts of an Internet of Things solution and map it toward selected business model(s)
- Assess different Internet of Things technologies (e.g., RFID, sensors, embedded systems, and smartphones) and their applications.
- Critically evaluate ethical and potential security issues related to the Internet of Things

OUTCOMES FOR IOT

- Explain in a concise manner how the general Internet as well as Internet of Things work.
- Understand constraints and opportunities of wireless and mobile networks for Internet of Things.
- Use basic measurement tools to determine the real-time performance of packet based networks.
- Analyse trade-offs in interconnected wireless embedded sensor networks.

STRATEGIC PLAN FOR IOT

1. Workshops from domain experts on following topics:
 - Abstract writing
 - POC creation

- IPR
- Entrepreneurship
- 2. Projects Listing & Shortlisting
 - Listing of industry related projects at a single platform
 - Shorting of abstracts, white papers submitted for the projects
- 3. Handholding and Mentorship
 - Reach to sponsors and project funding
 - Providing hand holding, guidance and support by mentors from Industry
- 4. IPR / Patent filing support
 - Providing required support to colleges for filings Patents from successful projects
- 5. Project Commercialization support
 - Connecting industry with the colleges on commercialization of the successful projects, patents,
 - built technology
 - Supporting student entrepreneurs for building their own startups on the successful projects or built technologies

9.17 Project Competition Cell

The Project Competition Cell offers an exceptional opportunity to the students to showcase their ability and untapped potential to outside world. The intent of this competition cell is to motivate engineers to work on electrifying project who will be the future problem solvers. This cell helps students to understand best practices and demonstration of diverse project, new innovations, etc.

The Project Competition Cell is led by a senior faculty and has one faculty member from each department to coordinate with the students.

Objective

- The project competition cell offers an exceptional opportunity to the students to showcase their ability and untapped potential to outside world.
- The intent of this competition cell is to motivate engineers to work on electrifying project who will be the future problem solvers.
- To understand best practices and demonstration of diverse project, new innovations, etc.

Outcome – Student will able to

- Develop new ideas and innovations to showcase their talent.
- Build up presentation skill to boost up their confidence.
- Develop ethics to increase project management strategies.
- Increase their research work.
- Build up customized project.

9.18 Robotics Cell

Robotics cell is established in the institute with the following objectives, outcomes and strategic plan.

Objective

To impart the knowledge about technology at primary and rural level and to educate the children and youth right from the beginning to build their mindset to learn and work on the upcoming technology to become a part of “Skilled India”

Outcome:

- Literacy in the field of technology at rural level
- Student will be skilled in the field of technology at the school level
- Student will be skilled to impart their knowledge about technology to educate the society in the field of technology.

Strategic Plan:

- To conduct training in KJSIEIT to train our students in the field of technology
- To enhance the skill of imparting knowledge to the society by conducting various workshops in schools and colleges in Maharashtra and India
- To develop student to compete at the international level by providing them opportunity to bring knowledge by participating in International Robotics events.

Robotics cell is headed by a Senior faculty who is assisted by one faculty from each department.

9.19 Green Club

Green Club is set up to follow the Green policy of the institute which refers to the commitment of the organization towards environmental issues like air and water pollution, waste management, eco-system management, protection and preservation of natural resources for future generations. It follows guidelines as given below:

- Communication of environmental issues through various awareness programs such as Waste management, Cleanliness, Woman health, Yoga, Aerobics etc.
- Social dimension for quality of life and health.
- Plantation drives at various places as well as in campus to maintain the green

environment.

- Segregation of waste and waste management to maintain the clean environment.
- Implementation of Waste to Wealth project to produce manure from canteen and garden waste for a good quality fertilizer generation.
- Purchase of green products and contribute towards maintaining the quality environment.
- Recycling of E-waste by an authorized agency.

Green club is headed by a senior faculty. Anyone who wish to work on the environmental issues can join the Green Club.

Objectives

- To create environmental and cleanliness awareness among students.
- To educate students for plantation of trees.
- To maintain green by using concept of Reduce, Reuse and Recycle.

Outcomes

- Encourage and motivate others for plantation of more number of trees.
- Help themselves and others to make a difference in day to day life.
- Learn different ways to reuse, reduce and recycle waste material.
- Grow and maintain medicinal plants also.

9.20 Technical Committee

Technical committee is constituted to look after the organization of various technical events in the institute. Technical committee leads ISTE, IEEE, IET, IEI and other professional bodies to organize technical festival of the institute – RENAISSANCE.

Technical Committee consists of -

Coordinator – A Senior Faculty Member

One Faculty Member from Each Department

9.21 Industrial Visit Committee

Its composition should be as follows:

Convener - Principal

Coordinator - A senior faculty

Members - One Senior Faculty of each branch

Industrial Visit Committee should take efforts to have interaction with industry. Its duties include-

- Deciding rules and regulations for Industrial Visit.
- Arranging industrial visits frequently.
- Inviting peoples from industry for guest lecture to the faculty and students.

One day industrial visit / two or more days industrial visit can be planned at institute level and executed only after the permission of Industrial Visit Committee.

9.22 Marathi Bhasha Vangmay Mandal (NAKSHATRA)

Marathi Bhasha Vangmay Mandal (NAKSHATRA) is established with an objective of inculcating Marathi culture and literature amongst non-Marathi students.

NAKSHATRA is led by one faculty coordinator and has one faculty as a member from each department, non-teaching staff members and 3-5 members from students.

Objectives :

- To promote the usage of Marathi Bhasha in non-Marathi students and staff.
- To arrange various activities to encourage Marathi literature among the students as well as the faculty members.
- To celebrate significance and value of Marathi.
- To encourage students for creative writing, Sahitya Aaswad and Compering.
- To provide students with a platform to showcase their skills like poetry, drama, etc.

Outcomes :

Students enthusiastically participated in the activities:

1. Non-Marathi students' participation was worth appreciable.
 2. It developed the bond between Marathi Literature and students.
- The outcome seemed fulfilling the objectives of the Nakshatra Marathi Vangmay Mandal.

9.23 Magazine Committee

Magazine Committee is constituted with the objective of providing platform for students, Teaching & Non- Teaching Staff members to show their talent about literature in Marathi, Gujarati, Hindi and English.

Magazine committee is responsible for preparing college news letter and publishing college magazine (AURA) every year.

Magazine committee composition is as follows:

- One teaching faculty of communication Skills as a coordinator
- One faculty from each department
- Student coordinators for each language
- Student coordinator for design work

Magazine Committee collects the articles written by students and staff. Members of Magazine committee scrutinize the articles. Selected articles are published in college News- letter or Magazine.

9.24 NSS Committee

National Service Scheme (NSS) is one of the aided extra-curricular activities conducted by the University of Mumbai and the Department of Youth Affairs and Sports, Government of India. Its motto is “NOT ME BUT YOU”.

National Service Scheme (NSS) is a scheme specially made for social cause. The motto of NSS "NOT ME BUT YOU", reflects the essence of democratic living and upholds the need for self-less service.

NSS team is led by NSS Coordinator has one faculty as a member from each department.

NSS undertakes various activities like tree plantation, blood donation camps, disaster management, national integration camps, immunization, adventure programs etc

NSS Objectives

- Understand the community in which they work.
- Understand themselves in relation to their community.
- Identify the needs and problems of the community and involve them in problem-solving.
- Develop among themselves a sense of social and civic responsibility.
- Utilise their knowledge in finding practical solutions to individual and community problems.
- Develop competence required for group-living and sharing of responsibilities.
- Gain skills in mobilising community participation.
- Acquire leadership qualities and democratic attitude.
- Develop capacity to meet emergencies and natural disasters and Practise national integration and social harmony.

NSS Outcomes

- Improve the quality of educated manpower by fostering social responsibility.
- Raising society to a higher material and moral level by preparing students for final dedication in the service of nation.
- Introduce urban students to rural life by living in contact with the community in whose midst their institution is located.
- Making campus relevant to the needs of the community.
- Develop constructive linkage between the campus and the community by supplementing technical education with social and economic reconstruction of the country.
- Involvement in the tasks of national development.
- Better understanding and appreciation of the problems of the society.
- Encourage Community participation.

9.25 Robocon Team

Robocon, is Robotic Contest, an interesting game - cum - intellectual exercise for budding engineers and their enthusiastic instructors, determined to innovate and create machines for producing desired results. International Robocons are mainly sponsored by Asia-Pacific Broadcasting Union (ABU), a collection of over 20 countries of Asia Pacific region.

KJSIEIT Robocon Team is mentored by a senior faculty and comprised of students who work hard to meet the need of technical, financial and motivational support and participates in Robocon every year.

9.26 Vyom Club

About Vyom :

Vyom is a students' club of KJSIEIT that promotes and encourages the students to engage in astronomy, as a hobby as well as a serious interest, through regular discussions, seminars and quizzes. Vyom stands for space, sky, heaven etc. in Sanskrit. It is a platform for the students of our institute to actively engage in astronomy.

Objectives of Vyom :

1. To encourage and promote astronomy as a hobby.
2. To develop an insight into the fields related to astronomy.

3. To build a platform where like-minded students may come together for astronomy.
4. To spread awareness about opportunities and careers in astronomy.
5. To conduct weekly discussions on topics ranging from mapping of skies to astrophysics.
6. To organise seminars related to astronomy on a regular basis.
7. To organise quizzes and contests related to astronomy during the institutional festivals.

9.27 Infinite Loop Club

ISTE Students Chapter initiated the programming club named as “The Infinite Loop Club” which was constituted with the purpose of establishing a students' club with an environment that promotes and encourages the students to engage in programming, improve their skills and participate in various coding competitions. Weekly sessions of the club are conducted which include discussions on a wide range of topics related to competitive programming as well as hands-on coding.

The Infinite Loop Club is purely a Students activity which managed by students under the guidance of one faculty coordinator.

Objectives

- To encourage and promote coding and programming as a genuine interest.
- To build a platform where like-minded students may come together, share their common interest in programming and improve their skills.
- To go beyond the shackles of the curriculum and to explore and delve deeper into the field of computation through experimentation.
- To develop an understanding of multiple programming languages and to get well-acquainted with them.
- To improve the participation and performance of the students of our institute in various programming competitions and to inculcate a competitive spirit among them.
- To conduct weekly discussions and practice sessions for the members.
- To organise competitions and contests related to computation and programming during the institutional festivals.

9.28 Team Dramebaaz

Team Dramebaaz is a hobby club of students who are interested in acting. Objective of this group is to come together and practice for plays / street plays which can be presented in various cultural events in the college and outside the college. Team Dramebaaz work under the guidance of Cultural Incharge.

9.29 New Leap Initiative

ISTE Students Chapter initiated the College's Student Satellite Initiative named as "New Leap Initiative". It is an interdisciplinary initiative which has at its core an idea of developing our institute as a centre of excellence in application of engineering knowledge to space technology domain by the means of developing Bi-module mission consisting of the satellite module by the name "BhulochanSat" and the ground station by the name "Door-Drishti". Weekly sessions of New Leap Initiative are conducted under the guidance of one faculty coordinator.

9.30 College women Development Cell

As per the guideline given by the University of Mumbai, KJSIEIT will establish a College Women Development Cell to implement the directions of University WDC in general and to deal with complaints/ cases of sexual harassment in particular in relation to the college. The office of the CWDC shall be located in the college and the Principal of the college shall be the custodian of all the records of the cell.

Composition of CWDC

- The Principal of the college shall be ex-officio President of the Cell. Two members from the teaching staff at least one of them shall be a woman and the convener of the cell and be nominated by the Principal. One woman member from the non-teaching staff in the college, one woman representative from an NGO; one member from the reserved category, one representative from students' council(LR) nominated by the Principal.
- Not less than half the members of CWDC shall be Women.

Powers and duties of CWDC

- To ensure implementation of University Women Development Cell (UWDC) Directions

- To process all the individual complaints concerning sexual harassment that may be received from any person and take suitable action as per the directives. In case of the complaint against the Principal/ Member of the Management, the CWDC shall direct the complainant to approach the UWDC for redressal of grievances.
- To depute members of the CWDC to attend and participate in the workshops and training programs that may arranged by UWDC.
- To implement the programs for the spread of awareness of these Directions as may be formulated by the UWDC.
- To arrange to distribute all the publications of the UWDC concerning these Directions amongst the teachers, non-teaching employees and students.
- To exercise such powers and perform such other functions as may be conferred or imposed on it by/under these Directions.
- To do all such acts and things as may become necessary to carry out the purpose of these Directions.

9.31 Alumni and Corporate Relation Committee

By maintaining close contacts with alumni, KJSIEIT will try to strengthen college position within society, to facilitate opportunities for contacts between students, employees and alumni, and to receive support from active alumni, not only financially, but also in the form of advice and other services. KJSIEIT actively pursue every opportunity to foster stronger links with our alumni through Alumni and Corporate Relations Committee. Institute has registered Alumni Association “KJSIEIT Alumni Association”. Under charity commissioner office.

Alumni Committee, Office Bearers:

For the Administration of the Society there will be a Alumni Committee which shall consist of all the powers of the Society and The Alumni Committee will consist of following members.

- i. President: Principal of K. J. Somaiya Institute of Engineering and Information Technology – Ex- officio.
- ii. Coordinator: (faculty/staff member of the K. J. Somaiya Institute of Engineering and Information Technology and nominated by the President)

- iii. Treasurer (Registrar/Member of Faculty/Staff nominated by the President)
- iv. Secretary (Member of the Alumni)
- v. Two Joint Secretary (Members of Alumni)
- vi. Three members of Alumni.
- vii. Three members – Students of KJSIEIT (Nominated by the Secretary and Joint Secretary and in consultation with other members of Alumni Committee)
- viii. Advisory Committee - 3 Members.

The Objectives of the Society are:

- (a). The Society shall be non-profit organization and operated for the advancement of the objective of the students of the K.J. Somaiya Institute of Engineering and Information Technology and of education.
 - (b). To be a platform for all graduates from KJSIEIT and for progress of the Institute.
 - (c). To provide a forum for interaction between the Alumni and present students of K. J. Somaiya Institute of Engineering and Information Technology.
 - (d). To hold lecture, seminars, demos for solutions of problems relating to the I.T
- (II) With a view further to facilitate the Society's activities for achieving its above objects the Society may:
- (a). Conduct various programmes (interpersonal and online) for Alumni of the KJSIEIT and current students.
 - (b). Offer scholarship to bonafide and deserving students of KJSIEIT
 - (c). Assist in job placement wherever possible.
 - (d). Publish Newsletters and other material at regular intervals and mailing them to the Members.
 - (e). Organize seminars, conferences, exhibitions, and other social functions.
 - (f). Undertake any other activity that is deemed to be necessary for the objectives of the Society.
 - (g). Organize get together of the Alumni.

9.32 Industry Institute Interaction Cell

Enhanced interaction between Technical institutions and industry is the need of the hour. This will have great impact on the Engineering Curriculum, exposure of industrial atmosphere to engineering students and subsequent placement of young graduating engineers in industries across the country. To solve engineering problems, there is an urgent need to prepare engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. The feedback from Industry will enable the institute to introduce, modify and channel all academic and other processes for educating and training future leaders and entrepreneurs.

Industry Institute Interaction Cell (IIC) IS established at the institute to bridge the gap between academic and community world. The main aim of IIC is to enhance industry interaction with students and faculty of various departments. Industry Institute Interaction Cell is led by Dean-Industry Institute Interaction and comprises of one faculty member from each department.

Major objectives of IIC are

- To sign MOU with different industries for various academic activities.
- To identify students project work in industries.
- To organize Job Fair to increase placement of the institute.
- To arrange guest lecturers/seminars of industry experts at regular interval to update knowledge of students and faculty.
- To organize industrial visits / training to students and faculty.

To encourage students to join internship programs at various industries.

Outcomes

These objectives can only be achieved well by bridging the gap between industry and the academic institute. To promote Industry Institute Interaction following activities are being undertaken

- Industry Representatives on Governing Body, College Development Committee, R&D Committee and Department Advisory Board Committee.
- Sign Memoranda of Understanding between the Institute and industries.
- Inviting experts from industry to deliver guest/expert talk for FDP/STTP or individual course.
- Arranging industrial visits / training for students, faculty / staff members.
- Identify student project work / internship for students in industries and develop project under joint guidance of the faculty and experts from industry.
- To arrange Job Fair to increase off campus placement ratio and to bring core

companies of Electronics background to KJSIEIT.

- Organize workshops, conferences and symposia with joint participation of the faculty and the industries.
- Fill AICTE-CII Survey form regularly to analyze industry linkage of KJSIEIT with industries.
- Inform students about MoUs signed by AICTE with industries and encourage them to register for “Internshala” internship scheme of AICTE.
- Joint research projects development with industries by faculty and industry personnel.
- Industry to set up Centre of Excellence (CoE) / laboratory at KJSIEIT.
- Faculty on board of industries as advisory board member.
- Participation of experts from industry in curriculum development.
- Assist industry in selection of suitable candidates through campus interviews and other selection procedures.

9.33 Internal Grievance / Complaint Cell

The college is having its own **Internal Grievance / Complaint Cell** under direct supervision of the Principal. The function of the cell is to look into the complaints received from any student or staff and judge its merit. Anyone with a genuine grievance may approach the department members in person, or any member of cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Blocks, Entrance and in Canteen.

Objective:

The objective of the **Internal Grievance/Complaint Cell** is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. To uphold the dignity of the College by ensuring strife free atmosphere through promoting cordial Student-Student relationship and Student-teacher relationship, the **Internal Grievance/Complaint Cell** is constituted for solving the problems reported by the Students/staff of the College with the following objectives.

- Encouraging the Students to express their grievances / problems freely without any fear of being victimized.
- Suggestion / complaint Box is installed at Campus premises in which the Students,

who want to remain anonymous, put in writing their grievances and their suggestions.

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- There is Anti ragging Committee for the same.

Mechanism for Redressal of Grievances of Students and Staff

The students are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages.

The Internal grievance cell convenes meetings periodically and takes steps to redress the grievances if any of students and staff.

Procedure for Redressal of Grievances

An applicant shall submit the application of grievance or appeal to member of the **Internal Grievance / Complaint Cell** through the Head of Department. After verifying the facts, committee will try to redress the grievance within a reasonable time. If the applicant is not satisfied with the solution of the Committee, then the student can go to University level Redressal Grievance Cell.

While dealing with the complaint the committee at all levels will hear the complainant of the concerned people. While solving any Grievance at any level, the relevant provisions of Act/Regulations are kept in mind.

Functions:

- The cases will be attended promptly on receipt of written grievances from the applicant.
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the Principal about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with applicant.
- Considering the nature and depth of the grievances due inquiry is made by the

members of the cell and through personal discussion the matter is solved.

- If anybody is found to be guilty for any kind of nuisance the redressal will carry out with due consideration with the Principal.
- The nature of the action for redressal like imposing fine, issuing memo, expelling from the college as per the rule of the institute and management information to the police (if situation arises for so).

Responsibility for Redressal:

- The final responsibility for grievance redressal rests with the Committee constitution of the Principal of the college.
- The Greivance redressal should be time bound and result oriented.
- Grievance redressal shall furnish report on grievance redressal status and position to the Principal.

Composition:

The Internal Grievance Cell/ Redressal Cell of the institute having provision of Principal, five teaching staff (one from each department) , one HOD, one Registrar as members and one Principal as the Chairman. The cell is having the provision of being reconstituted every five year.

9.34 Anti Ragging Committee

All India Council for Technical Education, New Delhi, have issued Notification Dated 01-07-2009 for Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education. The institute will follow all the Regulations for Prevention and prohibition of Ragging.

The institute shall constitute an Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.

Ragging complaints will be handled by Anti-Ragging Committee as per government guidelines. Recommendations of this committee will be forwarded to the Principal for

final decision. All employees of the Institute have to cooperate to the fullest possible manner in any internal investigation conducted by this committee.

9.35 Anti Ragging Squad

Anti Ragging Squad is constituted as per the AICTE guidelines. This squad will have one senior faculty as a chairman and one faculty from each department as a member. Anti Ragging Squad will take regular rounds in the premises to prevent any ragging activity. Members of Anti Ragging Squad will counsel newly admitted students and advise them to approach to the concerned Anti-Ragging Committee Members if they experience any type of ragging activity.

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

10. INFRASTRUCTURE POLICY

INDEX

Sr. No.	Description	Page No.
10.	Infrastructure Management Policy Preamble	10-3
10.1	Objective Infrastructure Management Policy	10-3
10.2	KeyPoints of framing Policy	10-4
10.3	Procedure of following policy	10-5
	10.3.1 Procedure for creation of New structure	10-5
	10.3.2 Enhancement of Infrastructure	10-5
	I. Procedure for Maintaining record of Infrastructure Asset	
	II. Physical Verification	
	10.3.3 Depreciation	10-6
	10.3.4 Upkeep & Maintenance	10-7
	10.3.5 Phasing out absolution & writing off	10-7
	i. Disposing off Electronic scrap	
	II Disposing off other than Electronic scrap	

10. INFRASTRUCTURE MANAGEMENT POLICY

PREAMBLE

K J Somaiya Institute of Engineering and Information Technology (KJSIEIT) is committed to provide best in class infrastructure to all its departments and other functional areas to ensure that the infrastructure meets and exceeds the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality.

This policy for Infrastructure Management of KJSIEIT has been formulated for planning infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology ; procurement of infrastructure ensuring its quality and cost; up gradation from time to time ; proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts, theft and writing off of obsolete equipment.

KJSIEIT believes that appropriate equipment and its maintenance and upkeep are essential for quality academics and efficient administration. A comprehensive Policy & Procedure for Infrastructure Management has therefore been prepared and implemented.

10.1 OBJECTIVES OF INFRASTRUCTURE MANAGEMENT ARE –

- To meet the need of upgrading / creating infrastructure that would support quality education and promote a good teaching-learning environment.
- To allocate funds for infrastructure development.
- To look after optimum utilization of resources to carry out curricular, co-curricular, extra-curricular and research activities.

The foresight planning of the Ayurvihar campus should be displayed at the entrance and various places in the institute.

The infrastructure policy framed by the management is obligatory for the K. J. Somaiya Institute of Engineering and Information technology.

10.2 FOLLOWING ARE THE KEY POINTS FOR FRAMING POLICY AND INFRASTRUCTURE MANAGEMENT.

10.2.1 Formation of Estate Committee

Estate committee is constituted to discuss and take decisions regarding infrastructure development and renovation in the Institute. The estate committee involves head of the institute, two senior professors from the institute, members of the trust project office (chief engineer, civil engineer and architect) and a management representative. The committee meets as per need to review and place proposals regarding the infrastructure requirements.

10.2.2 Work proposal

After complete discussion regarding requirement, work proposal is to be prepared and sent along with financial details for approval to head office.

10.2.3 Budget proposal

The institute allocates funds for the required work.

10.2.3 Quotation

Minimum three genuine quotations with full description of work are to be received in sealed envelope at the head of the institute office.

10.2.4 Negotiations

The unbiased negotiations to be conducted in presence of estate committee.

10.2.5 Party selection

A genuine party for the work has to be selected.

10.2.6 Work order

The final work order with signatures of negotiating members is to be sent for confirmation and signature of the secretary/ Provost of SVV.

10.2.7 Contract document

The agreement is to be made as required with all terms and conditions.

10.2.8 Issue the final work order to the selected party.

10.3 PROCEDURE OF FOLLOWING THE POLICY OF INFRASTRUCTURE

MANAGEMENT IS AS FOLLOWS.

10.3.1 Procedure for Creation of New Infrastructure.

- (a) To ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like, All India council for Technical Education (AICTE), Directorate of Technical Education with regard to resource requirements are strictly adhered to.
- (b) At the time of starting a new program or a new course, the concerned department shall prepare a proposal which in addition to many other aspects will specify the resource requirements and their adequacy for starting a program or course or for the addition in intake.
- (c) The proposal then submitted to competent authority for the approval to initiate the creation of New Infrastructure.

10.3.2 Enhancement of infrastructure

Institute and all its Departments shall regularly enhance Infrastructure by modernization and removal of obsolescence keeping in view the developments of technology and advancement in teaching learning process, needs of the new programs and new initiatives.

I. Procedure for Maintaining Record of Infrastructural Asset.

- (a) Under mentioned procedure for maintaining record of infrastructural assets by Institute, It will be followed to ensure uniformity in maintaining asset records and correct valuation of all assets on a particular date.
- (b) Normally an item will be treated as an 'asset' if it costs more than Rs 5,000/-. However, items useful for longer duration are to be credited in asset register, even if costing less than Rs 5,000/-. e.g. If a telephone instrument/Plastic Chair costing Rs 450/- is purchased either in bulk or singly, it should be credited in asset register since it retains its value till it is scrapped.
- (c) However, consumable items even purchased in bulk quantity or in single, will not be credited in asset register. Similarly items purchased for maintenance purpose even if costing more than Rs 5,000/- will not be taken on asset

register charge. eg.RCCB/MCB/PVC/CPVC/UPVC/G.I. pipes & fitting etc.

II. Physical Verification:

Physical verification of infrastructure shall be carried out periodically and a list of missing items or items not in use/ obsolete items shall be prepared. Principal shall take action with regard to the shortages and writing off.

- Annual Stock Verification
 - a) This is done as per asset verification program issued annually.
 - b) Physical asset verification report for each financial year is prepared by Institute as per Annexure I.
 - c) Any variation if received in report, the same be readjusted during annual asset verification with proper authority in writing for variation. Report for subsequent years will be maintained by Institute as applicable with addition of items newly received & items disposed off, if any.

10.3.3 Depreciation:

Depreciation shall be applied to the assets annually based on the type of assets like furniture and fixtures, electrical installation, equipment, air conditioners, vehicles and computer hardware and software.

Depreciation % value of each item will be worked out as per specified percentage rate and endorsed at respective page of Asset Register to establish exact valuation of assets held on charge of the institute on a given date. Depreciation rate in % as per Section 32 of IT Act is as under and will be applied accordingly:

(i)	Furniture & Fixtures	10%
(ii)	Electrical Installation	10%
(iii)	Equipment	15%
(iv)	Air Conditioner	15%
(v)	Vehicles	15%
(vi)	Computer Hardware, Network & Software	60%

As a guideline following formula can be used for working out depreciation % which is not mentioned above.

$$\frac{\text{Purchase Value} - \text{expected scrap value}}{\text{Expected Life}} \times 100$$

10.3.4 Upkeep and Maintenance:

Institute along with its departments shall strictly follow the laid down procedures and guide lines with regard to cleanliness and preventive & corrective maintenance of infrastructure. This shall include the following.

- a) Regular cleaning as per the checklists
- b) Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
- c) Pest control treatment, treatment for termite etc.
- d) Preventive maintenance as per the preventive maintenance schedules and maintaining its records.
- e) Annual Maintenance Contract and maintaining record of service/maintenance
- f) Corrective maintenance and its records.

10.3.5 Phasing out, absolution and writing off.

Infrastructure rendered obsolete on account of change in technology, new product and process development will be phased out. This will be done as mentioned below:

- (a) Deploying old equipment on tasks of lower level utilization like computers from labs are deployed for office work for word processing.
- (b) Transferring assets to other institutes which can utilize the old equipment productively.
- (c) Selling the old assets through proper procedure like asking minimum three quotation from authorized vendors who are eligible to purchase the equipment required to sell. After selling the same assets thus transferred or disposed off from asset register by appropriate authority.
- (d) E-waste will be disposed off only to specified vendor.

Disposal of Scrap

Institute receives list of scrap material from all the departments duly signed by concern heads Electronic scrap, paper scrap and other scrap material segregated after receiving the same. Electronic scrap like computer and electronic equipment are disposed off by giving it to recycling to the authorized dealer only if purchased seven years before. Procedure for disposing off

Disposing off Electronics scrap is done by the following procedure:

- a) Three quotations from three different vendors in sealed envelopes will be obtained.
- b) The quotations will be opened in presence of a Committee comprising Principal of the Institute, Admin, Estate Supervisor/ Project office coordinator and Store keeper.
- c) The amount will be negotiated to maximum possible from vendor during the negotiations.
- d) Formalities of deposition of cash, handing over of scrap materials will be completed after due approval.
- e) Scrapped item/quantity will be struck off from asset register after they are disposed off.

Disposing off Other than electronic scrap:

- a) Three quotations from three different vendors in sealed envelopes will be obtained.
- b) The quotations will be opened in presence of a Committee comprising Principal/ Vice Principal of the Institute, Admin, Estate Supervisor/ Project office coordinator and Store keeper.
- c) The amount will be negotiated to maximum possible from vendor during the negotiations.
- d) Formalities of deposition of cash, handing over of scrap materials will be completed after due approval.

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11. INFORMATION TECHNOLOGY POLICIES

- **Policies regarding Web based applications:**

The Somaiya Vidyavihar provides faculty, staff, and students a variety of computing resources and online services. A SVVNetID (an account name that identifies you as a member of the Somaiya Vidyavihar community) and password is required to access most of these services [OPAC access, Access to SVV campus computer / laptop and Access to SVV AD Portal, to apply for Railway Travel concession, Internet access both Wired & Wi-Fi for some colleges].

1.1 SVV Net ID

- When a student (or Staff) is admitted in KJSIEIT, SVVNetID will be created automatically. The SVVNetID and password is supplied to their Somaiya Email ID and Personal Mobile, their access to specific online services is determined by their eligibility and authority.
- A portal to manage the SVVNetID account is <http://myaccount.somaiya.edu>, by logging into, members of the SVV community can manage personal information that is displayed in the SVV Database like mobile phone number, personal email id, change the password for SVV services, and reset forgot password and more.

1.2 SVV Email ID

- Somaiya Email id is an Email id given by Somaiya Institute to all Students, Staff and Faculties. For Students, it is a lifetime email id. Link for Accessing Somaiya Emailid is mail.somaiya.edu If anyone don't know their Somaiya email id, then they can contact the Google Apps Coordinator of the respective institute to get there Somaiya email id & password.
- Every Google Apps coordinator have rights to reset password for somaiya email id with students Member id (which is there in your RFID Card).
- Somaiya members can also Reset Somaiya Email ID password through SVV NETID portal by path: <http://114.143.198.6/svvnadnew> Once the password is reset, the system will send a new password on your personal email id and sms on your mobile.

1.3 Google Apps

- Google Apps is a set of web applications provided by Google.
- These web applications include Google Email, Google Calendar, Google Docs, Google Talk (Chat), Google Mobile and Google Sites. All of these web applications offer an online alternative to traditional office suites.
- It is expected to used Google Apps efficiently by Staff and Students for this
- Google Coordinators always have a need to train new users and keep them up to date on the latest technologies.

1.4 Library Software

- Books Circulation, Reservation, Remainders and Book, Journals search facilities are managed by Bookworm Software also a link is made available <http://114.143.198.3/opac>.

1.5 KJSIEIT Website Portal Updating and Maintenance

- Institute and Departmental activities, Notices, Events, Circulars, Photo etc. need to be displayed

on the website. For this the website must be updated and maintain regularly.

- Institute and Department level data should be provided regularly to the website administrator by the HOD / Website coordinator.
- On line Event Registration details must be provided well in advance.

1.6) I-card Policies

i) To get new ID Card, if in case of ID Card LOST

- Immediately report to the Institute's Office with written application.
- Get FIR from nearest Police Station, wherever the card has been lost.
- The fee to replace a lost ID card is to be paid in institute's office, before a new ID Card will be issued.
- From institute office, ID Card coordinator will generate a ticket against lost ID card.
- Once ticket is generated, then approach to ID Card office to get new ID card. Collect the ID card from ID card office within 2 working days from the date of ticket generation.

ii) To get new ID Card, if in case of ID Card damaged / Chip is not working

- Immediately report to the Institute's Office with written application.
- The fee to replace a damaged ID card is to be paid in institute's office, before a new ID Card will be issued to you.
- From institute office, ID Card coordinator will generate a ticket against damaged ID card.
- Once ticket is generated, then approach to ID Card office to get new ID card. Collect the ID card from ID card office within 2 working days from the date of ticket generation. Old ID card should be returned to ID card for a replacement.

Note : In case, if problems with ID card chip, first visit the ID card office. ID card office staff will do the necessary checking and certify the Chip damage.

iii) To get new Lanyard/ Card Holder

- The fee to replace a Lanyard/Card Holder is to be paid in institute office, before a new Lanyard/Card Holder issued.
- From institute office, ID Card coordinator will generate a new ticket against Lanyard/Card Holder.
- Once ticket is generated, then approach to ID Card office to get the ticketed material. Collect the material from ID card office within 2 working days from the date of ticket generation.

1.7 Online Feedback System

- Online feedback conduction software should be developed in house.
- Online feedback should be conducted Twice a Semester.
- Report should be generated by software mapping to NBA faculty assessment.
- Evaluation of Feedback should be used for improvement of faculty performance.
- Improved faculty performance should be mapped with the upcoming feedback by software.

2. Alternate Internet Connectivity (Broadband / Wi-Fi Dongle)

- As an alternative to the existing internet leased line a broadband and wi-fi internet connections are necessary as a standby provision which must be in active condition.

3. Computer Hardware and Software Policies:

- Install only licensed copy of software.
- Licensed copy must be updated
- Computer Name, Asset Number, Specifications and installed licensed Software must be displayed on CPU.
- Asset Register, Consumable Register, History card should be Maintained and Updated with Equipment spares, repairing details and Software's changed for each Lab.
- History cards must be verified & signed by Lab In charges every month and by HOD in every semester.
- Computers, peripherals, spares, repairing, etc. purchased documents must be preserved.

4. Policies regarding Wi-Fi

- Wi-Fi facility is made available on the campus for authenticated users only.
- For Campus Wi-Fi access, internal user should use SVV netID and password which is allotted to him.
- For external users guest access should be provided.
- Wi-Fi Security policies can be set using Firewall.`

5. Purchase of Capital Items

- All Capital items should be purchased only by the Purchase Committee of the Institute.
- Any Department desiring to purchase any capital item must submit the proposal in prescribed format to the purchase department. They will then verify the available budget & valid need of requirement. Before submitting the proposal, the Indenter in consultation with Purchase Committee will establish the requirement of the Capital items.
- On verification, Principal will grant financial sanction for the purchase.
- No Capital Expenditure, whatever, irrespective of its value can be incurred without prior sanction from HO.

6. Equipment Scrap Policies:

- AICTE / DTE/ University requirements should be fulfilled for any scrap of equipment.
- Extend the life of equipment for optimum utilization.
- Scrap record should be maintained in desktop register with authorized signatories.
- Scrap committee will decide based on the condition of the computers and peripherals.

7. Internet Facility policy:

- Staff of KJSIEIT must use the internet facility only for official and academic purpose.
- Staff must not be involved in sending unsolicited mails through KJSIEIT internet facility.
- Staff must not download material from internet without proper acknowledgement of original source.
- Staff must not watch unsolicited videos or must not waste the internet resources.
- The guest's login should be made available for external authorized participants

8. Domain Controller Policies

- Windows OS computers has to be connected in SVV domain.
- AD controller policies can be maintained by network admin team.

9. Software License Compliance

Ensure that every department and section has the necessary and appropriate licenses for all the software it uses and that is abiding by the conditions of using the license in stipulated period.

- All the Desktops, Laptops and Servers should not have any illegal / pirated software OR Operating System. In case of licensed software, It should not exceed the total number of license copies.
- Responsibility of ensuring software compliance rests with the Head of Department.
- Maintain registers and documents to provide proof of purchase of software licenses.
- Maintain a register of disposal of software. [for example, computers scrapped with OEM license]
- Maintain an inventory detailing where licensed software installed. This must track redeployment of software within the department.
- Ensure that all Staff and Faculty are aware of their own responsibilities in regard to ensuring that they only will use software in compliance with license conditions.
- In the interests of ensuring compliance with licensing requirements, Department heads may instigate a software compliance audit from time to time.

10. ERP (Enterprise Resource Planning)

- In house ERP s/ws can be developed by staff members as per institute requirements, so that it can be modified as & when requirement changes.
- Training & support must be provided to the staff using ERP s/w.
- Reports of ERP software should be available to staff members.

11. E-Learning

- Every class room/ labs should have e-learning equipment setup availability.
- E-learning resource materials available at NPTEL, IITB should be verified by faculty as per curriculum requirements.
- Faculty should be able to add their expertise ,knowledge & experiences with e-learning material.