Pune District Education Association's

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E-mail : itermakurdi@gmail.com

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6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures, deployment of institutional Strategic/Perspective/Development plan etc.

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Index

Sr. No.	Title
1	Organogram
2	Governance Document
3	Policies & Procedures
4	E-Governance Policy
5	Staff Welfare Policy
6	Portfolio & Committees
7	Quality Assurance Initiatives Of The Institution

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Organogram

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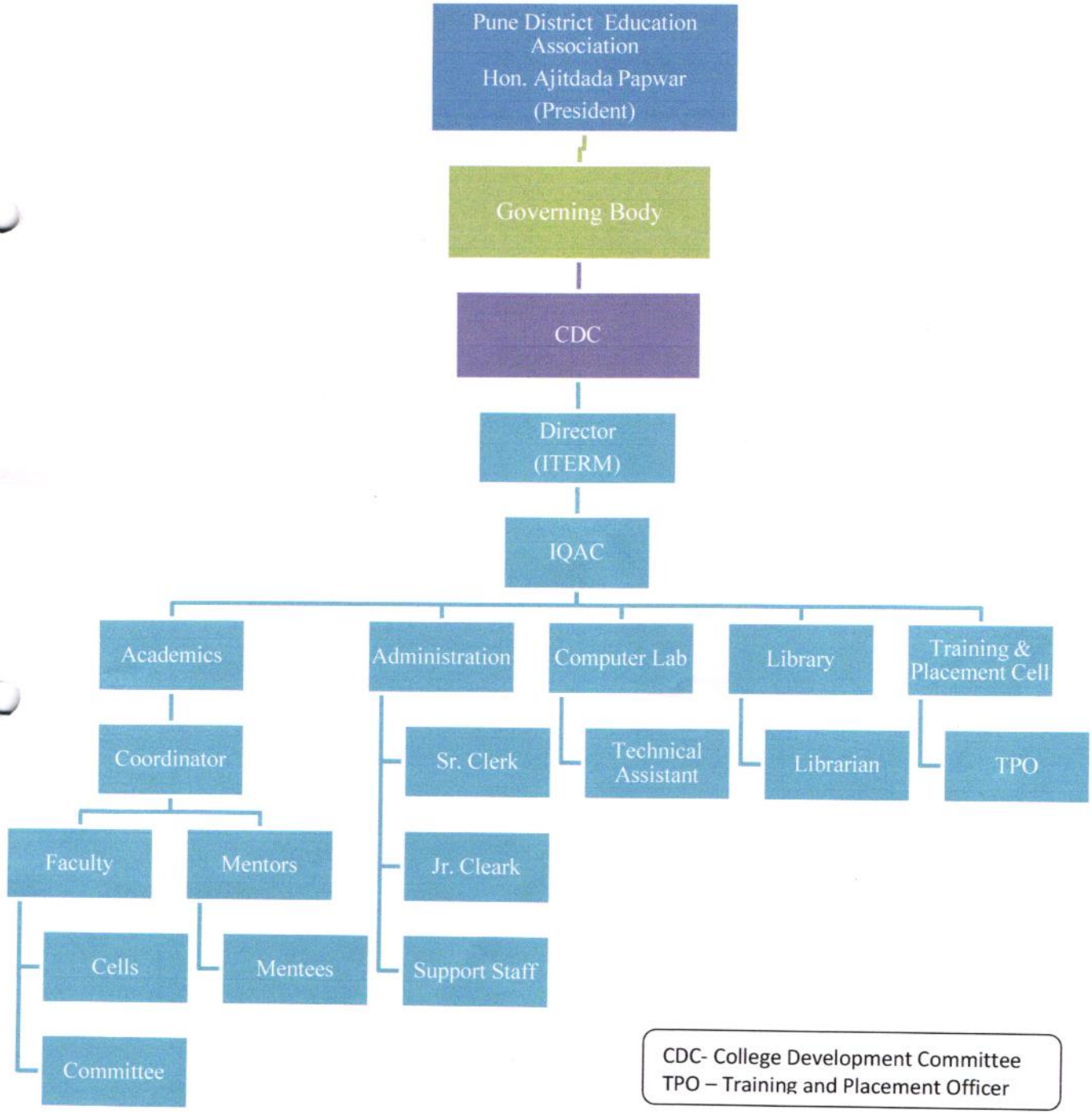
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CDC- College Development Committee
TPO – Training and Placement Officer

Organization Chart of ITERM

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Governance Document

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Web site : www.pdeambaakurdi.edu.in

The aim of Pune District Education Association's (PDEA) is educating even in the rural families of Pune District and to create the bright future generation. Founder member Shri. Baburaoji Gholap started P.D.E.A. on 7th September 1941. Trust has knitted together a network of educational activities within short span encompassing pre-primary to professional education. Post Graduate Degree course in Master of Business Administration (M.B.A) was started in 2010 with an objective to provide high quality professional education affordable to ordinary elements of the society. Vision of Pune District Education Association's (PDEA), Institute of Technical education, Research and Management (PDEA's ITERM) is " "An educational institute plays a vital role in the development of the society. We aim to provide the young generation quality technical education, thereby creating new frontiers of knowledge & to convert the younger generation of our country into a responsible citizen".

"Mission of Pune District Education Association's (PDEA), Institute of Technical education, Research and Management (PDEA's ITERM) To provide quality business & management education to the young generation, which will help & develop committed managers through all round development. Further, we are committed to inculcate ethical & human values among the young generation to ensure all round development of students, keeping in mind good moral education, personality development, professional skills & the latest in educational methods".

To bridge the gap between academic and practical, industrial and business world by organizing seminars, lectures, demonstration, visits to industrial and

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Director
P.D.E.A.'s Institute of Technical Education
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Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
Affiliated to Savitribai Phule Pune University
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business houses. Apart from institute priorities, institute is showing distinctiveness in many areas, of which, faculty development activity is one of the important areas where institute is taking lots of efforts. Management believes in quality education and this will be achieved only when faculty members are competent. Hence management encourages faculty for Ph.D. registration as well as improve their CV. College always supports and motivates the faculty for higher education which is reflected in the faculty registered for Ph.D. For this purpose, faculty is encouraged by providing various facilities and these are as follows,

a. Consents and NOC's: Institute provides necessary letters and documents required for Ph.D admission.

b. Facilities for research work:

i. Library: Institute provides facility of library to the faculty members for their research apart from regular academic books. Faculty can also use databases, journals, periodicals, reference books, etc.

ii. Computer and software facility: Institute provides computer facility with internet to the research work.

iii. Publications and Presentations: Institute supports in the endeavours of the faculty in their research publications as well as in conferences and proceedings.

iv. Leaves: Institute allows faculty to attend their Ph.D related work like submission of progress work, course work, conferences, workshops, pre-synopsis presentations and Viva-voce, etc.

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c. Appreciation: Institute appreciates the faculty members after successful completion of Ph.D or any other course and includes these achievements for consideration during their appraisal.

d. Promotions: After Ph.D completion, institute considers promotion of the faculty member in terms of salary as well as position as applicable.

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Swami Vivekananda thoughts for youth-





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Photos Guest Lectures:

Career growth with SAP technology for management students along with internship @program-





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Interview Cracking Skills-





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Emerging trends in sales & Marketing-





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Sap- Passport to global Career





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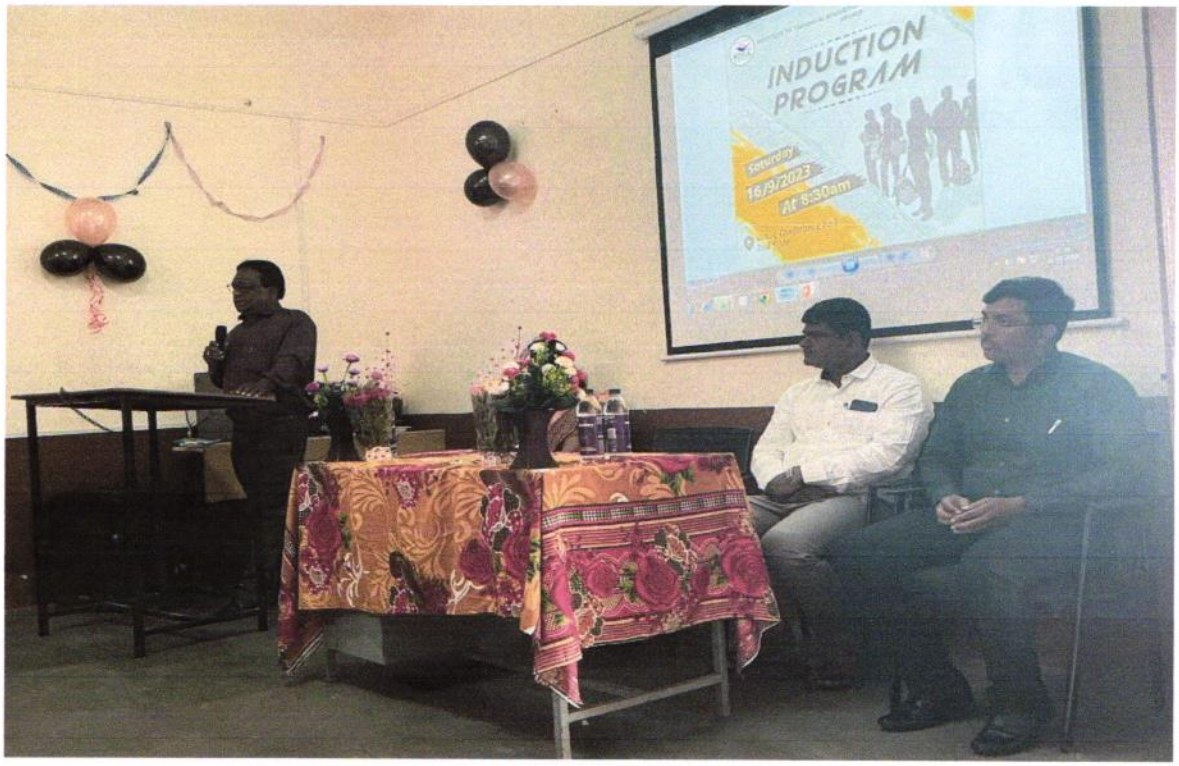
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Career in share market





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Time Management





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Opportunities in SAP-Management Perspective





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Career in Finance-



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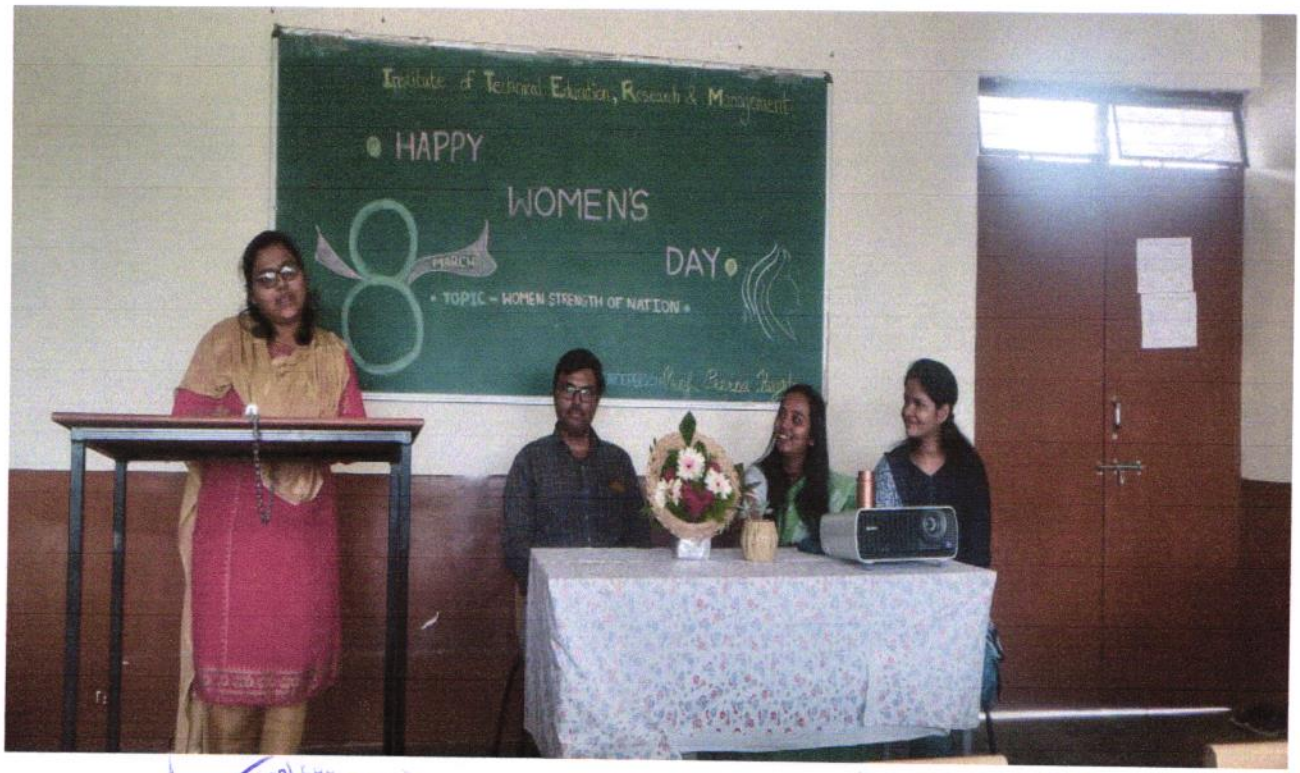
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Women the strength of Nation





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Digital Marketing

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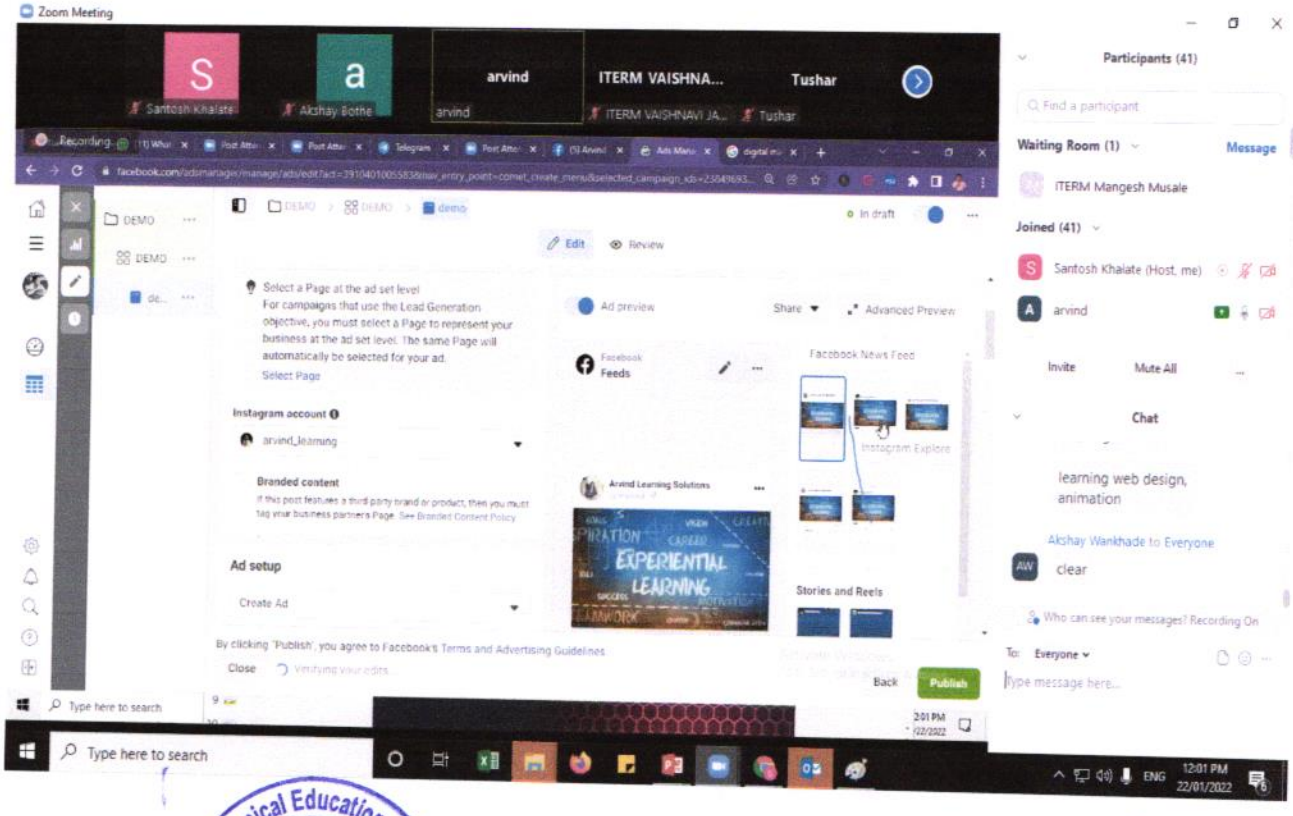
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Organize Guest Lecture
on
"Digital Marketing"

Resource Person
Mr. Arvind Navagire,
Director, Arvind Learning Solutions, Pune

Date: 22/01/2022
Time: 10.30 AM





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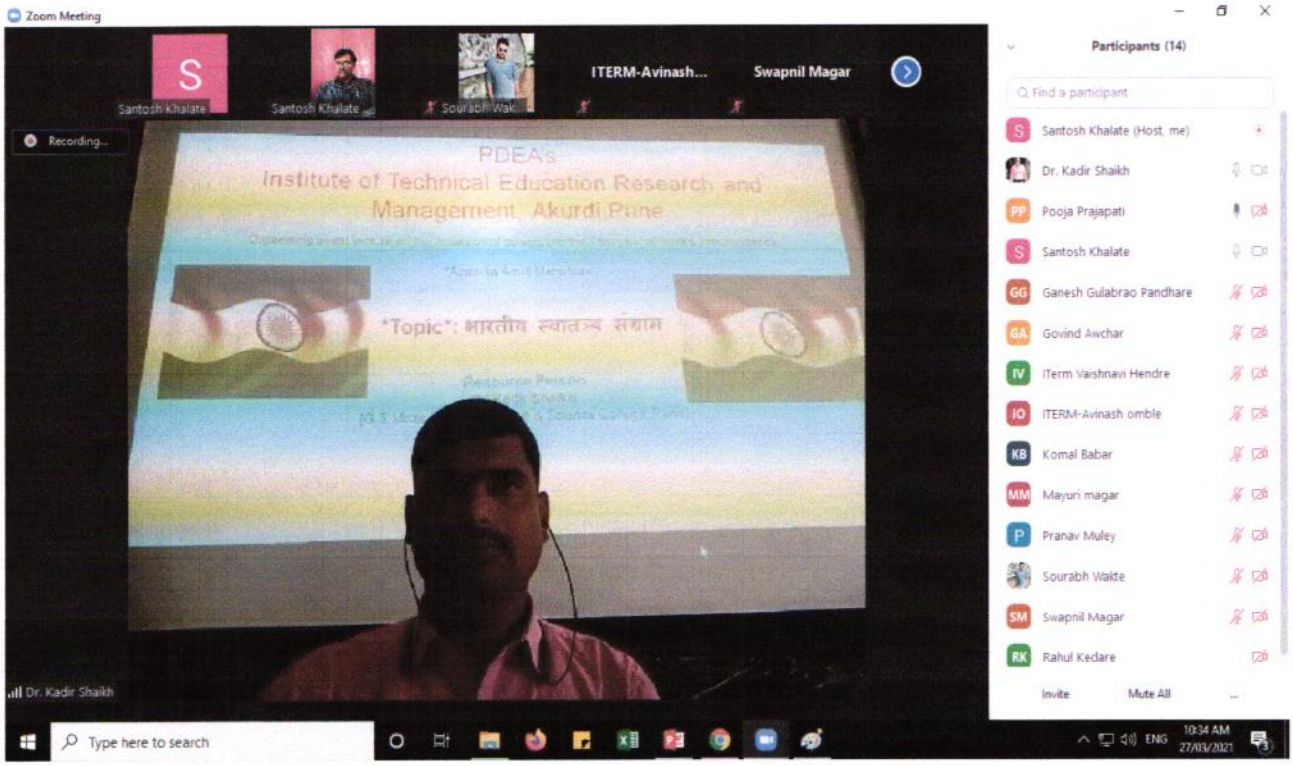
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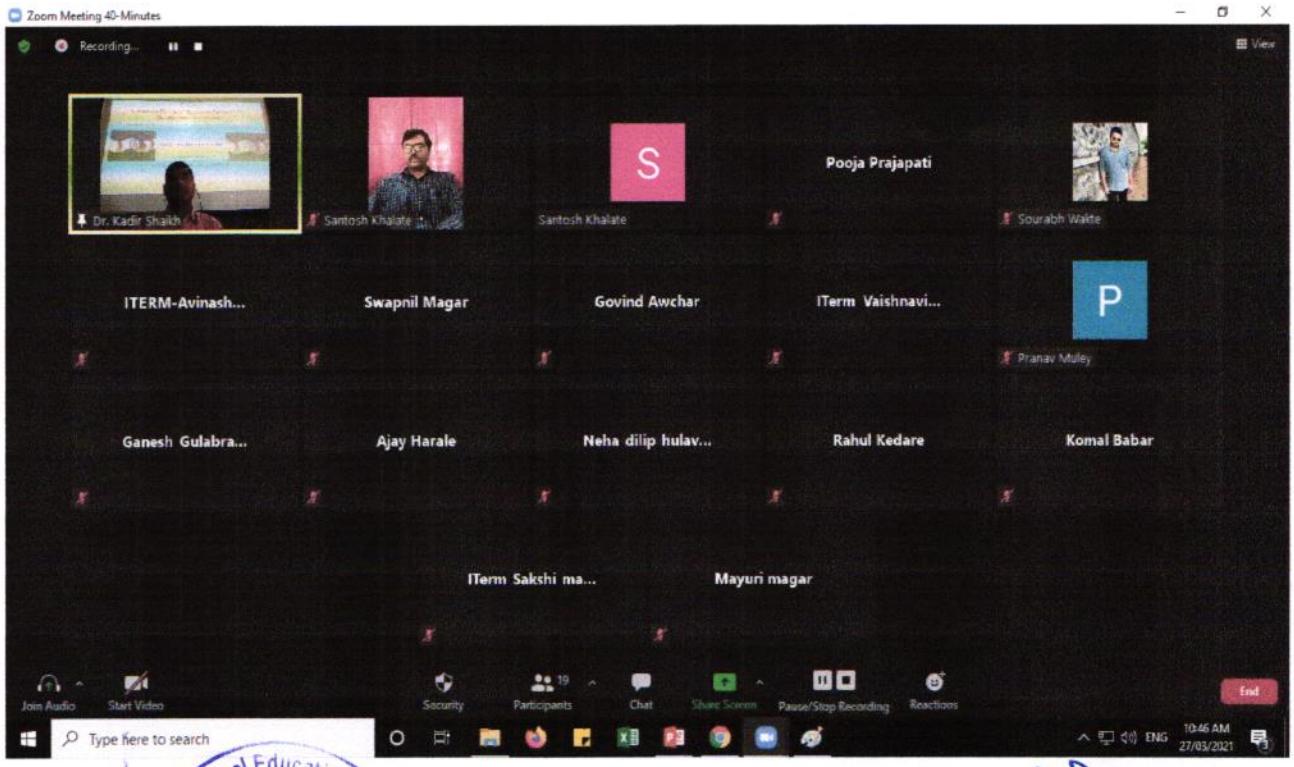
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Azadi ka amrit mahotsav





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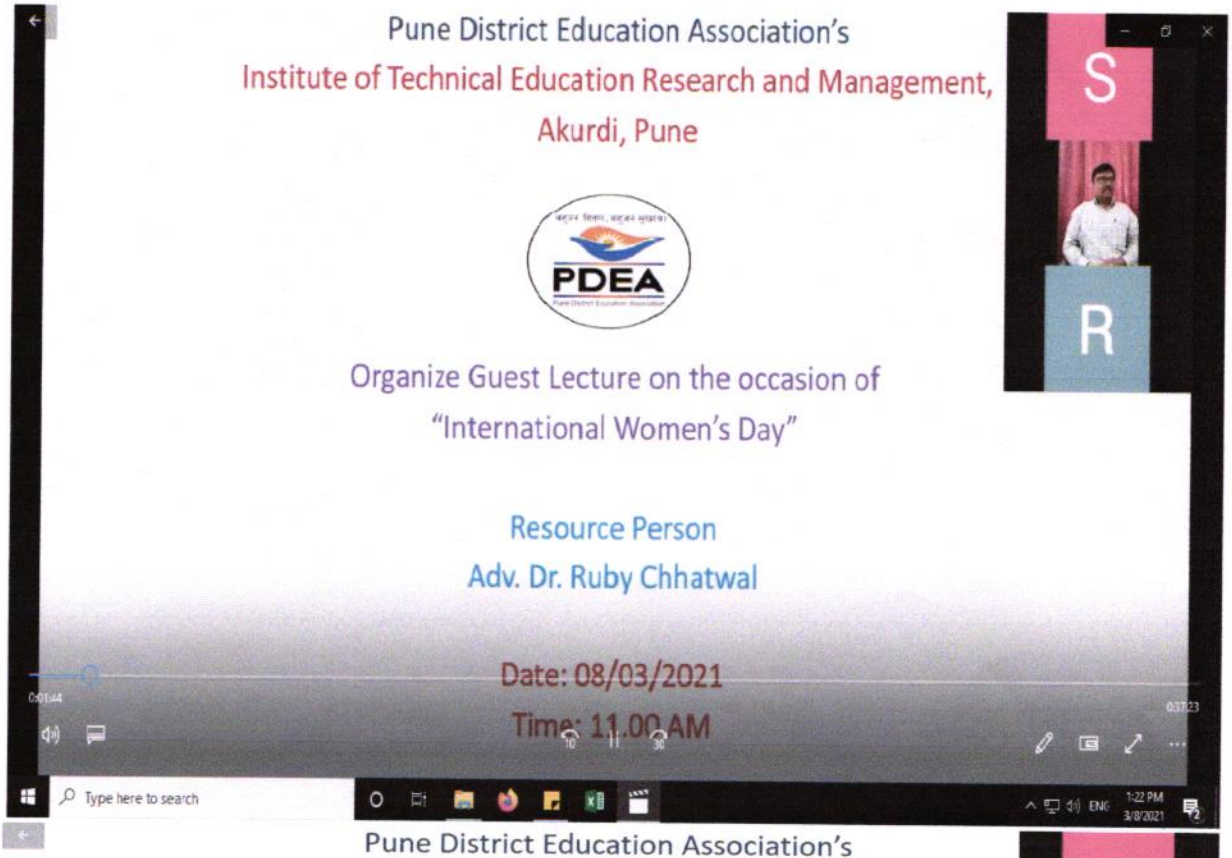
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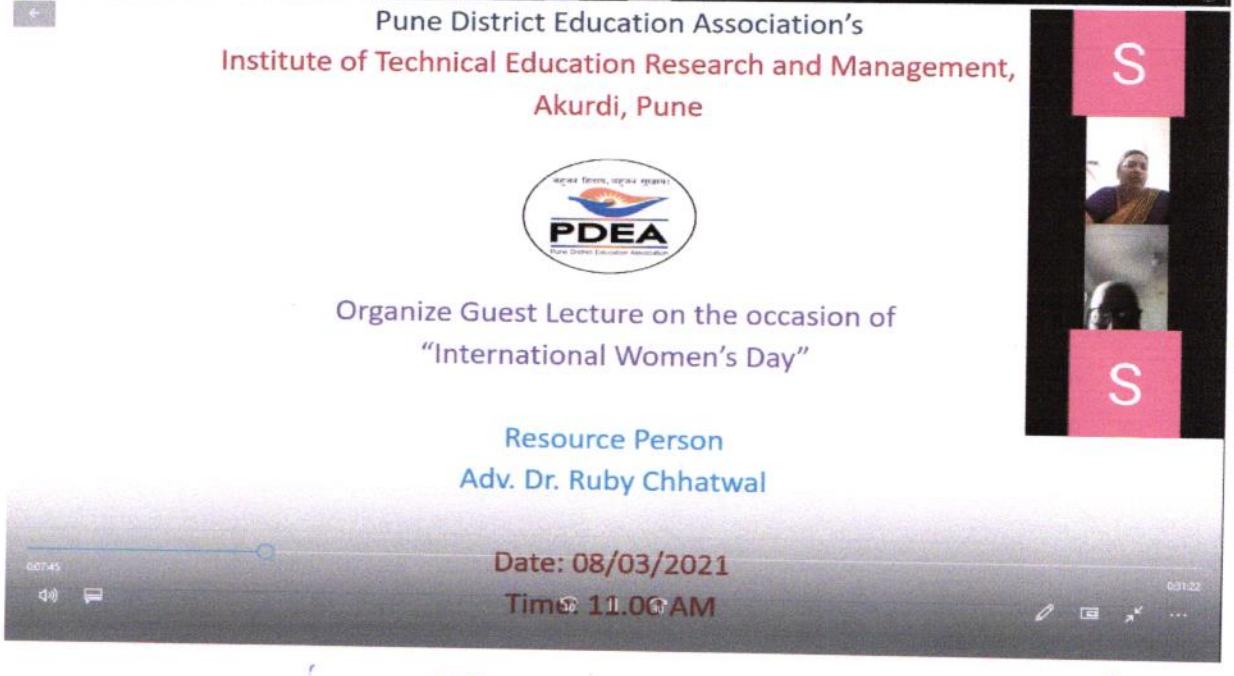
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International Women's Day





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Development of Entrepreneurial Skills





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Intellectual property rights



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Business Analytics Scope and Career Development





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Career after MBA course



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Analysis of Financial Budget 2020





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Gap between industry expectation & students approach



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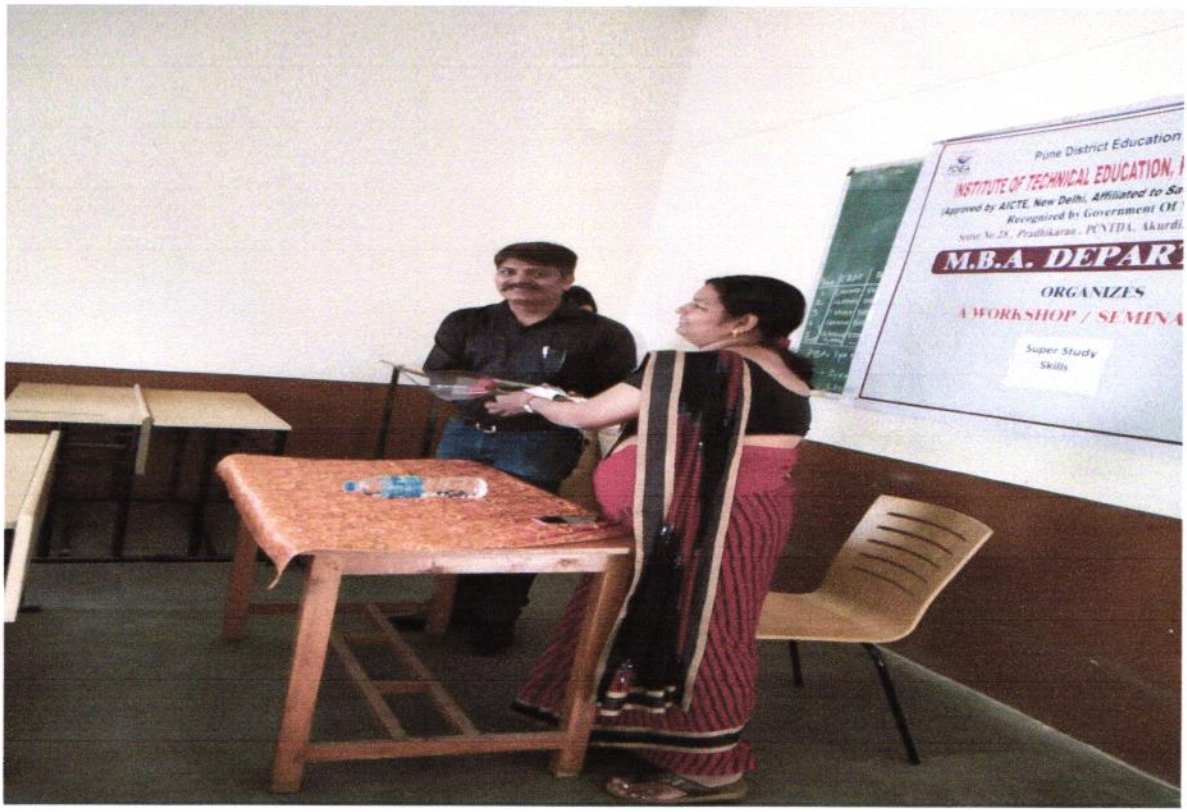
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Super Study Skills





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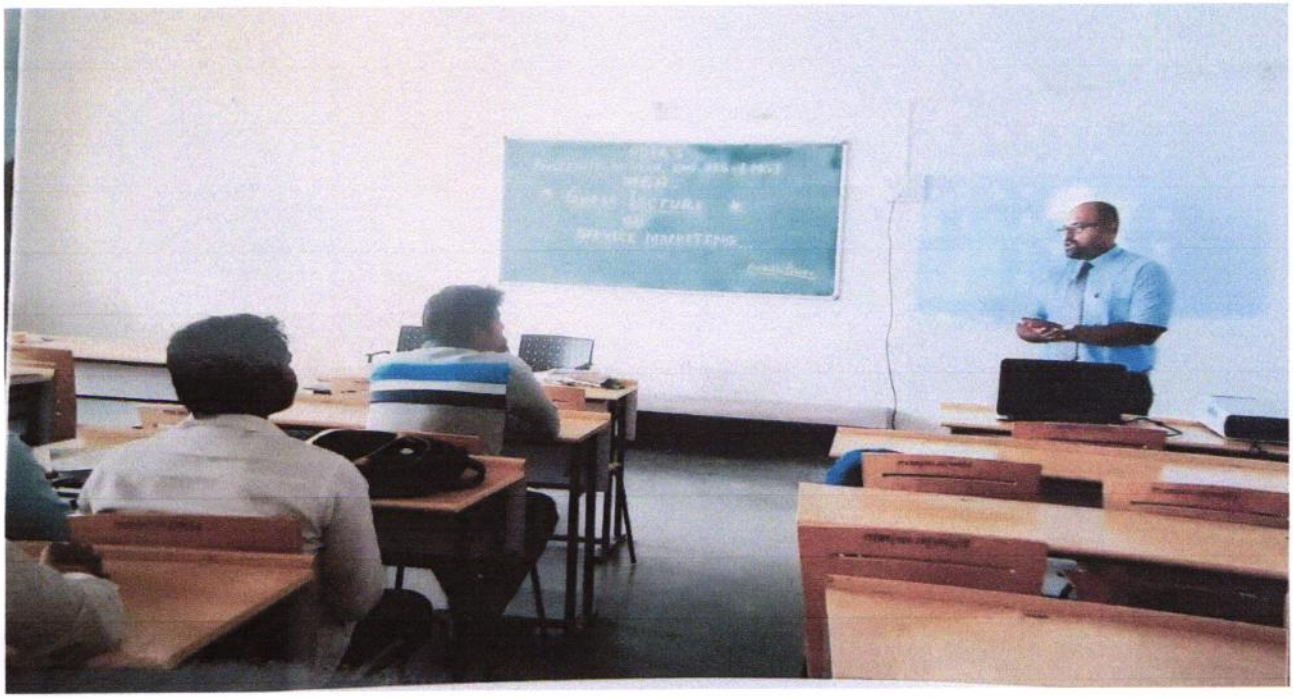
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Web site : www.pdeambaakurdi.edu.in

Service marketing



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Director
P.D.E.A.'s Institute of Technical Education
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Personality Development-



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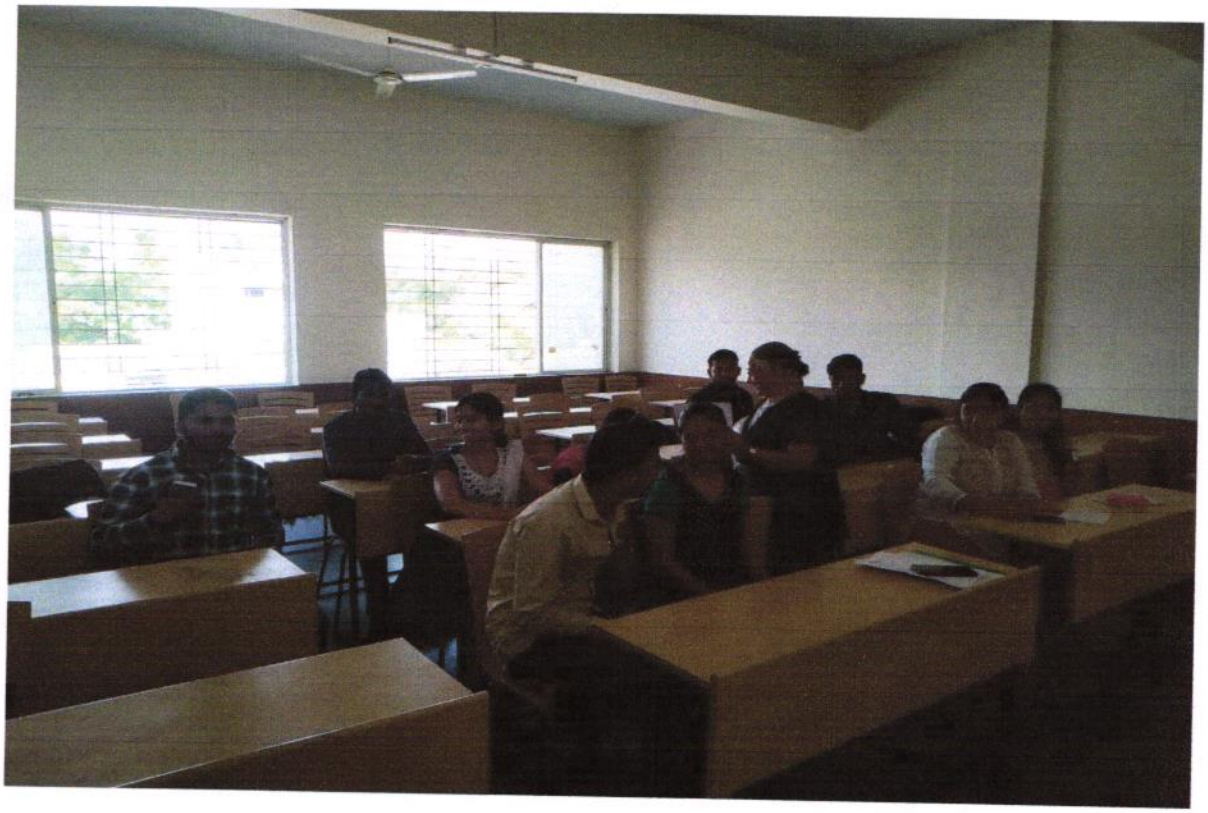
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Cyber Security



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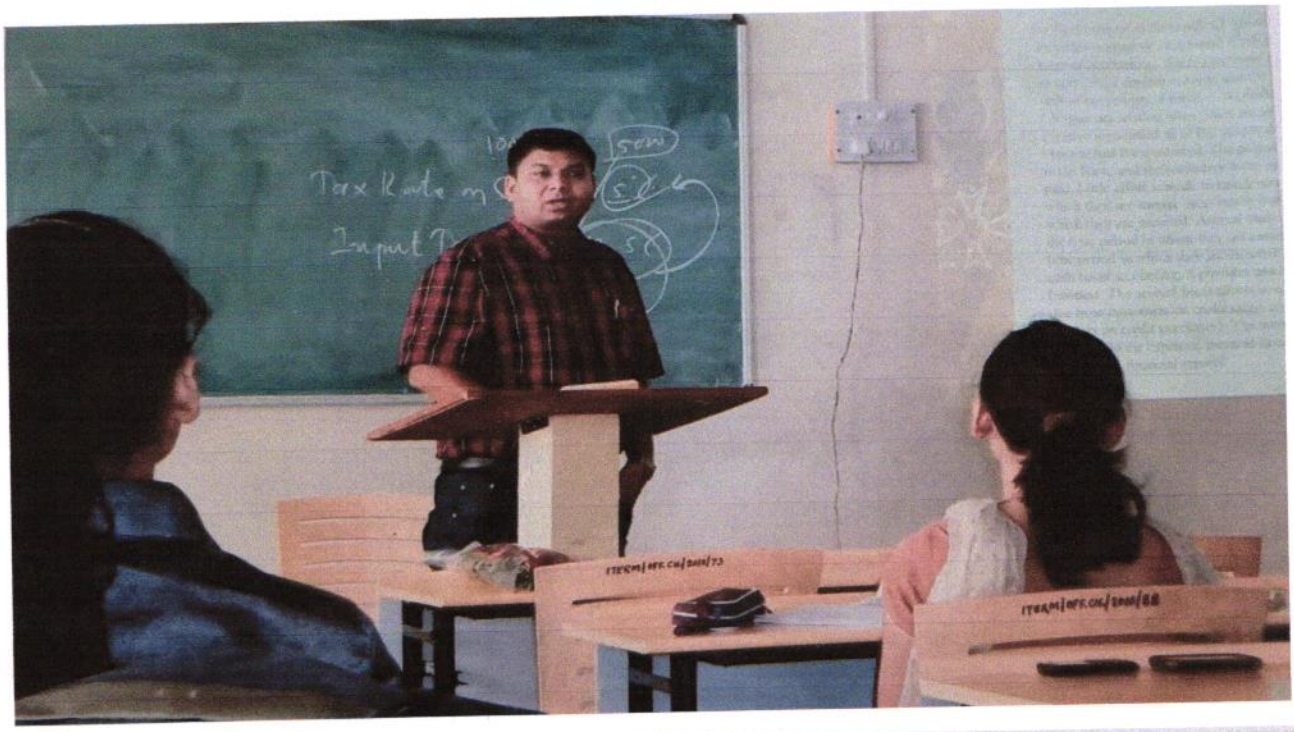
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Introduction to GST lecture-





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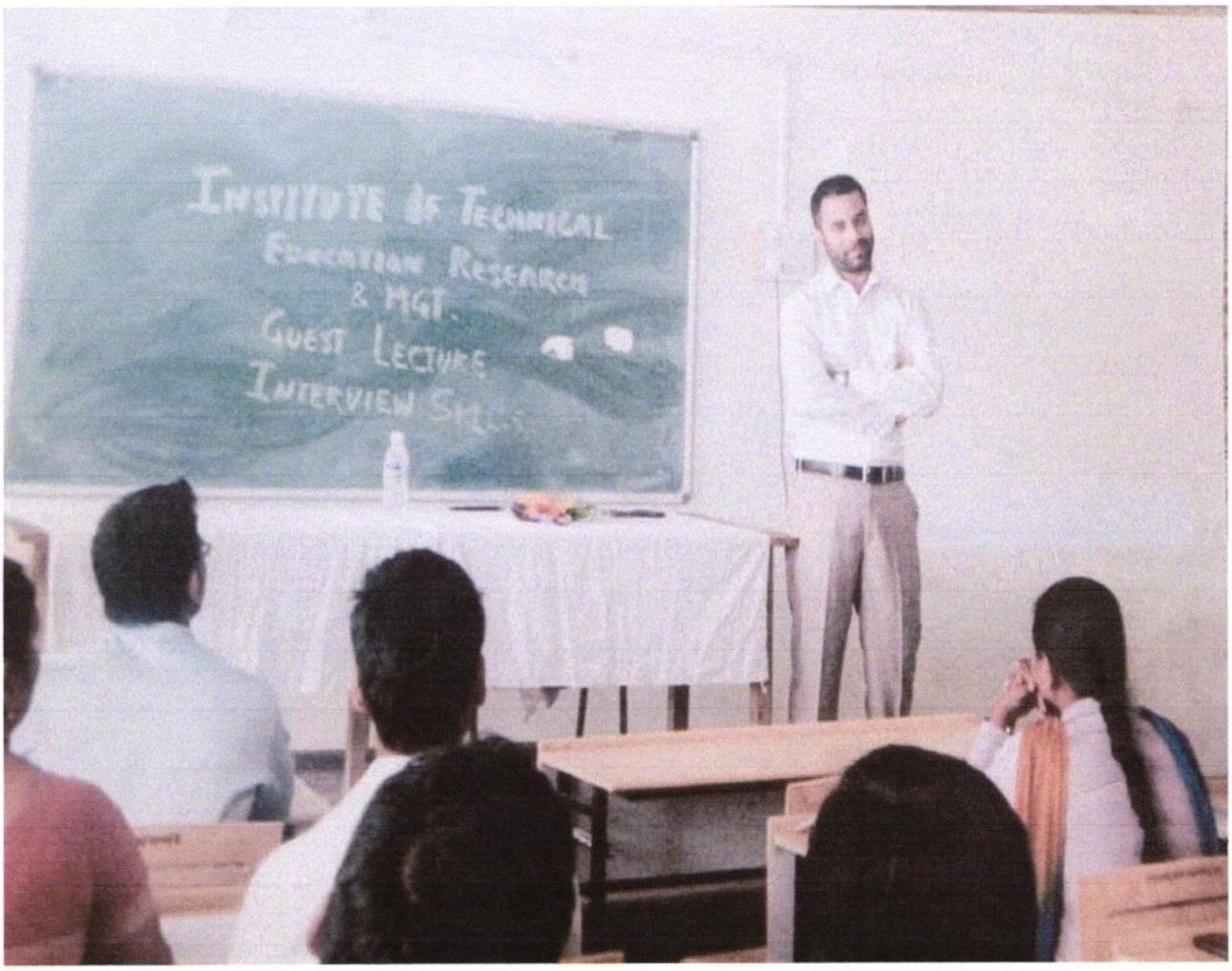
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Interview skill-



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INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT
Estd. June 2010

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
Affiliated to Savitribai Phule Pune University
Approved by AICTE
Ph.: 020-27650788
Web site : www.pdeambaakurdi.edu.in

Pune District Education Association's Institute of Technical Education, Research and Management, Akurdi, Pune

PROMOTIONAL POLICY FOR STAFF

Promotional policy is intended to recruit & retain qualified, competent & constructive staff. Various measures include:

i. Transparent service conditions & rules.
ii. Scope for promotion to higher positions.
iii. Performance based annual increments & other monitory benefits.
iv. Promotion for growth & intellectual development.
v. Encouragement for higher studies
vi. Financial assistance for attending conference, seminars, workshops, Quality improvement programs, Research paper publications/presentation, writing books, filling patents, etc.
vii. Every promotional effort is directed for generating positive, constructive, & supportive atmosphere in the campus.

PROMOTIONAL POLICY FOR STUDENTS

Promotional policy for students is intended to attract meritorious students for various courses conducted in campus. Various initiatives include:

a. Offer financial support for research and sports activities

b. Institution of awards for meritorious students

c. Establishment of functional 'Student Support Services'

d. Institution of scholarships/Assistance-ships to needy & poor students.

Sec.28, Ganganagar, PCNTDA, Akurdi,

Director
PDEA's Institute of Technical Education

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e. Institution of scholarships/Assistance-ships to needy & poor students.

f. Promote students to undertake social welfare activities.

STAFF WELFARE POLICY

Staff welfare policy is intended to take care of employee through implementation of various government initiatives. These includes:

a. Employee Provident Fund

b. Group Insurance

c. Medical Group Insurance

STUDENT WELFARE POLICY

Student welfare policy for is intended to take care of students through implementation of various initiatives. These includes:

a. Play Grounds

b. Student Insurance

c. Psychological Counselling Services

RESEARCH PROMOTION POLICY

This policy is intended to foster inclination, inculcation & promotion for undertaking research activities & thus promoting students for higher education. Initiatives in this connection includes:

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Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

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a) Provision should be made to provide assistance for research in the form of making availability of infrastructure & facilities; supporting efforts for getting funding from Govt. & other agencies & providing conducive atmosphere and facilities for conducting research)

b) Encouragement for higher study

c) Support for research and academic publications (Research papers, Books, Monographs).

d) Offering freedom to take research experience in reputed national institutions

e) Offering freedom to take specialized training in industry, research organization for acquisition of new knowledge & skills.

f) Offering support for filling patents, Technology transfer, Consultancy work

g) Offering support for MOU with other institutes, industry & research centres for mutual development. This will facilitate inter-disciplinary research projects.

h) Offering support for attending seminars, conferences, workshops etc.

i) Offering support for organizing conferences, seminars, workshops and competitions

j) Provision should be made to make available college platform for research activities during vacations.

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k) Provision should be made for financial assistance for procurements books, travelling etc. for student research projects.

l) There is need to develop institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

POLICY FOR COLLABORATIONS & MOUs

This policy is intended to improve networking of institute for sharing of material & human resources for mutual development. Initiatives in this connection includes:

a) Institutes, Industries, Research Centers, NGOs, Local bodies/ communities relevant to the course should be preferred for MOU/Collaboration.

b) ITERM promotes collaborations/MOU at various fronts such as Curriculum development, Internship, On-the-job training, Faculty exchange and development, Research, Publication, Consultancy, Extension, Student placement etc.

c) Collaboration /MOU should be active & functional & Director should monitor various exchange activities for perceived benefits. e) Any financial transactions should be performed through ITERM only. d) Annual report should be forwarded to ITERM office for reviewing academic and financial benefits of MOU/Collaboration.

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Research & Management
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POLICY FOR CAMPUS SAFETY & SECURITY

Pune District Education Association's, (PDEA) is providing a safe & secure working environment for employees, students & visitors through various initiatives.

1. Barrier Free roads and passages.
2. Checks for wiring and electrical installations for leakage and earthing.
3. Fire-fighting measurements: Effective safety arrangements with emergency/multiple exits and ventilation/exhausts in auditoriums and large classrooms/labs,
4. Fire-fighting equipment (Fire Extinguishers) and training, availability of water and such other facilities
5. Safety of civil structures/buildings etc.
6. Conduction of Safety drills for training of staff & students.
7. Analysis report of drinking water.
8. Prepare Escape Plan in case of fire, earthquake & other natural calamities.
9. 24 x 7 Security arrangements in the campus

CAMPUS SECURITY RULES

To ensure safety and security of all the individuals in the campus following instructions shall be strictly observed and disciplinary action will be initiated against the defaulters:

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1. While entering the campus the faculty and students will be in possession of the Identity card held around and clearly visible to the security staff. The identity card will be held on person at all time in the campus.

2. The speed limit for all vehicles inside the campus will be maximum 20 Kmph.

3. The vehicles will be properly parked at the designated places only.

4. Students will not argue with the security staff.

5. Triple riding on the two wheelers inside the campus is strictly prohibited.

6. Parking of vehicles along the road is prohibited.

7. Chewing of tobacco products/ smoking / consuming alcohol in and around the campus are cognizable and punishable offences.

POLICY FOR ACADEMIC AND ADMINISTRATIVE BODIES

1. For smooth & effective functioning of academic institute & College Development Committee should be constituted as per regulatory norms.

2. Their composition, functions & responsibilities should be fixed based on directions of University/ AICTE

3. Regular meetings of CDC should be conducted at intervals as prescribed by norms with circulating the agenda in advance to the members for taking policy decisions & action taken report & MoM should be documented and approved.

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POLICY FOR STUDENT ADMISSION PROCESS

a. Since Admissions to various courses are conducted by the Maharashtra Government through Competent Authority by specially designed online Centralized Admission Process (CAP). Keep following documents ready for scrutiny

i. Admission schedule published by Competent Authority.

ii. MBA-CET Exam conducted by the CET Cell

iii. Seat Matrix and Seat allotment charts of CAP rounds

iv. List of students admitted (Reservation seat Chart)

v. Letter issued by RO for document verification of admitted students

vi. Received copies of files submitted to the Admission Regulating Authority (ARA) & University.

vii. Merit lists scrutiny and approval by DTE-RO & ARA and final approval by ARA

b. Documents pertaining to the admission process demonstrating as how access to the diversity & inclusion of SC/ST, OBC, Women, Differently-abled, economically weaker sections, minority community as per National commitment should be made available.

c. Admission process for IL Quota & seats left vacant after completion of CAP rounds.

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i. Advertisements published by the college for IL Quota Admissions

ii. Admission schedule (Advertisement) appeared in Newspapers & Admission criterion.

iii. Applications of students.

iv. Merit list of students who have applied to be displayed on notice board and website.

v. Final merit list.

d. After completion of rounds of all types of admissions, admission cell should review process, identify discrepancies & workout on remedies for conducting next year's admission process efficiently.

e. Admission cell should undertake data analysis immediately after completion of admission process for following:

i. Student Profile: minimum & maximum CET merit of admitted students to different categories & comparative statement of last One years- (Cut Offs).

ii. Recording of outcomes resulted from implementation of long-term & remedial plans.

iii. Changing trends of admission, their reasons, & possible remedies

iv. Remedial plan for implementation (visits to the colleges, organizing career guidance program, major changes in teaching-learning processes etc.)

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Director
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v. Long term plan for improving admissions as well as attracting meritorious students & their implementation.

f. Head of institute should inform, approve remedial plan from management & closely monitor remedial measures to improve the admissions/ improve number of meritorious students.

POLICY FOR CREATION & ENHANCEMENT OF INFRASTRUCTURE FACILITIES

a. Curricular and co-curricular activities – classrooms, tutorial rooms, specialized facilities & equipment for teaching, learning & research etc.

b. Extra–curricular activities: facilities for sports, outdoor and indoor games, auditorium, cultural activities, public speaking, communication, soft skill and skill development, yoga, health and hygiene etc.

c. Master Plan for Infrastructure development & utilization should be prepared, Indicating the existing physical infrastructure & the future planned expansion.

d. Specialized facilities & equipment to be planned for procurement to enhance research activities.

e. To ensure adherence to government policies for Physically Disabled and Handicap (PDH), facilities to be created such as: Facility of ramps, specially designed toilets etc.

f. Residential facility and various provisions available within them:

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g. Common Facilities available in the college include spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Canteen, safe drinking water facility, auditorium, etc.

POLICIES FOR LIBRARY DEPARTMENT

1. Library remains open 9.00 am to 5.00 pm.
2. On Sunday and others holiday's library remains closed.
3. During internal & external examinations, library reading room time will be extended for two hours.
4. Every reader who enters the library has to sign in the Student Entry register.
5. Reader should preserve their belongings or valuables on their own responsibilities.
6. Readers must use their library card and students I-card in order to avail the library facilities.
7. Books issued must be submitted on or before of submission date.
8. Reference books will be available only in reading room and issued on the student card.
09. For students, three books will be issued for fifteen days. For teaching faculty ten books will be for fifteen days.
10. For books renewal, reader should be present personally along with the book. The renewal of books will be done only once.
11. If books are not returned or renewed within the specific date, this student not issue book 10 days.

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Director
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12. Some reference books will be issued on a weekend basis to faculty members.

13. If library book is lost by the reader, he/she will have to pay resent amount of books or replace the book.

14. Mishandling, tearing of books or underline with pen or pencil will not be tolerated.

15. All journals and periodicals should be kept in their respective place after use.

16. The journals and periodicals will not be issued outside the library.

17.All readers are required to maintain discipline in the library.

We will appreciate any suggestions and comments about the library and facilities provided.

GENERAL RULES AND REGULATIONS

Attendance & Leave

□ Applications for leave must be submitted in advance in the prescribed format. It should be signed by the respective course coordinator before being approved by the Director.

□ The leave application with the counter signature of the parent/guardian/Deputy guardian should be submitted in advance or on the first day of his/her return to the college.

□ In case of absence on medical reasons, the student should produce a medical certificate from a registered medical practitioner.

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□ The Director may take appropriate disciplinary action in case of continued violation of leave rules.

□ Students should have a minimum of 75% attendance in theory, separately in each subject, to be eligible for the University exam. Candidates with less than 75% attendance will not be allowed to appear for the university exams.

Dress Code

□ Students are expected to attend the college with neat and proper uniform.

□ Boys shall attend the college wearing well-ironed shirt and pant. The shirt should be buttoned properly and tucked in the pant. T-Shirt and jeans pant are not allowed except Saturdays. Leather shoes with socks are the prescribed footwear.

□ Girls shall attend the college wearing well-ironed uniform. No other form of dress is allowed except Saturdays. Leather shoes with socks are the prescribed footwear.

Code of Conduct

□ No student should leave the classroom during a lecture, without the permission of the lecturer.

□ Late comers will not be permitted to attend the class.

□ Students are expected to keep the classroom and the campus clean. Waste materials should be disposed of only in the dustbins provided.

□ Students should read the notices/Circulars and other notifications displayed on the Notice Board and abide as directed therein.

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□ Change of address & phone / mobile numbers must be promptly intimated to the office.

□ Students should wear their ID card as long as they are in the campus. It should be produced on demand.

□ Students should move silently in college area.

□ Students are forbidden from writing, scribbling, painting on the walls, desks, etc. Anyone found guilty of damaging, destroying college property shall replace the same at their own cost.

□ Students can meet the Director from 4 pm to 5 pm regarding the academic and other related matters.

□ Any student found violating any of the rules and regularities of the institution or found disturbing the peace in the campus as well as off the campus, will be liable for suspension by the head of the institution, which has the right to dismiss the student without any explanation or refund of fees and other charges remitted.

□ Students who travel to the institution by vehicles should have a copy of their driving license, Insurance and Registration. Those who travel by two-wheelers must wear helmet while coming to college. Ragging The guidelines to curb the menace of ragging in MBA colleges are as under: -

□ Every student for the purposes of his/her admission to MBA College shall furnish a Character Certificate from the institutions wherefrom he/she has passed his qualifying examination, which would mention the status of his/her behavioural pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behaviour or any desire to harm others.

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□ An annual undertaking signed by each student, whether fresher or senior and his/her parent (s) jointly stating that each of them have read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward has been found guilty he/she shall be proceeded against, shall be procured.

□ The undertaking should be appended to the brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.

□ In order to ensure the 'ragging free environment' in the campus, each institution shall compulsorily in the 'prospectus' and other admission related documents, shall depict the earlier directions of the Apex court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitized in respect of the prohibition and consequences of ragging.

□ It shall be mandatory for the institutions to inform the parents of senior students to send their wards only on the due date of commencement of the academic session.

Each institution shall arrange a joint 'sensitization' programme and 'counselling' of both 'fresher's' and 'seniors' to be addressed by the Director/Head of the institution and the Convener of the Anti-Ragging Committee.

□ Each institution shall have an Anti-Ragging Committee and Anti Ragging Squad, which shall comprise of other than senior teachers of the institution, representatives of Civil & Police administration and local media.

□ Each institution shall constitute a 'Mentoring Cell' to oversee fresher's.

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□ An anonymous random survey shall be conducted by each institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and crosscheck whether the campus is genuinely ragging free or not.

□ The methodology of such survey may be designed by the institution appropriately. However, doing so it shall be ensured that the institution does not compromise with the anonymity of the 'whistle blowers'.

□ The institution shall ensure that private commercially managed lodges or hostels outside campuses, must be registered with the local Police Authorities and permission to start such hostel or their registration must necessarily be recommended by the Heads of the MBA Institutions.

□ The Anti-Ragging Squad, in contrast, should be a body with vigil, oversight and patrolling functions and should appropriately be a smaller body which should be nominated by the Head of the institution with such representation as considered necessary to keep it mobile, alert and active at all times. The Squad may be called upon to make surprise raids on hostels and other hot spots and should be empowered to inspect places of potential ragging. The Squad should work under the overall guidance of the Anti-Ragging Committee. The Squad should not have any outside representation and should only consist of members belonging to the various sections of the campus community. □ All matters of discipline within teaching institutions must be resolved within the campus – except those impinging on law and order or breach of peace, all of which should be dealt with under the penal laws of the land.

Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

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□ The brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress.

□ The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student. The data base shall also function as a record of ragging complaints received.

□ Not only the students, but also the faculty who must be sensitized towards the ills of ragging, and prevention thereof. Non-teaching staff, which includes administrative staff, contract employees, security staff etc. have to be regularly sensitized towards the evils and consequences of ragging.

□ The Director or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.

□ It is seen, that college canteens are also places where ragging often takes place. The employers/employees of the shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the college authorities if any.

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□ Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of the staff. Such staff member should interact individually with, each member of the group on a daily basis for ascertaining the problems/difficulties if any faced by the fresher in the institution and extending necessary help.

□ It must be ensured by each of the institution that the Complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality thereof must be protected at all costs.

□ Each institution shall ensure that remedial action is initiated and completed within a week of the incident itself, so that complaints do not linger and allow either interest in pursuing the matter to vane or enable the culprits to tamper evidence or influence witnesses.

Roles, Responsibilities and Procedural Guidelines Preamble the Director objective of PDEA's Institute of Technical Education, Research and Management is to disseminate knowledge and impart instruction to students. The college aims to promote R & D, project consultancy and other professional activities. The employees should maintain integrity and devotion in their duty and do nothing against the dignity and prestige of the college particularly in relation with the students. Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the college.

CODE OF CONDUCT (Teaching and Non- Teaching staff)

1. All the employees shall be punctual to their duties and shall adhere to the college timings.

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2. Faculty should adhere to the defined schedule in class room lecturing, conducting labs, tutorial and research sessions as per approved scheme of instruction.

3. All the teaching and non-teaching staff should endeavour to impart justice to the students in aspects of teaching-learning and assessment. All the teaching and non-teaching and deal with them kindly and patiently without, sacrificing discipline. Faculty should maintain updated attendance records all the time.

4. Conduct of semester examinations and midterm examination of college, including invigilation, evaluation and continuous assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of academics and examinations and attend to all connected work as assigned by the course coordinator.

5. No teacher or non-teaching staff shall engage himself in coaching privately any students for any remuneration. No employee shall directly or indirectly engage in the business of money lending/ gambling/betting/lottery etc.

6. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable for the use of the students and ensure that there will be no complaint from the teachers or the students.

7. No employee should use disrespectful language and insulting loose talk while interacting with superiors and students, and should do the work assigned. The HODs or persons in-charge should give clear, feasible instructions.

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Director
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8. Any employee who is convicted in criminal case or insolvency shall be liable for dismissal from service without any show cause notice.

9. No employee shall take an active part in politics while being in service

10. No employee shall have recourse to the press under any circumstance and should not approach court redressal of grievances without first representing to the management.

SERVICE CONDITIONS

1. All regular appointments of teaching and non-teaching staff shall ordinarily be made on probation for a period of two years and on successful completion of probation period will be treated as 'permanent/ confirmed'. All the appointments against the vacant posts will be for one academic year on ad-hoc basis, subject to continuation against appraisal and availability of vacant post.

2. No teacher is permitted to leave the job during the middle of the academic year. Three-month notice is to be served or Three-month salary on either side need to be paid in lieu of such notice in case of permanent as well as adhoc teaching and nonteaching staff.

3. All the employees must produce their original certificates at the time of joining for verification.

4. All employees should come to the college in a smart and decent appearance.

5. The yearly increments are given only in July (paid in August salary), after completion of a year of service in this institution. The increments are given on

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the recommendation of performance review committee consisting of Director, HOD, and Senior Faculty, based on appraisal.

6. If the performance is below the threshold value or breaching of code of conduct is observed, the following penalties could be imposed upon them by the management.

a. Withholding of increments or promotion

b. Demotion to a lower rank or post or stage in time scale.

c. Removal from the service.

8. All the Teaching faculties are entitled to 15 days CL in a Calendar year and Non-teaching staff entitled to 8 days CL in a Calendar year with prior sanction from the competent authority. In case of emergency the CL can be availed over phone with proper work adjustment with colleagues. The number of CLs that can be availed should not be more than 3 days at a stretch excluding the public holidays in between CL should not be combined with any other leave or LWP or C-off's or vaccation.

b. Those who work on Sundays or any other Government holidays upon specific instruction from Director or Management can avail compensatory Off (C-off) on any day in that annum with prior application

c. The EL can be utilized with prior intimation to the Director and minimum that can be used is 3 days and maximum of 30 days. The balance can be bought forward to the subsequent years. The non-teaching staffs are not eligible for EL. Leave earned will be finalized and credited to leave account on 31st Dec of the year.

Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

d. Each teaching staff is entitled for 15 days of "Medical Leave" after the completion of 1 years' service. The MLs should be supported by medical certificates.

e. Teaching staff members are eligible for vacation leave as per SPPU. Further, those who retained the leave during vacation will be compensated EL equal to half the un availed vacation. Attenders, drivers, cleaners, and book keepers are not for vacation leave.

f. Those who want to go on duties like observer/examiner/meeting avail "On duty"/academic leave with prior intimation and supporting letter of appointment order from University. Attendance certificate should be submitted after such on duty leave.

g. At the discretion of the Director and Management committee an extraordinary leave of pay and allowances may be granted to an employee, based on its merit and utility to the repute of the institution; not exceeding 6 months.

h. Uninformed absence other than any of above mentioned leaves shall be treated as "Break of Service" and the further increments/ promotions can be withheld.

RECRUITMENT PROCEDURE

1. Introduction: The recruitment of faculty/staff is a crucial activity at PDEA's ITERM. The staff selection committee is constituted specifically to carry out the recruitment procedure. The process of recruitment includes:

a. Search for prospective candidates.

b. Short listing of prospective candidates

Director
P.D.E.A.'s Institute of Technical Education Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

c. Preliminary selection- staff selection committee

d. University approval of selected candidates

2. Search for prospective candidates:

The search for prospective candidates implemented in the following ways simultaneously:

□ Advertisements are placed in the leading Marathi and English daily newspapers listing the openings

□ The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the advertisement.

□ The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

3. Application procedures:

□ The application should be submitted along with all necessary documents to the administrative office, on or before the stipulated date.

□ The application should include complete biodata with all the relevant authenticated data regarding age, academic qualifications with class/grades, experience, post held, publication list, statement of teaching interests, and the names of 2 references (with contact information) together with attested copies of testimonials listed above.

□ Separate application is to be submitted in case of application for more than one category/ post.

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

□ Candidates, who had applied for the same post before, have to apply afresh again.

□ The age limit is as per the UGC/PCI norms and subsequent orders in force.

4. Short listing of prospective candidates Applications, when received, are organized, relevant information summarized. The objective of short listing is as follows:

a. To reject applications that do not meet the eligibility criteria

b. To shortlist candidates to be called for the interview with the Staff Selection Committee from the list of eligible candidates.

c. To prepare comparative statements of shortlisted candidates; post wise. The comparative statements and documents of the shortlisted candidates are further ranked in the order of merits and sent to the administrative office along with their comments and observations for the next level of the recruitment process.

5. Staff selection committee: The selection committee is constituted as per university guidelines in the following manner, with representatives as listed below,

a. Head of the Institution/ Director -Chairman of the selection committee

b. Representative of the management -Member of the selection committee

c. Course Coordinator of the department -Member of the selection committee

d. Academic in charge -Member of the selection committee

Sec.28, Ganganagar, PCNTDA,Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education Research & Management
Sec No. 28 PCNTDA, Akurdi, Pune - 44.

e. Subject experts (appointed by University) -Member of the selection committee The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates and submit the selection committee report in prescribed format to the University within 72 hours. The successful candidates are issued offer letters within 15 days to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them and joining reports are obtained from them. The Director of college has a refusal right in selection.

6. Faculty Approvals as per University guidelines.

Budget Allocation Procedure:

At PDEA's Institute of Technical Education, Research and Management, Akurdi, -44, every year in the month of January, the Director asks the Heads of the Department, College Administrative Office, and Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year. The estimates of the budget from the departments will have provisions under following heads, Budget Heads

1. Approvals, Affiliations and Committees
2. Admission
3. Staff salary and Incentives
4. Printing consumables
5. Examination Exp.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

6. Stationery consumables

7. Research & Development

8. Library Books, Journals & Magazines

9. Seminars /Conferences/ FDP Workshop & Exhibition, Guest Lectures

10. Computer Software and Peripherals, Website and ICT

11. Sports Equipment

12. Extracurricular and Cultural Activities

13. Industrial visits / Collaboration & MOU (Placement)

14. Display charts

15. Furniture & Fixture

16. Miscellaneous requirements Apart from the budget requirements, the following budget estimates are obtained from the Central Officers Procurement of equipment/ consumables/ furniture and fixtures.

□ Departments will project the requirement of equipment with detailed specifications sufficiently in advance. This has to be approved by the Director.

□ The quotations are collected from three different suppliers and the rates are compared.

□ Suppliers are called for negotiations and terms and conditions are finalized.

Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education Research & Management

□ After receiving the approval from the central purchase committee. The concerned Head of the Institution will issue the purchase order and a copy of the same is given to the Accounts dept.

□ Goods are received, tested and certified by the HOD and entered in the stock registers by store in charge.

□ Payments should be released as per terms and conditions of the quotations.

□ All invoices should be kept with accounts department whereas all papers relating to technical details and photocopy of invoice are to be kept with concerned department.

□ Purchase requirements should be placed well in advance so as to enable the proper functioning of academics.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the Director:

1. To promote the comprehensive development of the college.

2. To recruit the Teaching and Non-teaching staff as per approved posts based on the norms and workload.

3. To recommend the salary increments etc., of teaching and non-teaching staff.

4. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.

5. To conduct HOD's/ faculties meeting at regular intervals to discuss the state of affairs - both academic and non-academic and plan activities accordingly.

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education Research & Management

6. To plan for campus placements through training and placement officer.

7. To review the student results and academic performance and plan remedial measures if required.

8. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.

9. To go round the class rooms/laboratories to ensure that the class work/practical work is being conducted effectively.

10. To go round the library and stores to ensure that the necessary/relevant work is being conducted effectively.

11. To go through the letters found, if any in the suggestion box and take action on them, if required.

12. To conduct Governing Body, College Development Committee, other committees and Academic Meetings regularly as per schedule.

13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per AICTE/UNIVERSITY/NBA/NAAC guidelines.

14. To decide the requirements of books, journals, newspaper, chemicals, glass wares, lab equipment, computers, furniture, stationary, additional space/infrastructure etc., and enlightening the management about the requirement and getting the budget sanctioned.

15. To plan and execute co-curricular and extra-curricular activities though out the year as per AICTE/UNIVERSITY/DTE guidelines.

Institute of Technical Education Research & Sec.28, Ganganagar, PCNTDA, Akurdi,

Director
P.D.E.A.'s Institute of Technical Education

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
Affiliated to Savitribai Phule Pune University
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16. Attesting the academic registers and diaries/ records maintained by teaching and non-teaching staff.

17. To monitor the activities of the examination section (SPPU/MSBTE)

18. To encourage teaching staff members to fetch the funds from various funding agencies though various research projects and consultancies.

19. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of the Course Coordinator.

1. Allocation of the subjects to the faculty members of his/her department well in advance before commencement of the semester/ year.

2. Collect teaching plans from teaching staff before commencement of class work and ensure its smooth and timely implementation.

3. Make the departmental workload, duties and syllabus allocation.

4. Verify the student attendance registers maintained by staff members once a week and submit to the Director for verification once in a fortnight.

5. Instruct the faculty members to set the question papers as per instructions from the Director and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Director.

6. Inform the concern authorities of any important events taking place in the department from time to time.

7. Ensure academic discipline in the department.

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
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8. Follow the guidelines/instruction given by the Director from time to time.

9. Maintain and update the files as per norms.

10. Plan and conduct the departmental meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the Director.

11. To take out requirements of consumables and equipment as well as furniture and fixtures of the department

12. To ensure regular and preventive maintenance of departmental equipment and laboratories.

13. Provide necessary inputs to the Director for conducting GB/CDC meeting.

14. To conduct academic duties assigned; including teaching, assessment etc.

Roles and Responsibilities of the Teacher

1. Prepare and submit the complete lecture plan and lesson notes for 2 units of syllabus in advance to course coordinator beginning of every semester/year and cover the syllabus as per the lecture.

2. Sign in the staff attendance register on every working day unless He / She is on leave.

3. Prepare good notes / E-content by referring to number of standard text & reference books and university question papers. Numerical problems in the class before asking the students to solve.

4. Go to class/ laboratory in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class/laboratory. Contents must be delivered in English only.

Institute of Technical Education Research & Sec.28, Ganganagar, PCNTDA,Akurdi,

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5. Suggest the list of books which are to be referred by the students for the subject to be taught.

6. Mark attendance in the classroom itself and write in the attendance register in time.

7. Prepare and submit the internal question papers in examination section in time and maintain confidentiality regarding the question papers.

8. Correct the answer scripts as per the key unbiasedly and post the marks in time after verification by the students in the mother register available in the examination section and submit the scripts to the concerned CEO in stipulated period.

9. Submit the attendance register and academic dairy to the Academic In-charge at the end of every week.

10. Ensure the students and submit the lab records of the previous experiment when they come to the next class.

11. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teacher's same class is mandatory for all types of leave.

12. Engage the class of colleague who has assigned his/her class in the leave letter.

13. Act as "Mentor" for the group of students who are allotted to him/her by the Director responsible for the proper conduct of the student.

14. Involve in the examination work of the college as examinations are part and parcel of sincere duty of member. Alternative arrangements are to be made for

Sec.28, Ganganagar, PCNTDA, Akurdi,

Director
P.D.E.A.'s Institute of Technical Education

exams duty in case of emergency only. Faculty advised to retain from making alternative arrangements regularly.

15. Route all correspondence through the office.

16. Assist the HOD in demands and in developmental works.

17. Be available in the department during the working hours for consultation by the students.

18. Seek the permission whenever he/she intends to come or go early by applying in the prescribed letter signed by the concerned HOD's and the Director.

19. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoe, in case of female; attend the college with formal dress saree.

20. Wear ID card as long as you stay in the college campus.

21. Not to carry mobile phones to the classroom / examination hall for any reason.

22. Present papers in conferences/seminars at regional/ national level.

23. Follow the guidelines /instructions given by the Director from time to time.

Roles and Responsibilities of Technical Staff:

1. Sign in the attendance register at according to their time on every day unless or otherwise he/she is on leave.

2. Be available in the lab during working hours. 3. Ensure that the equipment and lab is in clean and in tidy condition. 4. Report about any non-functioning equipment to the lab In-charge & HOD in time. 5. Switch off fans, lights &

Director
P.D.E.A.'s Institute of Technical Education Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune-44

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA,Akurdi, Pune-44

equipment's and lock the doors while moving out of lab even for a short period.

6. Close the windows and lock the doors in the evening while leaving the campus for the day.

7. Be available in the lab when extra lab classes are conducted during holidays.

8. Be thorough with all the experiments conducted in the lab.

9. Maintain the maintenance register regularly and submit to HOD twice in a month.

10. Be the stock in charge in the respective lab.

11. Assist the lab in charge teaching staff during stock verification at the end of academic year.

12. Assist the faculty in charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.

13. Perform routine maintenance machinery/equipment.

14. Any other work given by HOD from time to time.

15. Wear clean and white apron in the lab.

16. Wear ID card as long as you stay in college campus.

17. Follow the guidelines /instructions given by the Director from time to time.

Chief Examination Officer (CEO):

1. Coordinating the works of the examination section.

2. Getting the panel of examiners list approval from the Director

Sec.28, Ganganagar, PCNTDA, Akurdi,

Director
P.D.E.A.'s Institute of Technical Education Research & Management

3. Liaisoning with the SPPU.

4. Implementation of guidelines given by SPPU regarding examinations and related things.

5. Preparation of Detained list and promotion list – Preparation of nominal roll calls after the university results.

6. Any other related works.

Internal & External examinations Internal examinations:

1. Estimation of stationary requirements for tests – Printing of answers Booklets for internal tests

2. Preparation of internal examination time table

3. Conduct of internal examination as per SPPU and norms. (Sessional/ mid semester/ internal tests etc.)

4. Coordinate with CEO for finalization of attendance, marks etc.,

5. Collection of attendance/internal marks prescribed format from the subject teachers.

6. Any other related works

External examinations

1. Estimation of stationary requirements for the semester examinations (both theory and practical's) – Collecting main answer sheets from SPPU.

2. Preparation of time tables of semester examinations (both theory and practical's)

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
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Ph.: 020-27650788
Web site : www.pdeambaakurdi.edu.in

3. Conduct of semester examinations as per SPPU guidelines.

4. Preparation of remuneration bills and maintenance of Acquaintance register.

5. Any other related works.

Roles and Responsibilities of "Office Staff":

Roles and Responsibilities of Administrative Officer:

1. Maintenance of college and Director's office as per Director's direction.

2. Students' admission related works.

3. All kinds of scholarships and related work.

4. Helping the Director in conducting Governing Body/College Development Committee meetings.

5. Recording the resolutions and minutes of the Governing Body/College Development Committee meetings.

6. Assist the Director for AICTE/PCI/NBA/NAAC/DTE related works.

7. Maintenance and purchase of stationary from the stores.

8. Maintenance of leave record of Teaching and Non-Teaching staff.

9. Preparation and submission of number of days for salary to be paid to the account section, for the preparation of salary bills.

10. Maintaining the personal files and service books of staff members.

11. Maintaining the budget files.

P.D.E.A.'s Institute of Technical Education Research & Management Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION,
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Estd. June 2010

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
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12. Maintenance of student's files and records and issue of original certificates to staff and students as directed by the Director from time to time except salary certificate.

13. Consult the Director on any other issue which needs Director's directions and intervention.

14. Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.

15. Monitoring of all Notice boards & college boards & banners

16. Liaison with Head Office

17. Maintenance of Passwords

18. Liaison with Police / Panchayat / Labor dept. /other Govt. and private agencies as and when required, with the approval of Chairman

19. Director Cabin files maintenance.

20. Preparing Staff Appointment and Relieving order.

21. Follow-up of fees collection

22. Maintaining all original certificates of College, Students, Teaching Faculty & Non-Teaching.

23. Handling court cases /disputes/ RTI matters

24. Pay fixation cases & FRA related work.

25. Processing of outstanding payment cases.

Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune-44

Pune District Education Association's

INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT

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Sec. No. 28, Ganganagar, Akurdi, Pune – 44
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OFFICE ASSISTANT / CLERK

1. Attendance & Leave Letters Maintenance of Teaching and Non-Teaching as per Rules.

2. Faculty / Staff vacation details: Maintaining of Teaching & Non – Teaching staff Attendance Registers Outward Register – Student Reports & Correspondence and other Correspondence.

3. Maintenance of all Record Related to Xerox like Servicing, Accounts Maintenance, Keeping of Record and Filing the Matter Related to Xerox.

4. Issue of T.C / Students & Staff Address Maintenance.

5. Maintenance of Stock Register (All Depts. soft copy)

6. Assisting Admin office whenever requires assistance.

7. Inward Letters – Collection & Distribution

8. Coordination and maintenance of equipments and services, compile feedback and provide prompt services in time 5. Issuing ID Cards for Staff & Student and Duplicate ID if necessary

9. Maintenance of stock register and updating it regularly (Admin office / Exam Cell)

10. Course Completion / Bonafide / Conduct / Fee details Certificate / RTC Bus Passes Maintenance of Student Admission Register.

P.D.E.A.'s Institute of Technical Education Research & Management Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT
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Store & Maintenance In-Charge

1. Supply of Stationery items to all Depts. according to Indent Maintenance of all Stationery items and Office materials and Students record notebooks.
2. Stock Inventory Maintenance.
3. Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)
4. Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management.
5. All the outside work related to purchase & other administrative works.
6. Campus Maintenance.
7. Monitoring of Building construction Works.
8. Liaison with Purchase / Stores.

Lab Attendants/ Peons:

1. All peons should be available in the college by 8:30 am or as per the departmental requirements and leave the premises 15 mins after the Heads of various section leaves the departments.
2. They should be present with neat appearance.
3. They should take the keys from Directors' office after signing in the register.
4. They are responsible for the cleanliness of the offices/ classes/labs/premises of the concerned departments.

P.D.E.A.'s Institute of Technical Education Research & Management Sec.28, Ganganagar, PCNTDA,Akurdi, Pune-44.

Director
P.D.E.A.'s Institute of Technical Education
Research & Management
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5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the Director's office.

6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.

7. They should give respect to the superiors and extend full cooperation to other peons.

8. They should not allow unauthorized person to enter the departments/office without proper verification.

9. They should perform any additional duties assigned from time to time.

10. They are expected to respect visitors, parents, staff and students.

P.D.E.A.'s Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

Director
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Research & Management
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Pune District Education Association's
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E-Governance Policy

Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION,
RESEARCH & MANAGEMENT
Estd. June 2010

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E- GOVERNANCE POLICY

Electronic Governance (E-Governance) is the use of Information and Communication Technology (ICT) to plan, conduct and monitor various activities. It improves management and administration in college and aids in delivering efficient and convenient transactions between institutions, the government, and other organizations. The goal of adopting an e-governance strategy is to improve governance. The three hallmarks of good governance are public input, openness, and responsibility. The Internet and other forms of modern communication have opened up new possibilities for improving the working connection between different administrations of the institute. The use of ICT can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion. For the Institute, the College's potential improved responsiveness in terms of both time and quality of governance is a positive development. Moreover, transaction costs can be reduced, making services more affordable and easily accessible. With the use of e-Governance, stakeholders are able to manage crucial procedures such as Admissions, Examinations, Approvals, Administration, Feedback systems, etc. In our college, e-governance makes it easier to handle and maintain information, increases administrative transparency and speeds up the transfer of information.

P.D.E.A.'s Institute of Technical Education Research & Management
Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

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Pune District Education Association's
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Objectives

- Fostering accountability and transparency
- By maximizing the use of ICT and e-Governance to promote diversity, expansion, and excellence across our educational system.
- Enhancing the college's global visibility
- Facilitating quick information access
- Reducing the costs and promoting rapid decision-making
- Facilitating internet communication between diverse institution stakeholders, as well as both internal and external audiences
- Full clarity and transparency in the administration, governance, and admissions processes.
- Faculty & student empowerment and encouragement of their involvement in the governance process
- Getting rid of paper in administration
- Implementation and achieving effectiveness in the multiple functions of the institutions. Policy It has been determined to embrace and implement e-governance in the majority of our operational activities in order to provide a more straightforward and effective system of governance within the institution. In some areas of operation, such as administration, finance and accounts, student admission and support, library, examination, etc., the institution has already begun implementing e-governance.

Institute of Technical Education Research & Management Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44

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E-governance in the key areas:

The policy is broken down into different areas of operations for the convenience.

Website

The college website is updated on a regular basis to accommodate changes as they occur. The institute website contains information about the organization, its Vision and Mission, Institute's staff and their profiles, Approvals and affiliation to various regulatory bodies, Admissions and admission process, Courses offered, Academic, Student support and activities, Training and Placement, Industrial visits, R & D activities, Co-curricular and Extra-curricular activities, Infrastructure and facilities available as well as latest development& news and so on. An institute website in charge is appointed and responsible for collecting relevant information from respective activity coordinators and conveying it to the website manager for updating the institute website. Student Admission Committee is appointed in the institute and is responsible for posting the current admission procedure as prescribed by the Competent authority (State CET cell and DTE) on the institute's website. The entire MBA admission procedure is conducted online and transparently by the college as per the guidelines of Competent authority (State CET cell and DTE). The entire admissions finally approved by the A.R.A. For student's institute-level admission candidates can apply directly to the college by using college website. Information brochures, Admissions forms and other admission related details are available on website. Link for college level admission of second year is provided on college website. College level admissions are conducted through ERP portal.

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Estd. June 2010

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Affiliated to Savitribai Phule Pune University
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Web site : www.pdeambaakurdi.edu.in

Student Support

Students are increasingly utilizing the online testing options that are available to them. Students have the ability to view the schedule for daily lectures in their respective courses. In order to gain input on Teaching, Extracurricular and Co-curricular activities, the students views can be gathered and requested through the usage of an online platform. Students can receive their assignments through the use of the internet. During the Covid19 pandemic, students were required to complete online assignments and exams. Through the use of e-governance, prospective students are given their own unique email accounts to use during the admissions procedure. All admissions-related correspondence takes place exclusively online. During the COVID-19 Pandemic, the entire faculty had been exposed to conducting online classes and making extensive use of various electronic tools in order to complete the course curriculum of the academic year. A special language lab has been established for the improvement of soft skills. Computers and LCD/Smart board projectors are available in classrooms for interactive learning. Both students and teachers have access to digital library resources. E-books and journals are readily available to all students and teachers. During COVID-19, the college used the ZOOM app for video conferencing and online meetings.

Accounts Tally software is already being utilized at the college to facilitate the college's accounting processes. For the purpose of preserving the secrecy of the transactions, appropriate safety precautions have been implemented. Training for the currently employed workers and updates to the currently used software are carried out on a timely basis. ERP Software is currently being utilized by the

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Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
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library in order to facilitate its internal operations. Digital libraries also provide access to these online databases. In a similar manner, more recent e-learning materials such as journals, periodicals, and other such publications are uncovered and subscribed to while taking the recommendations of the library advisory committee into consideration. When deciding whether or not to subscribe to these resources, both the teachers' and students' recommendations are taken into consideration. Training that is appropriate for both the staff and the students is provided so that they can make effective use of the e-learning materials.

Administration

The college uses biometric attendance for both teaching and non-teaching employees in order to work toward its goal of being paperless in its administration. The college campus is outfitted with closed-circuit television cameras that have been deployed in a variety of strategic locations. Software for surveillance is installed on computers of Principal to monitor daily activities of college. Besides this the principal has access to all CCTV views. The faculty and employees of the college communicate with one another using smartphones equipped with built-in social applications such as Gmail. We utilize the official WhatsApp Groups for spreading Notices, awareness and ensuring the smooth operation of the same. Office consists fully automated, wireless 24x7 internet facility.

Examination

The question papers of the University exams are downloaded through the QPD system. All examination processes (including application submission, re-evaluation, photocopying, receipt of examination materials, submission of

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Director
P.D.E.A.'s Institute of Technical Education

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grades, etc.) must be completed online. Exams and other tasks involving sensitive information must be handled with the utmost discretion and care to protect the integrity of the data. Under the direction of the College Principal, the College Examination Officer is responsible for overseeing all aspects of the examination process.

Benefits of e-Governance Stakeholders Benefits of e-Governance Students

- Make it easier for students to get seamless education.
- Students have improved access to information as well as quality services.
- Considerable reductions in the amount of time and efforts required.
- Establishment and maintenance of social links for the goal of association.
- Students can find solutions to their issues, such as examination queries and result verification, on the internet.
- Students can provide online feedback to the college.
- Student can register online grievance via our website College
- Beneficial for accreditation / affiliation / approval by AICTE/DTE/ARA/SPPU/NAAC.
- Data from students can be collected at the source.
- Data is easily accessible.
- E-Governance in education
- Improved faculty and administrative process efficiency.

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- Improved student service quality.
- Operational transparency.
- Reducing hidden operational costs.
- Quicker communication and implementation. Faculty
- Online appointment of examiners, as well as declaration of exam schedule and notices, etc.
- Faculties can set online examination paper.
- Sharing new concepts and ideas with students, faculty and stakeholders.
- To get online help for certain topics with experts.
- Improve quality of services.
- Faculty can register online grievance via our website Other Stakeholders
- Improved interactions with stakeholders and other educational institutes.
- To get quality and skilled employees.
- Other Stakeholders like Parents, Alumni, Employers can register online grievance via our website Overall Education System
- Long term impact on organizational goals.
- Improvement in educational system and methodology
- Empowerment of faculty, students and encouragement through their participation in governance.

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INSTITUTE OF TECHNICAL EDUCATION,
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Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
Affiliated to Savitribai Phule Pune University
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Staff Welfare Policy

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STAFF WELFARE POLICY FOR TEACHING AND NON-TEACHING STAFF

Purpose: Our society exists for the purpose of maximizing the "Bahujan Hitay Bahujan Sukhay".

In accordance with this motto, every effort and initiative has been taken to develop welfare schemes for the betterment of students.

Objectives

- To boost morale and make a loyal, happy group of workers in the organization.
- To improve the organization's image in the minds of its workers.
- To make it possible for workers to live comfortably and cheerfully.
- To increase worker efficiency.
- To promote the organization's charitable and caring initiatives.
- To develop a favorable attitude toward the job and management.
- To increase employee satisfaction with be organization and to improve human relations.

Institution has great concern towards welfare of teaching and non-teaching staff. Following are the welfare measures provided by the Institute and management-

Financial welfare measures:

Employee Provident Fund: All the staff that is eligible as per the Staffs' Provident Fund legislation shall be enrolled as members. The Institute contributes 12% of Basic Plus DA, Maximum Rs. 1800 per person per month, towards the Employer's contribution to the EPF Scheme Rs. 1800 is paid from the salary of the individual staff every month, towards his/her contribution to the Employer's contribution to the EPF Scheme. The Institute remits

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Director
P.D.E.A.'s Institute of Technical Education
Research & Management

the contributions stated above to the EPF Scheme authorities every month for both Teaching and Non-teaching staff.

Gratuity: Gratuity benefits are made applicable to all teaching and non-teaching staff as perprovisions of Payment of Gratuity Act 1972.

Advance salary for festival: In case of festivals like Diwali, institute pays advance salary to staffMembers.

Reimbursement of participation fees: Participation fee of teaching staff and non-teaching staff toattend FDPs, Workshops, Seminars, Conferences, etc. is reimbursed.

Non-Financial welfare measures:

Casual Leave is granted to the staff as per University Act.

Holidays as per SPPU and Society Calendar

Vacation Leave is given to teaching staff twice a year As per University Calendar
Earned Leave is given to the Non-Teaching staff

Duty Leave- Institute provides duty leaves for discharging of University Assignments like Paper setting, Evaluation of Answer Scripts, etc.

Maternity & Paternity Leave is provided to the staff.

Medical leave is given the staff after confirmation of services as and when required.

Group Insurance scheme is applicable to staff.

Tea is provided two times in a day in the institute.

Compensatory off is given to the staff if they work on holidays.

Institute provides uniforms to peons.

All the employees have library access as per their timings and ease

ITERM is a full Wi-Fi campus and every employee gets free Wi-Fi 24*7 on their desktop as well as a personal laptop.

Canteen Facility in our campus for employees there we provide healthy and subsidies food.

Credit Cooperative Society:

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Director
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Pune District Education Association's

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Membership: PDEA Trust has a Credit Cooperative Society. Both teaching and non-teaching staff are eligible to become a member of this Credit Cooperative Society.

Felicitation of meritorious staff members and their children:
Society felicitates meritorious staff members and their children for their achievements.

Personal loan facility: personal loan is also provided to the eligible staff through staff credit society up to Rs.20 Lacs.

Sevak kalian Nidhi- Santha constituted Sevak kalian Nidhi for staff in case of medical emergency with maximum help amount.

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Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

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Pune District Education Association's
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Portfolio & Committees

Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT
Estd. June 2010

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SC/ST Welfare Committee Year 2022-2023

Committee for SC/ST Welfare

The scheduled Caste (SC) and Scheduled Tribes (ST) Welfare Cell constituted in College to promote the special interest of reserved category students and to provide special inputs in areas where the students experience difficulties.

Aim and Objectives: -

To guidance in getting the benefit of Scholarships for all backward class students.

To spread awareness of different schemes, policies and acts of government and Non-government organization for all backward class students class by conducting various programs.

To Spread the good thoughts and social message from different activities.

To Conduct interdepartmental trainings for enhancement of skills among the backward class students Facilitate hassle-free environment.

Committee Member

Sr No	Name	Designation	Position
1	Dr. Sanjay Shinde	Director	Chairman
2	Prof. Tejali Desarda	Teaching faculty	Member
3	Mr. Shubham Wankhade	Student	Member
4	Ms.Mayuri Magar	Student	Member
5	Ms.Priyanka Shinde	Student	Member

Every year Programmes are organized for the motivation of the students. Meeting of the committee members are held and matters regarding problems and scholarship are discussed. All students avail the facility of scholarship.

The committee also working in collaboration with the All India Institute of local self-government, regional centre in Kothrud and BARTI (Dr. Babasaheb Ambedkar Research and Training Institute, Pune).

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Pune District Education Association's
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E-mail : itermakurdi@gmail.com
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Approved by AICTE
Ph.: 020-27650788
Web site : www.pdeambaakurdi.edu.in

Internal Complaint Committee Year 2022-2023

Internal Complaint Committee

Poona District Education Association's Institute of Technical Education Research and Management is committed to provide an environment free from harassment, discrimination or bullying and will ensure that policies exist to ensure that everyone is treated with respect and dignity. Such behaviour will be dealt with through the colleges disciplinary procedures and, in serious cases, may result in offenders being expelled or dismissed.

The objectives of Grievance Redressal Committee are: -

All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.

Committee tries to settle the issues amicably in a time bound manner.

Introduces a reasonable and reliable solution for grievances of various issues received from students/parents

Ensures that the grievances are resolved on time impartially and confidentially

Functions and Responsibilities

Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.

Promotes effective communication and collaboration among those responsible for compliance.

Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.

Encourages an open-dialogue with the complainant from the committee members.

Monitors emerging compliance trends and circulate the information as needed.

Serves as a resource in developing or improving compliance related processes. Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.

Makes recommendations to senior management as to any resources or actions required for Institute compliance ICC monitors the functions of Grievance Redressal Committee, Anti-Harassment/Anti-ragging committee, SC/ST Cell, OBC Cell, Examinational Grievances cell. The Grievance Redressal Mechanism of the institution is established with an aim to provide easy and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a congenial atmosphere. Grievance Redressal Committee was constituted in accordance with the University Grants Commission regulations. Any student and faculty with a genuine grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing to "The Chairman, Grievance Redressal Committee or by mail. The Grievance Committee considers only individual grievances of specific nature of members of the employee. The Grievance Committee considers all grievances submitted in writing by an individual member related to employment, working conditions, and quality of services assured to them and

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Director

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com
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any other alleged injustice done to an employee while discharging his /her duties at the Institute. Grievances received are addressed systematically with active involvement and cooperation of the respective department/section concerned with the grievance; maintain necessary confidentiality in handling process.

Internal Complaint Committee Year 2022-2023

Sr No.	Name	Designation	Position
1	Dr. Sanjay Shinde	Director	Chairman
2	Dr. Santosh Khalate	Assistant Professor	Secretary
3	Prof. Tejali Desarda	Assistant Professor	Member
4	Prof. Pooja Prajapati	Assistant Professor	Member
5	Mrs. Mohini Kadam	Clerk	Member
6	Mrs. Kirti Pasalkar	Librarian	Member

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Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT
Estd. June 2010

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E-mail : itermakurdi@gmail.com
Affiliated to Savitribai Phule Pune University
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Anti-Ragging Committee Year 2022-2023

ANTI-RAGGING COMMITTEE

All the first year students are informed that Anti-Ragging committee is formed As per Clause 6.3 (c), (d) and (e) the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 in this institute. Contact numbers of the Principal, Wardens, Registrar, are given below and same have been prominently displayed at the hostels. In case of any objectionable behaviour of senior student, the above officials can be contacted. Ragging in any form is strictly prohibited and the students involved would be punished according to the legal provisions.

Institute has also constituted Anti-Ragging Squad consisting of various officers (lists below)

Sr No	Name	Designation	Position
1	Dr. Sanjay Shinde	Director	Chairman
2	Dr. Santosh Khalate	Assistant Professor	Member
3	Mr. Raju Misal	Corporator	Member
4	Mr. Akshay Bhujadi	Student Representative	Member
5	Mr. Kiran Madan Patel	Parent Representative	Member
6	Ms. Vaishnavi Patil	Student Representative	Member
7	Mrs. Mohini Kadam	Jr. Clerk	Member

RESPONSIBILITIES OF ANTI-RAGGING COMMITTEE

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

Institute of Technical Education Research & Management Sec.28, Ganganagar, PCNTDA Akurdi

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- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation

Attempts to commit any or all of the above mentioned offences against the victim(s)

Threat to commit any or all of the above mentioned offences against the victim(s)

Physical or psychological humiliation

Other offences following from the definition of "Ragging"

RESPONSIBILITIES OF SQUADS IN-CHARGE OF ANTI RAGGING COMMITTEE

Squads In-charge will be Responsible for the following in their areas:

They will form duty chart & carryout regular checks for any Ragging activity in their areas.

They will carry out surprise checks in probable areas of ragging.

In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.

Ensure anti ragging instructions are displayed at prominent places in their areas of control.

Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.

Every squad in-charge will brief all members of his squad about their duties / action regarding anti-ragging.

Sec.28, Ganganagar, PCNTDA, Akurdi, Pune-44.

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P.D.E.A.'s Institute of Technical Education

Pune District Education Association's
INSTITUTE OF TECHNICAL EDUCATION, RESEARCH & MANAGEMENT
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Students' Grievance Redressal Cell 2022-2023

The Student's Grievance Redressal Cell desires to promote and maintain a conducive and unprejudiced educational environment.

The objectives of Students Grievance Redressal Cell include the following: -

To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.

To make officials of the College responsive, accountable and courteous in dealing with the students.

To ensure effective solution to the student's grievances with an impartial and fair approach.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

Grievances otherwise received were forwarded to the chairman of the cell for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Functions: -

Redressal of Students' Grievances to solve their academic and administrative problems.

To co-ordinate between students and Departments / Sections to redress the grievances.

To guide ways and means to the students to redress their problems.

Students' Grievance Procedure: -

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

The students are ought to lodge their grievances in the prescribed form available with their HOD (s) of the respective department. The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. The secretary in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.

Exclusions: -

SGRC shall not entertain following issues.

Decisions of the CDC and academic committee constituted by the college.

Decisions with regard to award of scholarships / fee concessions / awards/ medals.

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Decisions made by college under the Discipline Rules and Misconduct.
Decisions of the college in admissions of my courses.
5. Decisions of the competent authority on assessment and examination result.
Grievances otherwise Received were forwarded to the vice - Principals for Immediate Redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Grievance Redressal Committee: -

Sr No.	Name	Designation	Position
1	Dr.Sanjay Shinde	Director	Chairman
2	Dr..Santosh Khalate	Assistant Professor	Secretary
3	Prof.Tejali Desarda	Assistant Professor	Member
4	Prof. Pooja Prajapati	Assistant Professor	Member
5	Mrs.Mohini Kadam	Clerk	Member
6	Mrs.Kirti Pasalkar	Librarian	Member

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Pune District Education Association's

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Library Advisory Committee Year 2022-2023

Sr. No.	Name of the Member	Department	Designation
1	Dr. Sanjaykumar Shinde	Acting Director	Chairman
2	Dr.Santosh Khalate	Co-coordinator	Member
3	Prof. Tejali Desarda	Teaching Staff	Member
4	Mrs. Mohini Kadam	Clerk	Member
5	Mr. Saurabh Dhanawate	Student Representative	Member
6	Mrs.Ghorpade Tanuja	Student Representative	Member
7	Mrs. Kirti Pasalkar	Librarian	Secretary

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P.D.E.A.'s Institute of Technical Education Research & Management
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College Development Committee Year 2022-2023

Sr. No	Name	Designation
1	Hon.Ajit Pawar	President's PDEA
2	Hon.Sandeep Kadam	Secretary's PDEA
3	Hon.Rajendra Ghadage	Vice President's PDEA
4	Hon.Mohanrao B. Deshmukh	Treasurer
5	Shri.L.M.Pawar	Asst. Secretary
6	Hon.Aatmaram M. Jadhav	Dy.Asst.Secretary(Admin)
7	Mrs. Sunetratai Pawar	Local Members
8	Shri Sandip Jagdhane	Local Members
9	Shri. Vilas Lande	Local Members
10	Dr. Santosh Khalate	Course Coordinator
11	Prof. Tejali Desarda	IQAC Co-ordinator
12	Prof. Pooja Prajapati	Woman Teachers Representative
13	Mrs. Mohini Kadam	Non-Teaching Representative
14	Mr. Shabbir Khatik	Student Representative
15	Dr. Sanjaykumar Shinde	Acting Director

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Research & Management
Sec. No. 28, PCNTDA, Akurdi, Pune - 44.

Pune District Education Association's

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Estd. June 2010

Sec. No. 28, Ganganagar, Akurdi, Pune – 44
E-mail : itermakurdi@gmail.com

Affiliated to Savitribai Phule Pune University
Approved by AICTE

Ph.: 020-27650788
Web site : www.pdeambaakurdi.edu.in

Quality Assurance Initiatives of the Institution