DYP

D. Y. PATIL COLLEGE OF ENGINEERING
AKURDI, PUNE

Approved by AICTE, Recognized by DTE&
Affiliated To Savitribai Phule Pune University

GOOD
GOVERNANCE
DOCUMENT

Enhancing the capabilities of
Engineering Education

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INDEX

1. Introduction

The guidelines published in this document are for the Governance of D. Y. Patil College of Engineering run by the Trust, Dr. D. Y. Patil Pratishthan, Kolhapur. The document is a fusion product based on

a. Rules and Regulations and Guidelines by All India Council for Technical Education, New Delhi

b. Rules and Regulations and Guidelines by Maharashtra Public Universities Act, 2016

c. Rules and Regulations and Guidelines by Savitribai Phule Pune University

d. Previous documents viz Administrative manual of the college

e. Existing Best Practices in the institution

This *Good Governance Document* has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration.

The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices

- To implement transparency at all levels of governance and administration

- To follow integrity in appointments at all levels

- To strengthen the Industry-Institute interaction

- To establish fair and transparent processes in internal control

- To comply with rules and regulations

- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To maintain registry of interests of members of governing body

- To achieve optimum utilization of infrastructure, resources for better output

- To meet the requirements of accreditations

- To enhance the quality of teaching-learning process

- To set up centers of excellence in research & development and enhancement of quality of research and consultancy

- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.

- To place improved systems for feedback, self-appraisal of faculty and staff.

- To create bench marking with other institutes of repute.

- To accomplish appraisal of Head of the Institution.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all statutory for colleges. In addition, it outlines the responsibilities of various functionaries in the academics and administration including Non Statutory committees formed for the smooth and effective functioning of the college.

2. Details of the Institute:

The Institute is run by Dr. D.Y. Patil Pratishthan Trust and is located at-. Sector 29, Nigdi Pradhikaran, Akurdi-44. The Institute is approved by AICTE and is affiliated to Savitribai Phule Pune University.

D. Y. Patil College of Engineering, Akurdi, Pune is a self- financed institution established in the year 1984 under the visionary leadership of Padmashree Dr. D. Y. Patil, Former Governor of Tripura, Bihar and West Bengal. The Institution is approved by All India Council for Technical Education (AICTE), New Delhi, and Government of Maharashtra and affiliated to Savitribai Phule Pune University (SPPU), Pune. The Institute is accredited by National Assessment and Accreditation Council (NAAC), Bangalore with 'A' grade (CGPA- 3.06).

The Institute is offering quality technical education for the past 38 years. The Institute offers Eight UG programs, and Six PG programs.

Eight of the UG programs viz., B.E. (Computer Engineering), B.E. (Mechanical Engineering) B.E. (Civil Engineering), B.E. (Instrumentation and Control Engineering), B.E. (Information Technology), B.E. (Electronics and Telecommunication Engineering), B.E. (Production Engineering) and B.E. (Artificial Intelligence and Data Science).

Six PG programs viz., M. E. (Computer Engineering), M.E. (Production Engineering), M.E. (Mechanical- Design Engineering), M.E. (Civil-Construction and Management), M.E. (E and TC-VLSI and Embedded System), M.E. (Civil-Environmental Engineering).

Two departments of this Institution are recognized as research centers by SPPU, Pune for promoting research culture in the Institute.

Salient features of our institute are –
• State of the art infrastructure
• WIFI enabled campus
• Laboratories equipped with equipment's with latest technologies
• 24 hours Internet connectivity
 • Industry-backed Curriculum
• MoUs with reputed Industries and Academic Institutes
• Excellent Placement Record
• 10000+ Worldwide Alumni network
 • Annual Student Festivals and a vibrant Campus Life
• All Govt. Scholarships available to students

3. Vision-Mission and Quality Policy

Vision of the Institute:

Empowerment through Knowledge

Mission of the Institute   :

M1. To educate the students to transform them   professionally competent quality conscious engineers

M2. To provide conducive environment for teaching, learning, and overall personality development

M3. To culminate the Institute into an international seat of excellence.

Quality Policy of Institute:

We are committed to create quality professionals to meet the emerging industrial and social needs through:

- Innovative quality education.

- Technology oriented system administration.

- State of art infrastructure.

- Congenial & disciplined learning environment.

- Inculcating moral & ethical values among faculty and students.

- Aiming at continual improvement in all activities.

4. Organization Structure of the College -
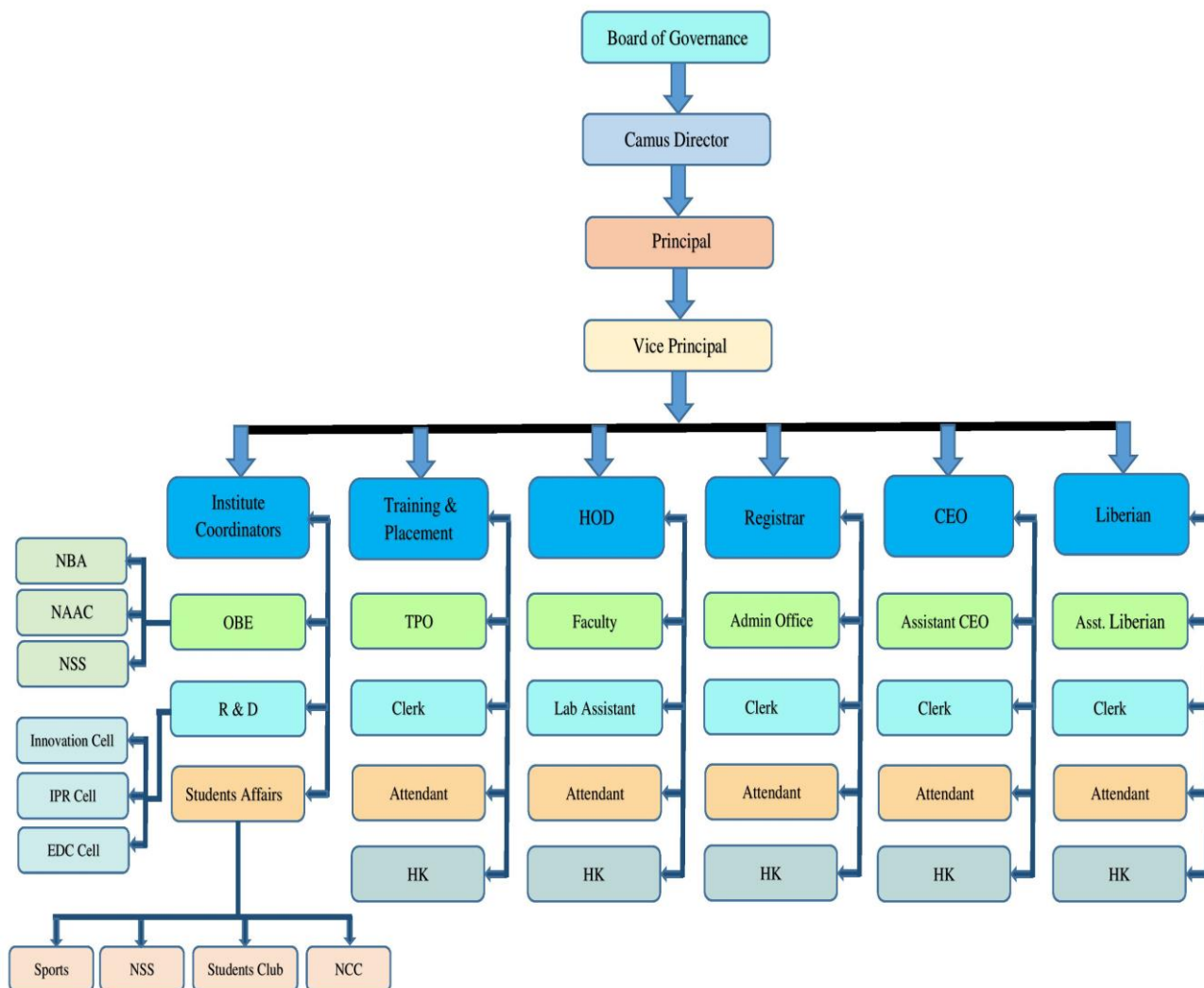
5. List of Statutory Committees

Sr. No.	Name of Committee	Statutory Body	Year of Constitution	Term Years	Chairperson	Member Secretary / Coordinator
1	Governing Body	AICTE	2022-23	03	Chairman, Trust	Principal
2	Anti-ragging Committee and Squad	AICTE	2020-21	03	Principal	Senior Teaching Faculty
3	IQAC	AICTE	2020-21	03	Principal	IQAC Coordinator
4	Grievance Redressal Committee	AICTE	2020-21	02	Principal	Grievance Redressal Coordinator
5	Internal Complaint Committee	AICTE	2020-21	03	Senior Teaching faculty (Woman)	Internal Complaint Committee Coordinator
6	SC / ST Committee	AICTE	2020-21	03	SC / ST Coordinator	SC / ST Coordinator
7	College Development Committee:	Savitribai Phule Pune University	2022-23	05	Chairman, Trust	Principal

6. List of Non-Statutory Committees

Sr. No.	Name of Committee	Chairperson	Coordinator
1.	Library Committee	Principal	Librarian
2.	Dead Stock committee	Principal	Dead Stock committee Coordinator
3.	Training cell	Principal	Training cell Coordinator
4.	Placement cell	Principal	TPO
5.	Innovation Cell	Principal	Innovation Cell Coordinator
6.	Examination Committee	Principal	College Examination Officer
7.	Time Table Committee	Principal	Time Table Coordinator
8.	Purchase Committee	Principal	Purchase Committee In-charge
9.	Alumni Cell	Principal	Alumni Cell Coordinator
10.	Industry Institute Interaction Cell	Principal	Industry Institute Interaction Coordinator
11.	System Cell	Principal	System Cell Coordinator
12.	Entrepreneurship Development Cell	Principal	EDC Coordinator
13.	OBE Committee	Principal	OBE Coordinator
14.	Internal Faculty Feedback Process Committee	Principal	Institute Feedback Coordinator
15.	Disaster Management	Principal	Disaster Management Coordinator
16.	Website Committee	Principal	Website Coordinator
17.	Sports & Gymkhana Committee	Principal	Director of Physical Education
18.	Institute Cultural Committee	Principal	Cultural Activity Coordinator
19.	Hostel Committee	Principal	Hostel In-Charge
20.	Institute Magazine	Principal	Institute Magazine Coordinator
21.	Students' Development Cell	Principal	Student Affair Coordinator
22.	Research & Development Committee	Principal	R & D Coordinator
23.	Magazine & News Letter	Principal	Coordinator
24.	Admission Committee	Principal	Coordinator
25.	National Service Scheme (NSS) Cell	Principal	Coordinator
26.	Finance Committee	Finance Committee Chairman	Finance Committee Chairman

List of Students Clubs

Sr. No.	Name of Committee	Chairperson	Coordinator
1	Books And Beyond-Club	Students Club Coordinator	Books And Beyond-Club Faculty coordinator
2	C^2E^2 Coding-Club	Students Club Coordinator	C^2E^2 Coding-Club Faculty coordinator
3	IEEE Professional Society	Students Club Coordinator	IEEE Professional Society Faculty coordinator
4	ENTICERS Club	Students Club Coordinator	ENTICERS Club Faculty coordinator
5	MESA-Club	Students Club Coordinator	MESA-Club coordinator
6	3D EYE club	Students Club Coordinator	3D EYE club coordinator
7	BAJA- Team Predators Racing	Students Club Coordinator	BAJA- Team Predators Racing coordinator
8	ASM International Student Chapter	Students Club Coordinator	ASM International Student Chapter coordinator
9	CESA (Students Association)	Students Club Coordinator	CESA Faculty coordinator
10	IGS (Students Chapter)	Students Club Coordinator	IGS Faculty coordinator
11	IPA (Students Chapter)	Students Club Coordinator	IPA Faculty coordinator
12	ACI (Students Chapter)	Students Club Coordinator	ACI Faculty coordinator
13	YIN DYPCOE(Young Inspirator Network	Students Club Coordinator	YIN DYPCOE Faculty coordinator
14	SARA	Students Club Coordinator	SARA Faculty coordinator
15	Association of Computer Engineering Students (ACES)-Club	Students Club Coordinator	ACES Faculty coordinator
16	Association of Computing Machinery(ACM)- Professional Society	Students Club Coordinator	ACM Faculty coordinator

Sr. No.	Name of Committee	Chairperson	Coordinator
17	Computer Society of India (CSI)-Professional Society	Students Club Coordinator	CSI Faculty coordinator
18	Google Developer Students Club	Students Club Coordinator	Google Developer Students Faculty coordinator
19	ITESA	Students Club Coordinator	ITESA Faculty coordinator
20	DYPCOE Robotics & AI Club (DRAIC)-Club	Students Club Coordinator	DRAIC Faculty coordinator
21	Students' Association of Instrumentation Engineering(SAIE)- Club	Students Club Coordinator	SAIE Faculty coordinator
22	International Society of Automation (ISA)-Professional Society	Students Club Coordinator	ISA Faculty coordinator
23	Geeks for Geeks DYPCOE Student Chapter (GFG)	Students Club Coordinator	GFG Faculty coordinator
24	ISA	Students Club Coordinator	ISA Faculty coordinator
25	CPMC	Students Club Coordinator	CPMC Faculty coordinator
26	IASC	Students Club Coordinator	IASC Faculty coordinator
27	Blockwhizz	Students Club Coordinator	Blockwhizz Faculty coordinator
28	ISTE-Professional Society (E&TC, IT & Civil)	Students Club Coordinator	Faculty coordinator
29	NDLI Club	Librarian	Faculty coordinator
30	Satej Sports Club	Sports Secretary	Physical Director
31	Advanced Learners Club	Students Club Coordinator	Faculty coordinator
32	Vihang Kalamandal	Students Club Coordinator	Faculty coordinator
33	Cultural Cell	Students Club Coordinator	Faculty coordinator
34	Magazine Cell	Students Club Coordinator	Faculty coordinator

Statutory Committee

[Composition and Roles & Responsibilities]

Governing Body

As per AICTE Norms

a) Constitution:
Constitution of Governing Body of Private or Self-financing College or Constituent College run by Trust/Society.

Sr. No.	Number	Category	Nature
1	5 Members	Management	Trust or Management as per the constitution or bye-laws, with the Chairman or President or Director as the Chairperson and other four members
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	1 Member	Educationist or industrialist	Nominated by the Management
4	1 Member	AICTE Nominee	Nominated by the AICTE
5	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education or Maharashtra State Commission for Higher Education and Development
6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Ex-Officio Member-Secretary

b) Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

c) Meetings: Meetings of the Governing Body shall be held at least twice a year.

d) Powers and Functions of the Governing Body:
Subject to the existing provision in the byelaws of respective college and Regulations of Parent University, the Governing Body shall have the following powers and functions, namely:
   (a) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
   (b) Approve new programmes of study leading to degrees and/or diplomas;
   (c) Make recruitments of Principal or Teachers in accordance with the policies laid down by the AICTE and State Government, from time to time;
   (d) Approve annual budget of the college;
   (e) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Anti Ragging Committee

Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution as per the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

a) Constitution:

Sr. No.	Constitution Category
1	Head of Institution
2	Representatives of civil and police administration
3	Representatives of local media
4	Representatives of Non Government Organizations involved in youth activities
5	Representatives of faculty members
6	representatives of parents
7	Representatives of students belonging to the fresher's category as well as senior students
8	Representatives of non-teaching staff
9	Committee shall have a diverse mixture of membership in terms of level as well as gender.

b) Function

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Anti-Ragging Squad:

Every Institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times provided that, the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) Function

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

Internal Quality Assurance Cell (IQAC)

a) Composition: IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

Sr. No.	Constitution Category	Category
1	Head of the Institution	Chairperson
2	A few senior administrative officers	Member
3	Three to eight teachers	Member
4	One member from the Management	Member
5	One/two nominees from local society, Students and Alumni	Member
6	One/two nominees from Employers /Industrialists/stakeholders	Member
7	One of the senior teachers as the coordinator/Director of the IQAC	IQAC Coordinator/Member secretary

b) The primary aim of IQAC is
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

c) Strategies IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmers;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

d) Functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment, conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

e) Benefits IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

GRIEVANCE REDRESSAL COMMITTEE (SGRC)

As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019

a) Constitution: Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely

Sr No.	Constitution Category	Category
1	Principal of the College	Chairperson
2	Three senior members of the teaching faculty to be nominated by the Principal (out of three, one member shall be female and other from SC/ST/OBC category)	Members
3	A representative from among students of the college to be nominated by the principal based on academic merit /excellence in sports/performance in co-curricular activities	Special Invitee

b) Meetings:
The committee shall meet as and when required or twice in a year.

c) Term: The term of the members and the special invitee shall be of two years

d) Quorum - The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three

e) Working –
   (a) A complaint from an aggrieved student relating to the institution shall be addressed to the chairperson, Student Grievance Redressal Committee.
   (b) In considering the grievances, before it the SGRC shall follow principles of natural justice.
   (c) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy there of to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
   (d) Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

1. Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.

2. On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.

3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.

4. An aggrieved person may appear either in person or authorize a representative to present the case.

5. Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these regulations.

6. Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these regulations.

7. The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.

8. The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.

9. The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.

10. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

Internal Compliance Committee (ICC)

Every executive authority (chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested) shall constitute an Internal Complaints Committee (ICC) as per the sub regulation 1 of regulation 4 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutes) Regulations, 2015 with an inbuilt mechanism for gender sensitization against sexual harassment.

The ICC shall have following composition-

a) Constitution:

Sr. No.	Constitution Category	Category
1	A presiding officer who shall be a women faculty member employed at a senior level (not below a Professor in case of a university, and not below as Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority	Chairman/Presiding Officer
2	Two faculty members and two non teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority	Members
3	Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, masters and research scholars elected through transparent demographic procedure	Members
4	One member from amongst nongovernmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority	Members

Note:

At least one-half of the total members of the ICC shall be women. Person in senior administrative positions in the HEI, such as Principal, Vice Principal, Rectors, Registrars, Deans, Heads of Departments etc shall not be members of ICC in order to ensure autonomy of their functioning

b) Term:

The term of the office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.

The member appointed from amongst the nongovernmental organization or association shall be paid such fees or allowances for holding the proceeding of the Internal Committee, by the Executive Authority as may be prescribed.

c) Responsibilities of Internal Complaints Committee (ICC) –

The Internal Complaints Committee shall:

a) Provide assistance if an employee or a student choose to file a complaint with the police;

b) Provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainants rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

c) Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during that pendency of the complaint, or also provide for the transfer of the offender;

d) Ensure that victim or witness are not victimized or discriminated against while dealing with complaints of sexual harassment; and

e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

d) Meetings:

The committee shall meet at least two times a year.

e) Roles & Responsibilities

- To build self esteem and dignity among girl students and ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.

SC / ST Committee

Part A

Composition	Memberships	Functions	Responsibilities	Frequency of Meetings	External Members
Chairman Members	HOD's and Senior Faculty Members	1. Study the existing state of various provisions in the Constitutions and by the State Government for the Scheduled Castes and Tribes and suggest measures to fulfill the same. 2. To investigate various grievances raised by members from Scheduled Castes and Tribes 3. To take actions in deciding things related to welfare, reservation, protection, development of Scheduled Castes / Tribes.	**1.** To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as English and local language classes. 2. To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems. 3. To guide the SC/ST/OBC/PWD students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI), UGC and AICT. 4. To provide the book bank facilities to students from the department library and central library.	Twice in a year & unplanned one depending upon the seriousness of any case.	

Part B.

Following are the service rules, policies and procedures evolved for SC /ST students.

- Government of India ministry of tribal affairs : scheme of post matric scholarships to the students belonging to scheduled tribes for studies in India

- Social justice and special Assistant Department, Government of Maharashtra: Matric Tuition fees and examination fees to Backward Class Students (Freeship)

- AICTE : SPDP-Skill and Personality Development Programme Centre for SC/ST Students

Roles and Responsibilities of SC ST Committee:

The Cell will take care of SC/ST students with respect to.

(a)   Scholarships – their distribution to the beneficiaries on time.

(b)   Solve any problems occurred during their educational career

(c)   Making arrangements for sending statistical information required by University/Government authorities.

(d)   Any issues relating to discrimination experienced by the students in the College.

Students, especially belonging to SC/ST, if they have any issues on the above, may register their complaint either in the cell office.

The above Cell will meet twice in a year and review all the complaints received and take/suggest remedial measures.

Students are hereby requested to lodge a complaint with committee co-ordinator if there is any discrimination based on social origin.

College Development Committee

There shall be a separate College Development Committee for every affiliated, college or recognized institution as per Section 97 of the Maharashtra Public Universities Act, 2016, consisting of the following members, namely:-

a) Constitution:

Sr No.	Constitution Category
1	Chairperson of the management or his nominee ex-officio Chairperson
2	Principal of the college or head of the institution - Member – Secretary
3	Secretary of the management or his nominee
4	One head of department, to be nominated by the principal or the head of the institution
5	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
6	One non-teaching employee, elected by regular non-teaching staff from amongst themselves
7	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
8	Co-ordinator, Internal Quality Assurance Committee of the college
9	President and Secretary of the College Students' Council

b) Term: - 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.

c) Meetings: The College Development Committee shall meet at least four times in a year.

d) Roles & Responsibilities
The College Development Committee shall,-
   (a) 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 ;
   (b) Decide about the overall teaching programmes or annual calendar of the college ;
   (c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;
   (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;

(e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;

(f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;

(g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;

(h) Make specific recommendations regarding the improvement in teaching and suitable training programmers for the employees of the college ;

(i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;

(j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;

(k) Make recommendations regarding the students' and employees' welfare activities in the college or institution ;

(l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;

(m) Frame suitable admissions procedure for different programmes by following the statutory norms ;

(n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;

(o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;

(p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;

(q) Recommend the distribution of different prizes, medals and awards to the students.

(r) 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 ;

(s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university

Non Statutory Committee

[Composition and Roles & Responsibilities]

Library Committee

a. Functions: -

1. To provide on line books access system.
2. To prepare a budget for books needed by each Departments and forward it to finance committee
3. To procure text books in adequate number well in advance before the start of semester in consultation with Academic Committee
4. To give correct accession no. to the books procured and enters in record books.
5. To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms of controlling agencies.
6. To enrich the library by procuring leading national / international journals.
7. To maintain the records of issues and return of books accurately.
8. To get the books bound as when their covers are torn or worn out.
9. To prepare bound volumes of journals every year.
10. To display new arrivals of books and journals for information to staff and students with critical and attractive review.
11. To keep record of students and staff visiting the library and books referred by them.
12. To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
13. To provide and maintain the facility of the reading room within the Library
14. To maintain library books records as per the internationally accepted system and update the same from time to time.
15. To provide book-bank facility to students.
16. To display the number of textbooks, titles and journals available in the library at the entrance of the library.
17. Study Room
18. Digital Library / System / Websites / Record / Register.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Training Cell

a. Functions:

To organize various training programs such as -

1. To invite Corporate leaders from leading industries are invited regularly to interact with students
2. To organize training Programmes to train the students in the areas of Aptitude, Quantitative Reasoning, Logical Reasoning and Verbal through the Reputed External Training centers
3. To organize Technical training programmes by Technical experts
4. To start Language learning programmes to train students in developing their communication skills and foreign language skills
5. Training through Mock Interviews for students to perform well in the professional interviews as per the expectations of the corporate world
6. Developing the students to meet the Industries recruitment process
7. To motivate students aspire for higher studies and guiding them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC,MPSC etc
8. Public Sector Competitive Exams Training
9. To organize Career Development and Personality Development Program
10. Group Discussion Practice
11. Mock Interview Sessions
12. To provide In plant Training to the students

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Placement Cell

a. Functions:

1. Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies
2. To make every student of DYPCOE a success story by helping them become global leaders who can manage and lead change across diverse organizations
3. To strive to help and guide students get deserving placements through state-of the-art technology, innovation, leadership and partnerships
4. To identify needs of the students and try for placements
5. To make database mentioning companies information and contact details branch wise.
6. To invite companies for the campus placement.
7. To prepare institute placement brochure and circulate amongst the identified industries.
8. To establish active communication with the industries.
9. To invite delegates from industries to deliver expert lecture.
10. To make arrangement for industrial training for the students/ faculty.
11. To conduct awareness seminars for the preparation of campus placement. – To coordinate campus placement procedures
12. To facilitate Departmental initiatives for improving Industry Interaction

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Innovation Cell

a. Functions:

1. Establishment of Innovation Cell Members
2. Identification of Events.
3. Committee formation for event.
4. Planning of event.
5. Approval of Budget
6. Coordination with MIC and CIIL
7. Execution of events.
8. Assessment of outcomes of events
9. Reporting to MHRD and CIIL
10. Dissemination of event on Social Media and College website

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Examination Committee

Objectives:

1. To conduct In-sem and End-sem and Online Examination related all work as per Savitribai Phule Pune University notifications and ordinance.
2. To ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are mad available.
3. To hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of faculty and a report of same shall be submitted to the Principal.

Functioning and Execution:

1. The senior supervisors, Asst Senior supervisor for conducting exams are appointed in consultation with the Principal.
2. The Exam cell in consultation with the College Examination Officer (CEO) shall contact members of the panel (provided by the HOD) and shall prepare the list of the Invigilators depending upon their availability.
3. To take measures against any misconduct or fraud.
4. The senor supervisors along with Asst senior supervisors will be called for meeting regarding the distribution of duties and block arrangement.
5. A budget for Examination is prepared and submitted
6. The Chief Finance Officer will ensure availability of funds / advance received from SPPU and accordingly gives approval for the same.
7. The final recommendations will get approved from campus director as per the order formed.

b. Tenure: Semester

c. Meetings: Minimum one in each semester

Time Table Committee

a. Functions:

1. Team formation
2. Load Distribution
3. Classroom Allocation
4. Academic Calendar preparation
5. Timetable preparation and final signature

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Purchase Committee

a. Functions:

1. To analyze quotations provided by the logistics department, and provide recommendation for approval
2. To ensure all documentation is accurately completed
3. To ensure that the supplies/services quoted for comply with what was requested
4. Seek clarification from suppliers/service providers where necessary
5. Where the person with authority to approve the Quote Evaluation Form (QEF) has a query on the PC's recommendation, this should be directed back to the committee stating clearly the nature of the query
6. The PC should also be assigned a role within the supplier pre-preprocessing process
7. In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations
8. Ensuring proportionality, transparency, accountability and fairness in the procurement process
9. Ensuring all relevant documentation is prepared prior to PC meeting
10. Involvement in the evaluation discussion
11. Ensuring that the Quote Evaluation Form is completed accurately
12. Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures
13. Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders
14. To Ensure the Quality of the equipment.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Alumni Cell

a. Function:

1. To foster relations between the Alumni and the institute and strengthen the bond between Alumni and current students.
2. To organize various events such as Annual Alumni Meet, summer/ Winter City Meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves.
3. To tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students. Alumni Committee publishes a bi-annual newsletter - Aluminates - which contains articles, interviews, achievements of alumni.
4. To act -as facilitator and provides administrative help to the alumni.
5. To set-up and maintain a dedicated website for alumni activities.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Industry Institute Interaction Cell (III)

a. Objectives / Function:
1. Establishment of Industry Institute Interaction Cell
2. Encouraging experts from industries to deliver lectures
3. Participation of experts from industry in courses development
4. Visits of faculty members to various industries
5. Professional consultancy by the department to industries
6. Testing facilities in Institute for Industrial equipments
7. Joint research programmes
8. Industry study tours
9. Industry sponsor R & D labs in the Institute
10. MOU with Industries
11. Human resource development programmes for practicing Industries engineer
12. Joint degree programmes
13. UG & PG projects in Industries
14. Part time PG/Doctoral Programme at Institute
15. To Organize Workshops, conferences and seminar with joint participation of the faculty and the industries
16. Hands on students training in industries
17. Short-term project to faculty members in industries
18. Visiting faculties from industries
19. Industry sponsorship for Institute programs
20. Industry fellowships for students

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Systems Cell

a. **Function:**
1. Formulate policies for secure use of Internet facility by faculties staff and students
2. Provide internet connectivity to faculty staff and students by configuring access privilege level.
3. Provide user ID to all users for uniquely identifying users and to monitor usage of internet facility.
4. Provide Wi-Fi internet facility as a outdoor facility to use internet in the premises of the institute.
5. To resolve internet connectivity related issues at college level
6. To resolve computer hardware software installation issues for branches other than computer and IT
7. To provide antivirus software facility by purchasing antivirus software at college level based on the requirements given by all HODs.
8. Provide wired networking of PCs to the departments by structured networking method and utilizes also finalizing vendors for doing networking work at college level.
9. To make awareness and training to faculties and staff for secure use of PCs and Internet
10. Documentation of purchase and total PCs peripherals at department level
11. Involve in Campus level purchase of Licensed software and finalizing vendor for providing required bandwidth at college level

b. **Tenure:** 1 year

c. **Meetings:** Minimum one in each semester

Entrepreneur Development Cell (EDC)

a. Objectives / Function:

1. Create awareness on Entrepreneurship among the students through training programmes and camps.
2. To identify and motivate potential entrepreneur
3. To facilitate potential entrepreneur by providing information on entrepreneurial opportunities
4. To create data base and networking to help entrepreneurs
5. To assist entrepreneurs in product development
6. To help entrepreneurs to acquire necessary managerial skills to run the industry effectively
7. To tie UP with National Entrepreneur Network or similar program for building strong entrepreneurs
8. Organizing Orientation every staring year for new members
9. Organizing Entrepreneur Talk show to motivate students
10. Providing guidance to faculty form all departments
11. To motivate students to participate in different EDC related activity in campus or out campus
12. To organize Awareness camp for students
13. To organize workshop/seminar/Guest lecture on EDC.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

OBE Committee

a. Function:

1. Provide the knowledge, understanding from NIRF to various faculty and enable them to fetch ranking.
2. Providing insights to faculty members regarding newer development of NIRF requirement, dissemination of NIRF Criterions, Publication credits to college etc.
3. Publish papers in conference, journals indexed in Scopus, Web of Science.
4. Interact with outside world to build perception about college.
5. Disseminate ranking requirements like industrial consultancy etc in each stakeholder.
6. Help HODs to enable NIRF dissemination and its benefits for mass campus recruitment in true sense.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Internal Faculty Feedback Process Committee

a. Function:

1. The Committee is constituted by Principal and Vice Principal
2. Online feedback portal/Form is designed by committee appointed by Principal and Vice Principal
3. Time table coordinator will provide academic load and faculty details to committee
4. Allotment of coordinators (except their own department) for smooth conduction of feedback by higher authorities
5. Allotted Team Members confirms the date and time from respective department member for online internal feedback
6. Department coordinator will generate summary of feedback and submit within time to institute coordinator. Then submission of reports to higher authorities
7. Discussion of Higher Authorities with HODs with necessary instruction. Then HODs will communicate it to faculty members.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Disaster Management Committee

a. Function:

1   To Lay down policies on disaster management
2   To Approve the Plan of Execution of whole Disaster management team
3   To Approve plans prepared by the Director of the Institution and develop systems in
4   accordance with the Plan and procedures
5   To Lay down guidelines to be followed by the State Authorities as per the State Plan
6   To establish and maintain institutional disaster management capacity and to
    implement effective risk reduction activities.

7   To prepare for and respond to disasters and coordinate disaster recovery.

8   To coordinate the provincial fire brigade function and capacitate municipalities.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Website Committee:

a. Functions-

1. To identify strategic initiatives for the website and present it to higher management for review and updating.

2. To develop a priority listing of desired design and functionality enhancements

3. To identify, update and enhance website design and content.

4. To coordinate with other committees in posting relevant information/ News/ Highlights.

5. Regarding admission / Academic News / Notices.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Sports & Gymkhana Committee

a. Functions: -

1. To create zeal amongst students and faculty members towards sports.
2. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
3. To enhance the interest of participants in the field of sports.
4. To achieve the goals we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc.
5. To promote every individuals' health, physical well-being as well as the acquisition of physical skill among the students.
6. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
7. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor.
8. The committee shall promote sports activities by motivating students and members of faculty.
9. Promoting team spirit by making healthy competition.
10. To organize regular sports events in order to train students for state and national level competitions.
11. To arrange for better coaching facilities.
12. Proper maintenance of sports accessories.
13. To provide necessary infrastructure for the sports.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Institute Cultural Committee

a. Functions:

1. Formulate teams and policies for smooth conduction of cultural events.

2. Monitoring healthy and unbiased selection of team members with the help of HOD and faculty coordinator from every year

3. Vendor finalization through central committee for any purchase or setup.

4. Timely preparations and follow ups for various permissions from higher authorities.

5. Maintaining discipline and controlling the students during the events with the help of all faculty members

6. Ensuring students and faculty participation to the fullest for the events.

7. Spreading the team spirit, happiness and joy through the events for keeping healthy and united environment in college campus

8. Participation in various University level, State level competitions.

9. Timely billing and file clearance for all events with the help of college auditor

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Students' Development Cell

a. Function: -

1. To take necessary steps for promotion of culture and students' development activities in colleges and university departments;
2. To establish links with regional and national bodies in the various cultural activities and to promote various activities jointly with them;
3. To take up activities in colleges and university departments to promote interest and skills for appreciation in the field of performing arts, pure art and painting skills;
4. To hold university level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and university;
5. To establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board of Students' Development;
6. To devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellors Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.
7. To devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Senate for approval.
8. To devise a mechanism to implement recommendations of the Commission as regards students' development and culture.
9. To take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.
10. To devise, develop and implement schemes of career counseling, psychological counseling and rehabilitation and up liftment of differently-abled students.
11. To co-ordinate activities of National Service Scheme (NSS) and National Cadet Corps (NCC) in university and affiliated Colleges.
12. To recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.
13. To undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

b. Tenure: 3 year

c. Meetings: The committee shall meet as & when required.

Hostel Committee

a. Function:-

1. Acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.
2. Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
3. Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Magazine and News Letter Committee

    a. Function:-

1. Formulate policies for smooth execution of magazine.

2. Finalizing the theme.

3. Gather information from all departments regarding conduction of events, students and faculty achievements.

4. Data checking for the final draft

5. Vendor finalizing through central committee

6. Communication with vendor

7. Distribution of Magazines

8. Participating in various competitions at University level or any other.

9. Gather information about major contribution/Achievements of the faculty and publishing the same in the magazine.

10. Publish Magazine and News Letter.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Research and Development Committee

a. Functions:-

1. To work on long term policy and strategy for promotion of research culture in the university, colleges and recognized institutions;
2. To advise and encourage the teachers to take up research in emerging areas at individual and group level.
3. To promote inter-disciplinary research programmes by coordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure.
4. To encourage the university departments, colleges and recognized institutions to hold research seminars in all disciplines for the research students.
5. To publish research journals, monographs for different disciplines;
6. To decide upon policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;
7. To work on creation of research and development data base for work done in university departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;
8. To work out and initiate research in delivery of education, pedagogy office-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students, open distance learning and conventional education;
9. To make efforts and also assist the teachers, university departments, colleges and recognized institutions to raise the funds for research activities;
10. To work out the budget for research activities of the university;
11. To mobilize money from the industry for enhancing research activities;
12. To identify problems and issues related to the region within the jurisdiction of the university and to take special initiative to address such issues through systematic research;
13. To work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research;
14. To encourage industries to promote, adopt and participate in the basic and applied research projects;
15. To establish central research laboratories with the help of participation of national and international industries;
16. To undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Research.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Admission Committee

a. Functions:-

1. To prepare clear and well-defined policies for admissions.
2. To prepare attractive brochures, prospectus and handouts for wider publicity.
3. To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
4. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
5. To place advertisement in newspapers regarding admissions as and when permitted by DTE.
6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
7. To send representative to admission centers for counseling the students as and when required.
8. To maintain the record of admitted students and forward it to concerned department.
9. To provide best counseling to students and parents who come to seek admissions.
10. To guide admitted students to complete the admission procedure like paying fees, getting roll numbers, hostel admission, I-card, fulfilling eligibility criteria, getting time tables etc.
11. Frequency of meeting: The committee shall meet three times a year and such other times, as may be required.
12. To prepare detail budget.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

National Service Scheme Committee (NSS)

a. Function: -

1. To Motivate, recruit and select students for NSS work.

2. To create awareness regarding social service among the students and other members of the college community.

3. To organize orientation programs for NSS volunteers, explain them about the concept of social service and teach them methods and skills required for achieving the objectives of the scheme.

4. To select service projects on the basis of utility and feasibility.

5. To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

b. Tenure: 1 year

c. Meetings: Minimum one in each semester

Finance Committee

a. Function: -

- To mobilize resources through collection fees from students, consultancy services and through funding agencies if any.
- To seek budget proposals from different departments, analyze them, establish the priorities.
- Scrutinizes the budget submitted by the different departments and monitor the utilization of department budget.
- Scrutinize the budget for the financial year for the departments and the institute.
- To observe budget relating to the grant received/receivable from the UGC/University/ AICTE, if any.

- To prepare budget proposal relating to income from fees and other sources
- To prepare a comprehensive plan of expenses for day-to-day running of the Institution.
- To propose the budget for the financial year for the departments and institute and forward a tentative budget to Governing Body in time.
- To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- To approve expenses for constructing new buildings after getting approval from the Governing Body.
- To monitor appropriate deployment of resources and carry out vigilant funds organization.
- To ensure audited account reports for the financial transactions of the institution.
- To advise the Governing body on all financial matters.

b. Tenure: 1 year

c. Meetings: The committee shall meet as & when required.
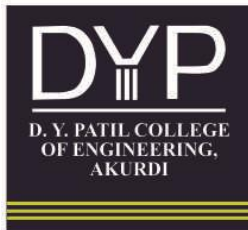
Dr. D. Y. Patil Pratishthan's

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Approved by AICTE, Recognized by DTE (Govt.) &
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