Vidarbha Youth Welfare Society's
Prof. Ram Meghe Institute of Technology and Research
Badnera – Amravati (MS) 444701
(An Autonomous Institute)

ADMINISTRATATIVE MANUAL

(RULES AND REGULATIONS)

2023

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1. Introduction

(i) Preamble

The Vidarbha Youth Welfare Society was founded by the great visionaries of this region, Late. Prof. Ram K. Meghe, Late. Surendra B. Deshmukh, Late. Prof. Baburao D. Hiwase, Late. Prof. Dinkarrao K. Deshmukh, Late. Pundlikarao B. Gohad, Late. Vasantrao N. Chaudhary, Late. Dr. Murlidharrao R. Deshmukh, Late. Shashikumar R. Deshmukh, Late. Ramdasji Alias Nanasaheb P. Dhande and Shri Shankarrao D. Kale in 1965 with a clear vision of making it the world class premiere organization for primary, secondary, higher, technical and professional education. Today, it manages a plethora of around 38 institutions in Amravati and Wardha districts which includes two Engineering colleges, Dental College, two Pharmacy colleges, Polytechnic, many Arts, Science and Commerce Colleges. Also, to satisfy the need of getting quality education at the affordable cost, VYWS is managing High Schools & Ashram Shala in the rural area. VYWS is also running the hostel for backward class students.

The Vidarbha Youth Welfare Society's Prof. Ram Meghe Institute of Technology & Research (PRMITR), Badnera-Amravati, (Formerly College of Engineering, Badnera) was established in 1983 for imparting education in the field of Engineering & Technology. PRMITR is approved by All India Council for Technical Education, New Delhi; Director of Technical Education, Mumbai, and affiliated to the Sant Gadge Baba Amravati University, Amravati. The Institute is continuously striving towards achieving its goal of imparting skill oriented value based quality education to the students. Though the institute has to operate within regulatory framework and constraints, it has shown its growth over last three decades on academic, research and social fronts. Institute stood in the NIRF Rank band of 251-300, 201-250 and 251-300 for three consecutive years 2020, 2021 and 2022 respectively. The 60% UG courses run by the Institute have been accredited **Three times** by **NBA** in 2004, 2008 and 2014 till 30th June 2022. Currently since 21/03/2023, the Institute is accredited by NAAC in Cycle 2 with 'A+' Grade & CGPA 3.43. And previously, the institute was accredited by NAAC in Cycle 1 with 'A' Grade & CGPA 3.12. UGC has granted the Autonomous Status to PRMITR on 31st May 2023 for ten years. The Institute is the recipient of ISTE National Award for Best Engineering College in the region.

The Institute offers UG & PG programmes in various streams. PRMITR was the first unaided engineering institute to start AICTE approved PG courses in various engineering streams. It also provides PG education in Management and Computer Applications. All the departments have research laboratories which are recognized by the parent University for conducting research work. Some of the departments are also approved by various Government & Semi-Government agencies for material & equipment testing and certification. The professionally planned campus bedecked with the beautiful gardens and trees, sprawls in 13.24 acres of land in a serene pollution free location away from the hustle and bustle of the city yet excellently connected to it.

The young, dynamic & forward looking management is carrying forward the pioneering legacy of visionary founders, under the Chairmanship of Dr. Nitinji Dhande, who dare to dream and strive hard to achieve their seemingly impossible goals. The management team comprises of the stalwarts from medical, academic, legal and business fraternity. The entire team has an indomitable spirit to nurture and educate potential professionals and bring laurels to the Institute.

(ii) Academic Courses

Under Graduate Programmes (B.Tech.)

Sr.No.	Department	Programme Title	Programme Code	Eligibility for Admission
1	Civil Engineering	B.Tech.(Civil Engg)	CE	Eligibility Criteria as laid down by the competent authority from time to time
2	Computer Science and Engineering	B.Tech.(Computer Science and Engg)	CS	
3	Electronics and Telecommunication Engineering	B.Tech.(Electronics and Telecommunication Engg)	ET	
4	Information Technology	B.Tech.(Information Technology)	IT	
5	Mechanical Engineering	B.Tech.(Mechanical Engg)	ME	
6	Artificial Intelligence and Data Science	B.Tech.(AI & DS)	AI	
7	Industrial IOT	B.Tech.(Industrial IOT)	IO	

Post Graduate Programmes (M.Tech., MBA and MCA)

Sr.No.	Department	Programme Title	Programme Code	Eligibility for Admission
1	Civil Engineering	M.Tech.(Environmental Engg)	EV	Eligibility Criteria as laid down by the competent authority from time to time
2	Civil Engineering	M.Tech.(Structural Engg)	SE	
3	Computer Science and Engineering	M.Tech.(Computer Science and Engg)	CS	
4	Electronics and Telecommunication Engineering	M.Tech.(Electronics and Telecommunication Engg)	ET	
5	Information Technology	M.Tech.(Information Technology)	IT	
6	Mechanical Engineering	M.Tech.(CAD/CAM)	CC	
7	Mechanical Engineering	M.Tech.(Thermal Engg)	TE	
8	Management Studies	M.B.A.	MBA	
9	PG Department of Computer Applications	Master in Computer Applications	MCA	

2. Purpose of the Administrative Manual

PRMITR's *Administrative Manual* contains the established policy of an *Autonomous "Prof. Ram Meghe Institute of Technology and Research" Institute*. It is intended to serve in defining, understanding and communicating the institute policies and procedures, identifying responsibilities and providing guidelines for the performance of specified tasks. The content of this manual addresses broad policies that impact various constituencies across the institution. The policies and procedures contained in this *Administrative Manual* are those policies and procedures of the university which are unique to the institute or which appropriately expand upon applicable policies in the parent University Bylaws. Policies and procedures that are specific to a unit should be documented within each specific unit's policy and/or operating manual.

3. Quality Policy

The top management and the Principal, Deans, Heads of the Departments jointly formulate the action plan for marching towards its vision of becoming center of excellence in technical education.

The Institute has a formally stated quality policy. The quality policy of the Institute states that,

"Striving for Excellence in the Quality Engineering and Management Education"

Vision of the Institute

To become a pace-setting Centre of Excellence believing in three universal values namely Synergy, Trust and Passion, with zeal to serve the Nation in the global scenario

Mission of the Institute

- To achieve the highest standard in Technical education through the state of the art pedagogy and enhanced Industry Institute linkages
- To inculcate the culture of research in core and emerging areas
- To strive for overall development of students so as to nurture ingenious technocrats as well as responsible citizens

4. **General**
   (i) These Regulations shall be called as the Autonomous Prof. Ram Meghe Institute of Technology and Research, (PRMITR) Regulations, 2023.
   (ii) These Regulations shall apply to all the programmes run by Autonomous PRMITR.
   (iii) These Regulations shall come into force from the date of their notification after the approval and confirmation from Governing Body of Autonomous PRMITR.

Definitions:

In these Regulations, unless the context otherwise requires -
(i) "Academic Council" means the Academic Council of the Autonomous PRMITR.
(ii) "Act" means the University Grants Commission Act,1956.
(iii) "Board of Studies" means the Board of Studies of a Department of Autonomous PRMITR.
(iv) "College" means PRMITR institute which provides for undergraduate and/or postgraduate and/or Ph.D. programmes for obtaining any qualification from PRMITR institute and which, in accordance with the rules and regulations of PRMITR, is recognized as competent to provide for such programmes/courses of study and present students undergoing such courses of study for the examination for the award of such qualification.
(v) "Commission" means the University Grants Commission (UGC).
(vi) "Finance Committee" means the Finance Committee of the Autonomous PRMITR.
(vii) "Governing Body" means the Governing Body of the Autonomous PRMITR, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management Committee.
(viii) "Notification" means a notification issued by the Autonomous PRMITR institute.
(ix) "Parent Body" means the Society registered under the Societies Registration Act 1860, or a body corporate, established or incorporated under a Central or State Act for the time being in force, or a Trust or a Company registered under Section 8 of the Companies Act, 2013; the Government or local authority or any University (for college/institution run by them)
(x) "Parent University" means the University to which the institute is affiliated, i.e. Sant Gadge Baba Amravati University
(xi) "Statutory body" means a statutory body of the Autonomous PRMITR institute.
(xii) "Statutory Council" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE) or any other such body established under an Act of Parliament.
(xiii) Standing Committee means a Committee comprising of 3 or more Members.
(xiv) IQAC means Internal Quality Assurance Cell established by an Autonomous Institute in accordance with the UGC Regulations.
(xv) "Regulating Authority" means any Regulatory or Controlling Body for Technical Education in India.

5. Role, Terms and Conditions of an Autonomous Institute

University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023 notified the role, terms and conditions of an Autonomous College in general and subject to the provisions of Regulations; and similar will be applicable for the Autonomous PRMITR as under:

5.1 Review existing courses/programmes, restructure, redesign and prescribe its own courses/programmes of study and syllabi.

5.2 To formulate new courses/programmes within the nomenclature specified by UGC as per the Specification of Degrees 2014 as amended from time to time.

5.3 Evolve methods of assessment of students' performance, conduct of examinations, and notification of results.

5.4 To announce results, issue mark sheets, and other certificates; however, the degree shall be awarded by the parent University with the name of the College on the degree certificate.

5.5 Autonomous colleges need not pay affiliation fees to the parent University.

5.6 Prescribe rules for admission in consonance with the reservation policy of the state government/national policy.

5.7 Autonomous Colleges may fix fees as per the norms of the State Government/ Statutory Council(s) at their own level, as applicable.

5.8 Constitute own Governing Body, Academic Council, Finance Committee, and Board of Studies.

5.9 The teaching staff and Principal in all the Autonomous Colleges shall be appointed as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 as amended from time to time or any regulations notified by UGC in this regard from time to time.

5.10 Autonomy granted to the College is at the institutional level and is not partial and shall cover the programmes at all levels of U.G. and P.G. offered by the College. The courses introduced by the College after the conferment of autonomous status shall automatically come under the purview of autonomy.

5.11 Ph.D. programmes shall be offered strictly as per the UGC Regulations notified in this regard from time to time.

5.12 Autonomous status shall be granted initially for a period of five or ten years as per Clause 7 of these regulations.

5.13 Further extension of autonomy shall be for a period of five or ten years as per Clause 8 of these regulations.

6. Rules and Regulations

R1.   Academic Dishonesty

Essential to the success of this educational mission is a commitment to the principles of high academic integrity. Every member of the Institute's community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

Academic Dishonesty Definitions:

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

a) **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material or study aids. Example: using a cheat sheet in exam, altering grades and resubmitting it for a better grade, etc.

b) **Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

c) **Fabrication:** Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

d) **Multiple submissions:** Submitting without prior permission any work already submitted, to fulfill another academic requirement.

e) **Misrepresentation of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts/ mark sheets or academic record, either before or after it is received by the Institute. e.g. forging a change of grade, tampering with computer records, falsifying academic information on one's resume, etc.

f) **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of the Code. e.g. copying an assignment of other student, etc.

g) **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

R2. Conduct Rules

(a) Every employee shall maintain cordial relations with the pupils and their parents, the Head of institute, other employees, Management of the institute, other wings of AICTE as well as the Affiliating University and the Government Officers concerned.

(b) Unless otherwise provided for the full-time employee, he/she shall be at the disposal of the Institute and shall serve the Institute in such capacity and at such places as he/she may, from time to time, be directed by Head of Institution, subject to such conditions as may be laid down by the Affiliating University of Institute.

(c) The Head of Institution and all the teachers shall be obliged to do any examination work (Invigilation work, Papers setting work, Papers evaluation work, and conduct of Practical Examinations, etc.) that may be assigned to them by the Affiliating University or the Institute.

(d) All the employees shall extend necessary cooperation to the Affiliating University and the Institute in carrying out such other assignments as members of the Inspection Committee, Admission Committee or to act as University Observer, etc. as assigned to them by the University or the Institute.

(e) No employee in the Institute shall apply for any other job or scholarship without the previous sanction of the Head of Institution or in case of the Head of Institution without the previous sanction of the Governing body. Whereas, the person appointed on contract basis may apply for a job, if the job for which he is applying is to commence from a date after the expiry of the period of contract.

(f) No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.

(g) No employee shall, except with the previous sanction of the Head of Institution, engage directly in any trade, occupation or business or undertake any employment or private tuition work. Whereas, an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, and he/she shall not undertake or shall discontinue such work, if so desired by the Head of Institution and in case of the Head of Institution if so directed by the Governing Body.

(h) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Employee will not leave the institute campus while on duty without prior permission of the Head of the Department/Institution. If anybody leaves the institute during working hours, it should be noted in the movement register. No employee shall be absent from duty without prior permission. During leave or vacation, employee shall inform the concerned authority regarding his/her whereabouts.

(i) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner and any political movement or activity.

(j) No employee shall make any statement, publish or write through any media, which adversely criticizes any policy or action of the Institute.

(k) No employee shall retain any official document with him/her or damage any official document deliberately/ignorantly or take the photo snap(s) of any official document without the permission of respective authority of the institute. Disciplinary action will be taken against such act or behavior of the employee.

(l) An employee who commits any offence or dereliction of duty or does any act detrimental to the interests of the institute shall be subjected to an enquiry and/or punishment by the competent authority.

(m) No employee shall engage in strike or incitements thereto or similar activities such as absence from the work or neglect of the duties or participation in hunger strike etc. The violation of this rule will amount to misconduct and attract deterrent punishment.

(n) On every working day the employee shall sign the staff attendance register, and punch his/her registered thumb/ finger or swipe his/her RF ID card in person at the time of arrival and the time of leaving the institute. The transfer of ID card to any other person and/ or misuse of it are strictly prohibited. In case of misconduct or committing such type of act, both the persons, whose ID card is misused and the person who has mis-used it, shall be liable to punishment and/or heavy penalty.

(o) Faculty shall be responsible for the discipline of students inside the classrooms as well as in the campus. The employees shall be allotted additional duties to maintain the discipline and orderliness at the institute.

(p) Staff students shall be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment, etc. The appropriate authority shall immediately be informed of any damage caused or repairs/replacements that may be required.

(q) Employees and students should ensure that nobody indulges in the ragging, provocation and/or cause harassment of any kind to other student by what so ever means which is strictly prohibited under the law.

(r) Indulgence in communal or sectarian activities is strictly prohibited in the campus.

(s) Discrimination of any kind, against any person on the grounds of caste, creed, religion, language, and place of birth/origin, social and cultural background is strictly prohibited.

(t) Indulgence in or encouragement of any form of malpractices concerned with examination or any other related activities inside or outside the institute is strictly prohibited.

R3. Personal Conduct

It is expected from employees to achieve and maintain highest standard of ethics, professional conduct and work performance to ensure that the Institute maintains its reputation in the society in general.

1. **Medical Fitness during service :** Employee's continuation in service is subjected to he/she being medically fit at the time of commencement of service in the Institution and at any time during later tenure of his/her employment with the Institution.

2. **Confidentiality of Information:** Employee should not disclose or make public any information related to affairs of work carried out regarding the Institute/University, whether the same may be disclosed to you or become known to you in course of your services or otherwise, without the written consent of the Institute/University, except on legal obligation.

3. **Professional Secrets:** Employees should not keep in their possession nor bring to the institute any information, materials, documents, charts and the like, containing any information which is or would be considered confidential or proprietary from your present employer during serving this Institute. Similarly, all such information and proprietary material of this Institute must not be kept in your possession after you are relieved from your duties from this Institute.

4. **Discontinuation of Service:** In the event of resignation from service for any reason employee shall have to give the notice of three months in advance for approved teacher and one month for others; or surrender salary of one month before resigning from the service. Employee will not claim any salary in case of "no notice".

5. **Disciplinary Action:** The Institute Administration will be free to terminate services of any employee at any time, in the interest of maintaining general discipline because of employee's misconduct, misbehavior, absenteeism, crime, drinking of alcohol, consuming drugs, smoking or any other similar actions conducted within the campus.

6. **Other Duties & Responsibilities:** Duties can be assigned outside regular working hours of the Institute such as duties of anti-ragging squad, counseling in admission, etc. and these duties will be mandatory and cannot be denied without satisfactory reason. Any act of an employee violating the points as above will be considered as an act of indiscipline and disciplinary action will be initiated by Institute Administration.

7. **Dress Code:** Although the dress choice is a matter of personal discretion, yet in order to maintain the academic environment and Institute discipline, the following dress code is advised for the employees:
   (i)   Dress for Male Faculty & Staff : Formal shirt & pant, with leather shoes
   (ii) Dress for Female Faculty & Staff: Sari / Salwar Suit with Long Scarf
   As a minimum standard, dress should be clean, neat and professionally appropriate. Any Clothing which is not deemed to be decent is disallowed in the campus. Faculty/ Staff member with inappropriate clothing may be sent home to change, before returning to Institute.

8. **Employee Identity Card:** Identity cards are mandatory for all employees and should posses them during the working hours.

9. Personal Communications:

(a) Phone Calls:
    (i) Mobile phone should be kept on Vibration/silent mode in the Institute premises.
    (ii) The calling and receiving personal phone calls must be for limited duration without disturbing others
    (iii) Mobile phones are not to be taken to class room even in silent mode
    (iv) Mobile phones are strictly prohibited for the students in teaching-learning arena.

(b) Internet and Emails:
    The internet and email facilities are provided for official use. Email has the legal status as a document and is accepted as evidence in a court of law. It is therefore important that email and internet is used within the following guidelines:
    (i) Email should mainly used for official correspondence and care should be taken to maintain the confidentiality of sensitive information.
    (ii) Limited private use of internet would be permitted, provided it does not interfere with or distract other employees from their work.
    (iii) No material should be sent as email or its attachment, that is defamatory or in breach of copyright, business confidentiality, prejudicial to the good standing of institute in the community or to its relationship with students, staff and any other person with whom it has a relationship.
    (iv) Official e-mail addresses provided to the faculty and staff should only be used for all official correspondence.

(c) The following activities, using Institute's internet access will not be permitted:
    (i) Viewing, downloading and printing content from the websites portraying obscene, violent, defamatory and unlawful material and material that could cause Institute to be in breach of equal opportunity or anti-discrimination legislation, verbally, in writing or pictorially is strictly prohibited.
    (ii) Failure to comply with these instructions should be considered as a disciplinary offence and would be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

R4.   Conduct Rules for Teaching Staff

(a) General:
    In fulfillment of their obligations to the teaching profession, teachers will strive to:
    (i)   Promote the interests of the teaching profession through responsible ethical practices
    (ii) Regard themselves as learners and engage in continual professional development
    (iii) Contribute to the development and promotion of sound educational policy
    (iv) Contribute to the development of an open and reflective professional culture
    (v) Treat colleagues and associates with respect & work with them in a very congenial way

(b) Working Hours

(i) All teaching staff must register their biometric attendance while entering and leaving the campus on working days. The daily working timings will be as follows :

Monday to Friday Timings:

For Teaching Staff   : 10.30 am – 5.30 pm
For Non-teaching Staff   : 10.15 am – 5.45 pm
For Principal Office Staff   : 10.30 am – 5.30 pm
For Library and Maintenance : 10.00 am – 6.00 pm

Saturday Timings:

For Teaching Staff   : 10.30 am – 3.30 pm
For Non-teaching Staff   : 10.15 am – 3.45 pm
For Principal Office Staff   : 10.30 am – 3.30 pm
For Library and Maintenance : 10.00 am – 4.00 pm

(c) Duties and Responsibilities of Subject Teachers

Designation	Responsibility	Authority
(1) Professor & Associate Professor	(i) Teaching including lab work (ii) Research activities and research guidance (iii) Leading consultancy projects and extension services (iv) Curriculum and resource material development (v) Introduce innovation in teaching and lab work instructional material (vi) Development of courses and make them available online on Swayam platform (vii) Organize continuing education activities, FDP, STTP and domain specific training programs (viii) Participate in academic and administrative planning and development work at department and institute level (ix) Student counseling and interaction (x) Conduct of Co-curricular & extra-curricular activities (xi) Assessment of students performance (xii) Guidance to Assistant Professors for development of teaching material, research activities, IPR, quality publications, etc.	(i) Overall authority to execute all responsibilities properly within the functional domain (ii) To assess student performance in subjects of curriculum as per stipulated norms (iii) Recommend action against students
(2) Assistant Professor	(i) Teaching including lab work (ii) Developing resource material and laboratory development (iii) Student assessment and evaluation (iv) R&D and consultancy work and assist to seniors (v) Conduct of Co-curricular & extra-curricular activities (vi) Students assessment and evaluation	(i) Overall authority to execute all responsibilities properly within the functional domain (ii) To assess student performance in subjects of curriculum as per stipulated norms (iii) Recommend action against students

(d) Communicating with Parents

Faculty should always in touch with Parents regarding progress of student. In case of academic/other indiscipline it is the responsibility of the faculty (Mentor) to communicate with parents. Parents shall be invited to the campus if needed.

(e) Preparation of Course Diary

Every teacher must maintain a course diary for each subject offered during the semester. It shall have following details:

(i) Syllabus copy
(ii) Academic Calendar
(iii) List of Books
(iv) Teaching Plan
(v) Study material for course
(vi) Contents to deliver
(vii) Date and time of delivery

However, a teacher should prepare his lesson plan and notes before 15 days from the commencement of classes. Teacher should maintain the Execution plan for the respective course. HODs will monitor the implementation of teaching-learning process.

(f) Academic Work of Teacher & Work Load Distribution

(i) Class Room Lectures
(ii) Laboratory Instructions
(iii) Suggestions for Curriculum Development
(iv) Development of Learning Resource Material / Course Files
(v) Development of Laboratory Manuals
(vi) Student Evaluation and Assessment including examination duties
(vii) Participation in Co-curricular and Extracurricular work/ committees
(viii) Students Counseling
(ix) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
(x) Books, Publications, Seminars, Research & Consultancy, Patents/IPR
(xi) Self up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field
(xii) Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) shall be as per the UGC/AICTE/University norms.

(g) Teaching Adjustment Before Going on Leave

(i) Faculty members must adjust their classes before availing leave and convey the consent of the substitute teacher to the HOD at the same time.
(ii) All the staff members are advised to strictly follow the above procedure before availing the leave; failing which the leave may be treated as leave without pay.

(h) Procedure for Relieving After the Resignation

(i) Approved (adhoc) faculty members intending to resign are required to give at least three months (one month) notice. However, it should be noted that he/she will not be relieved in the middle of Academic session except superannuation. Despite this, if he/she remains absent in the institute, all their due payments will be forfeited.

(ii) Institute reserves the right to relieve the faculty member at any time during notice period.

(iii) The authority may terminate an employee if he / she is involved in political activity /criminal act /failed to do his duty/ act of moral turpitude /absconding without information from duty/ negligence of duty, and/or similar conduct.

R5. Leave Rules for Teaching Staff

(a) Casual Leave

(i) Faculty/staff can avail **Ten days** of casual leaves during the calendar/academic year.

(ii) Casual Leave can be availed only after seeking the prior sanction from respective authority. The application received after availing leave will be considered only in case of emergency.

(iii) Casual Leave availed during any month shall not exceed three days.

(iv) The balance casual leaves will not be carried forward to the next calendar/ academic year and hence will lapse.

(b) Special Leave

Adhoc/contract faculty will be eligible to avail maximum **Ten Days** of special leaves during the calendar/academic year for a personal/research purpose, provided that his/her teaching activity will not be affected. The sanction of this leave is solely at the discretion of head of the institution.

(c) Compensatory Leave

Teaching & Non-Teaching staff are eligible to avail the compensatory leave (excluding teaching days) against the duty performed on holiday(s) on 1:1 basis and solely at the discretion of head of the institution.

(d) Extraordinary Leave

This is considered when long leave is required on health or specific personal reasons. No salary will be paid during this period and this period will not be considered for increment or promotion. The sanction of this leave is solely at the discretion of head of the institution.

(e) Vacation

Approved faculty will be eligible for the summer/winter vacation, however if detained for the official work he/she will be entitled for APL as per norms. Maximum

eight weeks vacation in a year may be given to the approved faculty depending on the yearly activities Calendar of PRMITR. However, faculty has to attend the essential duties during vacation as and when called upon.

(f)   Maternity Leave

Maternity leave can be granted to female faculty for a period of not exceeding 180 days at a time during her confinement (both pre-natal and post natal periods put together) and maximum on two occasions in the entire period of her service in the institution. Her services will be terminated if she fails to join the duties after completion of 180 days without information. However, if she joins the duties after 180 days and again requests for more leaves, then such leaves if granted will be treated as the leave without pay.

(g)   On Duty Leave

Faculty deputed by the institute to attend Conferences / Seminars / Workshops/ or any other official work shall be entitled to avail On Duty leave at the discretion of head of the institution.

(h)   Leaves Details (Leaves during Academic and Calendar Year)

Sr. No.	Leave Type	Faculty		
		Regular	Adhoc	Contract
1	Casual Leave	10	11	11
2	Medical Leave +	10	--	--
3	Average Pay Leave (**APL**) !	10	--	--
4	Earned Leave (**EL**)	1/3rd of no. of days of duties performed in vacation	--	--
5	Duty Leave **#**	15	--	--
6	On Duty Leave **$**	No limit		
7	Special Leave	--	10	10
8	Vacation	As per Institute Academic Calendar	--	--
9	Compensatory Leave **@**	1:1		
10	Maternity Leave**＊**	180*	180*	--
11	Leave Without Pay	After consuming all applicable leaves		
Note:	Special Leave	This is considered when long leave is required for health or specific personal reasons. No salary will be paid during this period and this period will not be considered for increment or promotion. The sanction of this leave is solely at the discretion of head of the institution.		

+ Maximum 360 days in entire service

! With the permission of head of institution and 1/3rd of duties performed in vacation, but not more than maximum 240 days in entire service

With the permission of head of the institution

$ With the permission of head of institution for the purpose of university work subjected to submission of the proof from university respective authority

@ With the permission of head of institution and against the duty performed on holiday

* Applicable only for female faculty & not more than twice in her entire service.

R6. Travelling Allowance (T.A.)

1. Within City Limits

Faculty or Staff members visiting at official places /Companies/Organizations within the city and its suburbs will be paid as per the following norms:
  (a) Actual bus fare or train fare or auto-rickshaw fare (min. Rs. 100)
  (b) Actual auto-rickshaw fare if luggage has to be carried which cannot be taken in a bus
  (c) If own vehicle is used actual fuel expenses will be paid.

2. Outside the City

  (a) For Travel outside the city or suburbs, i.e., outside the station, T.A. will be paid for the Actual amount after submission of original bills/tickets.
  (b) In case of any other mode of transport, the sanction amount will be limited to the maximum of eligible rail fare.
  (c) Maximum of Rs. 500 will be sanctioned as D.A. per day per person
  (d) Actual expenses per day (max Rs. 2000) will be sanctioned as lodging expenses
  (e) The sanction for expenses may be varied as per type of the city.
  (f) The amounts will be sanctioned and disbursed on submission of actual bills.

R7. Salary Structure for Faculty

  (a)   The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE/Govt. of Maharashtra from time to time.

  (b) Annual Increment
  The faculty and staff who are on pay-scale will be entitled for the Annual increment every year provided that:
  (i)   their probation period is over
  (ii) Self appraisal scores ($\geq 70\%$) with publication of research papers in blind peer review journals as the first author/ first applicant of patent/ book writing/ consultancy/ getting research funding over Rs. One lakh/ national or international award) are desirable for annual increments for faculty members and internal feedback (Very Good or above) for the staff members. Head of Departments, Deans, T&P officer, Director of Sports, Librarian and faculty handling specifically assigned portfolio or responsibility and working throughout the academic year for the said portfolio or responsibility may be exempted from the above condition.

R8. Promotion Policy

  (a) Faculty members shall be promoted provided he/she fulfills the applicable norms or eligibility criteria specified by AICTE for the said promotion. However, the confirmation for the promoted position will be given only after getting approval from university.
  (b) Experienced candidates from reputed institutes or industries may be given pay protection without insisting on fulfilling the above norms.

R9. Incentives to Faculty for Research & Publication Activities

(a) For research papers presentations at National & International Levels within the country, the Institute will sanction the 'On Duty' leave for minimum number of days required for travel and presentation of paper, and reimburse the expenses as per norms after submission of original bills, tickets and certificate of paper presentation. Any faculty who is essentially the first author and seeking prior approval from head of the institution will be entitled to avail this facility once in a year.

(b) For the research paper presentation at abroad, the Institute will sanction the 'On Duty' leave for minimum no. of days required for travel and presentation of paper and the consolidated amount of Rs. Twenty five thousand only upon submission of registration receipt and certificate of participation. Any faculty who is essentially the first author and seeking prior approval from head of the institution will be entitled to avail this facility once in three years.

(c) For attending the workshops and symposia, only the 'On Duty' leave will be sanctioned for the period of the event subjected to submission of report of the event attended.

(d) For publishing the Research papers, no expenses will be paid

(e) Following will be the incentives for R&D activities funded by Non-Government external agencies:

  (i) Faculty who receives Rs. 5-15 lakhs will be awarded Rs.10,000 as an incentive

  (ii) Faculty who receives Rs. 15-40 lakhs will be awarded Rs.15,000 as an incentive

  (iii) Faculty who receives above Rs 40 lakhs will be awarded Rs. 25,000 as an incentive.

  (iv) Higher incentives may be awarded for funds more than 50 lakhs.

R10. Sponsoring the Faculties for Higher Studies

(a) Faculty Pursuing Ph.D.

  (i) Approved faculty pursuing Ph.D. in reputed institutes will be eligible to avail leave against immediate future vacation for thesis writing purpose after lapse of three years from the date of registration for Ph.D. programme.

  (ii) Approved faculty can avail OD leave for interacting with their guides without disrupting the teaching work. To avail this facility, faculty has to submit proof of visiting their guides limited to one day in a month and maximum six days in a year; for maximum of three years from the date of registration for Ph.D. programme.

R11. Recognitions for Performance of Teaching Staff

Teaching staff will be recognized for his/her Best Academic and Other Performance based on the PBAS score in the respective academic year.

R12. Recruitment Procedure for Teaching Staff

(a) The required number of faculty members for each academic year will be received from the respective departments based on the AICTE / University norms and workload.

(b) Accordingly an advertisement will be published in the local/national newspaper and/or on

the institute website calling for applications.

(c) The applications received will be scrutinized based on the prescribed norms.

(d) The applications will be scrutinized by a committee constituted by the Principal.

(e) The short listed candidates will be called for an interview on a specific date and time.

(f) There will be a committee comprising of Management Representative, Principal and one or two subject experts for interviewing the candidates.

(g) The candidates called for the interview may be asked to demonstrate their teaching skills on programme specific subjects so as to test their subject knowledge and teaching skill.

(h) The committee will rank the candidates based on their performance in interview.

(i) The candidates will be appointed based on the rank secured and the same will be intimated to them.

R13. Conduct Rules for Non-Teaching Staff

(a) General

(i) The appointment and punishment of the non-teaching staff shall rest with the Head of the Institute.

(ii) Every non-teaching staff that is on the pay-scale shall be entitled for benefits of Provident Fund and Gratuity as per norms.

(iii) Annual Confidential Report of every non-teaching employee shall be maintained. The confidential report will be considered for the annual increment/promotion or decrement/demotion.

(iv) All the non-teaching staff shall register their biometric attendance while entering and leaving the campus. The daily working timings for non-teaching staff will be as follows:

Monday to Friday Timings

For Non-teaching Staff	:	10.15 am – 5.45 pm
For Principal Office Staff	:	10.30 am – 5.30 pm
For Library and Maintenance	:	10.00 am – 6.00 pm

Saturday Timings

For Non-teaching Staff	:	10.15 am – 3.45 pm
For Principal Office Staff	:	10.30 am – 3.30 pm
For Library and Maintenance	:	10.00 am – 4.00 pm

(b) Duties and Responsibilities of Laboratory Assistant/Attendant

Designation	Responsibilities
Laboratory Assistant/ Laboratory Attendant	(i) To open the concerned lab well before scheduled time and ensure that everything ready for the practical. (ii) Assist teachers and students for conducting experiments/practical (iii) To maintain the entry/attendance register for students (iv) To ensure that all the equipment, machines, devices are in properly working condition before start of practical/ experiment (v) To ensure that the requisite material / literature is available before commencement of the practical/experimentation (vi) To issue the requisite lab material for conducting practical/experiments (vii) To ensure that the laboratory is neat and clean all the time (viii) To ensure that all the equipment/ machines/devices/ hangouts, etc. are neat and clean all the time (ix) To maintain dead stock register and consumable material (x) To undertake physical stock verification of lab material (xi) To assist lab in-charge in procurement process of lab material (xii) To assist the lab in-charge in routine administrative matters (xiii) To ensure that laboratories facilities are not misused or mishandled by any person (xiv) To report about breakage or losses in laboratory to laboratory in-charge and HOD (xv) Reporting to lab in-charge about the misbehavior of anybody inside the lab (xvi) To ensure that all the equipment, machines, devices are turned off before leaving the lab (xvii) To ensure that all the equipment, devices, material, literature issued if any, are returned back by the students to him before leaving the laboratory (xviii) To ensure that all cupboards, doors, windows, and gates of lab are properly closed/locked before leaving the last person in lab (xix) To attend/perform such other duties as may be specially brought to his notice with the approval of HOD

R14. Leave Rules for Non-Teaching Staff

Sr. No.	Leave Type	Non-Teaching Staff	
		Regular	Contract
1	Casual Leave	10	11
2	Medical Leave +	10	--
3	Earned Leave $	30	--
4	Compensatory Leave @	1:1	
5	Maternity Leave*	180*	-
6	Leave Without Pay	Immediately after consuming all applicable leaves	
7	Special Leave	This is considered when long leave is required for health or specific personal reasons. No salary will be paid during this period and this period will not be considered for increment or promotion. The sanction of this leave is solely at the discretion of head of the institution.	

  + Maximum 360 days in entire service time
  $ Maximum 300 days in entire service time for Regular Non-Teaching Staff.
    The Earned Leaves will not be applicable for Technical Non-Teaching Staff. But, they will
     entitle for 1/3rd of no. of days of duties performed in vacation.
  @ With the permission of head of institution and against the duty performed on holiday
  * Applicable only for Regular women staff & not more than twice in her entire service.

R15. Disciplinary Actions against misconduct or misbehavior

Following penalty(s) will be imposed upon an employee for misconduct or misbehavior:

(a) Minor Penalties
  (i) Disapproval for/from any activity/work/responsibility/participation/ or similar.
  (ii) Withholding of increments or promotion
  (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by
       negligence or breach of orders.

(b) Major Penalties
  (i) Demotion to a lower post or time scale or to a lower stage in the time scale.
  (ii) Removal from service of the Institute which will disqualify from future appointment
  (iii) Dismissal from service of the Institute.
  (iv) The Principal may suspend any non-teaching employee in case of serious misconduct.
      The suspended employee shall be served with a charge-sheet and informed in writing
      on the grounds on which action is proposed to take against him/her. During the period
      of suspension, the suspended employee shall be paid half-pay salary, as subsistence
      allowance. If the non-teaching staff is removed from the service because of serious
      misconduct or moral turpitude, the notice for removal shall not be required nor will
      any salary be paid in lieu thereof.

(c) Serious Misconduct

The serious misconduct(s) shall include :

(i)   Participation in strike, abetting, instigating or acting in furtherance of the same.

(ii)   Disobedience of any order, non-compliance of rule, or habitual neglect of work.

(iii)   Theft, fraud or dishonesty in connection with Institute property.

(iv)   Wilful damage to the Institute property.

(v)   Wilful absence from duty without proper permission.

(vi)   Wilful absence from duty after the expiry of leave.

(vii)   Refusal to accept charge-sheet, order or other communication.

(viii)   Conviction on a criminal charge.

(ix)   Misbehaviour, use of abusive language or insolence

(x)   An act involving 'Moral Turpitude'

R16. Code of Ethics and Conduct Rules for Students

(a) Dress Code for Students

Following will be the dress code for students of the Institute:

(i)   Boys   :   Formal Shirt and trouser with shoes

(ii) Ladies :   Salwar suit with long scarf / Formal Shirt and trouser

(b) ID Card

(i) It is mandatory for students to wear the ID card during their stay in the campus.

(ii) ID cards of the students involved in indisciplinary acts within the campus will be seized by the staff.

(iii) The loss of ID card shall be reported immediately to the office.

(c) Attendance Policy

(i) Any student who remains absent without prior permission of HOD or Class Teacher will be allowed to attend classes only if he/she produces proper explanation and/or parent's written consent. If this is continued three times in a semester, the disciplinary action will be initiated against him/her.

(ii) Students with less than 75% class attendance will not be permitted to appear for end semester examination.

(iii)   Attendance will be taken by the faculty within 10 minutes of starting the class. Attendance of late comers will not be marked for that class.

(iv) Information of trouble maker students in the class rooms will be reported to the HOD/Principal for further necessary action.

(v) Continuous monitoring of attendance will be carried out by Faculty Advisor and HOD. Suitable action will be initiated against defaulter students.

(vi) HOD will identify the list of to be detained students at least one month before last instructional day of respective semester.

(d) General Instructions

(i) Students are not permitted anywhere in premises except for class room or laboratory during class timings. Parents of such students shall be intimated about the absence of their wards during class hours.

(ii) Ragging in any form is a punishable offence. It is strictly forbidden inside or outside the campus. Any ragging attempt or unlawful activity inside or outside the campus will invite suspension from the Institute on one hand and police action on the other.

(iii) Students should wear Institute uniform when he/she is in the campus. Without Institute uniform, their entry in the campus will be restricted.

(iv) Students should wear their ID cards while they are in the campus.

(v) Students should park their vehicles at designated parking zone. They should not park vehicles inside the academic or administrative premises.

(vi) Students should not leave the campus during teaching hours unless emergency. If they need to leave the campus, they should seek prior permission from respective Faculty Advisor or HOD.

(vii) Use of Mobile phone in the classroom, laboratory, library, computer center, seminar hall, workshop, Administrative office is strictly prohibited. If found, his/her mobile will be seized by Discipline committee till end of the respective semester.

(viii) Students should not damage the Institute property. All the students are advised to utilize the resources in the Institute campus very carefully and should not waste or damage it. Heavy penalty will be imposed on the identified student(s) or the batch of students for any damage of instruments, equipment, devices, machinery, furniture, teaching aids like - LCD projector, OHP, CCTV, PCs, display screens, display boards, TV, damaging or tearing of library books, book pages, journals, reports, or any other document, damage or loss of sports material, damage to canteen, etc. in any form.

(ix) Students should utilize their free-time for creative activities or at library.

(x) Students should not shout, hoot or whistle in the campus. They must maintain the discipline and silence in the campus.

(xi) Writing on walls, pillars, toilets, bathrooms, furniture's and class room boards is strictly prohibited.

(xii) Students should not damage/ deface the painted wall surfaces of any property of the Institute by pasting posters, pamphlets, etc. over it.

(xiii) Students are required to dispose off the empty packets / papers / disposable materials into the dustbins only.

(xiv) Chewing bubble gum, chocolate, paan-gutakha and any eatable item inside the class rooms, laboratories, workshop, library and premises is strictly prohibited.

(xv) All applications for leave on medical ground must be supported by an authentic Medical Certificate and should reach the Mentor within a week of student's return, failing which he/she shall not be considered eligible for such leave. The benefit for the leave/s on medical ground is restricted to 10% of the total classes held.

(xvi) The Security Guard or Discipline Committee Member of the Institute can check any person inside the campus anytime or randomly in case of any doubt. No objection in this regard will be entertained.

(xvii) Nobody will be allowed to visit any website related with social networking, shopping, online games, stock market, indecent/ porn sites and similar websites in the Institute premises. If found, he/she will be penalized and/or the disciplinary action will be initiated against the concerned person(s).

(xviii) Violation of library rules or misconduct by any reader/visitor may result in cancellation of membership from the library.

(xix) Switch off all the electrical appliances when not in use.

(e) Disciplinary Actions

(i) The cases of indiscipline, misbehavior or insubordination should be dealt by HOD or the Principal.

(ii) Following punishments are recommended for students indulging in indiscipline activities:

S.No.	Offence	Punishment	Authority
1	Ragging	As per Govt. Regulations	Institute Discipline Committee
2	Disturbing the class by making noise (use of cell phones etc.)	Absent mark for one day or suspension from the class for one week	Any faculty member
3	Copying in Examination	As per institute norms	Institute Examination Committee/Principal
4	Damage to Institute property	Recovery of damages from the concerned student(s) / class	HOD/Principal

(iii) If any student indulges in indiscipline activities repeatedly, such cases shall be reported to the Institute level Discipline Committee for deciding the nature and quantum of punishment or action.

R17. Roles, Responsibilities and Authorities

(a) Responsibilities and Authorities of Principal/Director

Principal is overall responsible for establishing an ideal institute by promoting the various curricular, co-curricular & extra-curricular activities, as well as the governance of administrative and financial matters. Principal shall advise the Management and the Directors of Board of Governance (BOG) in all educational, financial and administrative matters of the institute.

In addition he shall:
(i)   Report to the President/Vice President/Director of the BOG
(ii)   Be responsible for human resource planning for teaching and non-teaching staff for   long and short term requirements.
(iii) Annual budget preparation
(iv)   Inspect the departments and their functioning on day to day basis
(v)   Liaison and coordinate with VYWS, AICTE, other statutory and professional bodies, engineering and allied organizations/industries.
(vi)   Work for the development of the institute in all spheres so as to achieve overall growth
(vii) Promote the various faculty and staff development programmes
(viii) Participate in Governing Body meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
(ix)   Advise the HODs and faculty in various academic and administrative matters
(x)   Represent the institute in various State and regional level bodies, societies, councils as and when required.
(xi)   Ensure effective utilization of academic, administrative & financial resources.
(xii) Implement integrated & uniform systems in academic, administration, finance, etc.
(xiii) Conduct regular meetings of the various committees for better coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
(xiv) Arrange and participate in Board of Studies and Academic Council Meetings in developing the curriculum for an autonomous institute
(xv)   Conduct meetings related to Institute Development & Monitoring so as to ensure highest Quality
(xvi) Recommend addition/alteration to infrastructure facilities

(b) Responsibilities and Authorities of Head of Department

Head of Department is overall responsible for establishing an ideal teaching- learning environment and promoting the departmental activities to achieve its objectives and in turn, the Vision of PRMITR.

Designation	Responsibility	Authority
Head of Department	(i) Department administration and motivation of faculty, staff and students (ii) Planning, monitoring, evaluation and promotional activities (iii) Achieve departmental objectives and goals (iv) Effective implementation of Teaching-Learning process and its evaluation (v) Research, research promotion and guidance (vi) Design and development of new academic programmes, short term training programmes for faculty, students & staff, Curriculum and resource material development (vii) Interaction with industries and society (viii) Students counseling and interaction with parents (ix) Assessment of student's performance in academic programmes and offer remedial solutions (x) Budget and planning for purchase of new equipment, development of laboratories, to ensure the maintenance of infrastructure required for smooth conduction of teaching learning process (xi) Custody of departmental records and property including equipment stocks and student properties	(i) Allocation of teaching subjects and teaching load to faculty (ii) To assign responsibility of labs to lab in-charges (iii) To assign various departmental portfolios to faculties (iv) Constitute departmental committees to monitor academic and administrative activities (v) To recommend the leaves of faculty and staff (vi) Select and recommend R&D and other proposals, purchase of equipment, books, journals, etc. (vii) Recommend disciplinary action against faculty/staff and forward confidential report to authority (viii) Recommend faculty and staff for training and development programmes (ix) To take disciplinary action against students (x) To monitor and inspect the teaching-learning process and performance and take remedial actions

(c) Duties and Responsibilities of Dean (Administration)

Following are the duties and responsibilities of Dean (Administration):

(i) Coordination with Directorate of Technical Education / AICTE / Higher Education

(ii) Drafting letters to University / AICTE / Govt. / UGC / HRD / NBA/ NAAC, etc.

(iii) Coordinating with SGBAU & AICTE related work

(iv) Coordination with all concerned for preparation of Institute Magazines, Brochures, Invitation, greeting cards and Advertisements, promotional materials.

(v) Monitoring of all Notice boards

(vi) Liaison with Police / Panchayat / Labour dept. /other Govt. and private agencies as and when required, with the approval of Head of the Institution

(vii) Liaison with Society Head Office

(viii) Principal office files maintenance

(ix) Provision of infrastructure

(x) Any other work related with administrative record creation and maintenance.

(d) Duties and Responsibilities of Dean (Academics)

Dean (Academics) is responsible for the efficient conduct of all academic activities pertaining to curriculum and faculty development as follows:

(i) Generation of student data required for Student Information System

(ii) Preparation and Circulation of Academic Calendar before the start of academic session

(iii) Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables. Follow up of the following activities of Departments:

(iv) Taking Student Feedback for each course, two times in a semester.

(v) Taking suitable action on the feedback received from the stakeholders on advice of Principal

(vi) Member Secretary of Institute Academic Advisory Committee

(vii) Result Analysis

(viii) To supervise pre-examination and post-examination process

(e) Responsibilities and Authorities of Dean (Admission & Student Welfare)

Dean Admission and Student Welfare shall be responsible for efficient conduct of co-curricular and extra-curricular activities and availability of amenities to the best satisfaction of the committee, in that:

(i) To provide inputs for the academic calendar for various co-curricular and extra-curricular activities.

(ii) To ensure proper conduct of co-curricular activities through respective in-charges.

(iii) To ensure proper conduct of extra-curricular activities through respective in charges.

(iv) Coordination with NSS In-charge

(v) To ensure through respective In-Charges proper functioning of amenities such as Canteen, Transport, Cooperative store, Recreational Facilities, etc.

(vi) To redress any suggestion/complaint from the students through respective In-charge.

(vii) To ensure proper planning/coordination/execution of industrial visits through respective HODs.

(f) Duties and Responsibilities of Controller of Examination

The Controller of Examinations will be overall responsible for the evaluation system in that:

(i) To set up the examination cell and make necessary arrangements to ensure the smooth conduction of all examinations

(ii) To liaise with Dean Academics for preparation of Mid Semester (MSE), Mid Semester Improvement (MSIE), End Semester (ESE) and End Semester Supplementary examinations (ESSE) and the Lab examination schedules.

(iii) To ensure proper conduct of the examinations in due dates

(iv) To arrange for the setting and printing of Question papers of MSE, MSIE, ESE and ESSE and maintain the confidentiality about the same till end of the last paper of respective session.

(v) To preserve the Question papers of MSE, MSIE, ESE and ESSE for future review

(vi) To arrange for the assessment of answer books for respective examination

(vii) To preserve the evaluated MSE, MSIE, ESE, ESSE and Lab answer sheets, branch wise, year wise for a period of one academic year and have to destroyed them after the due date as per norms.

(viii) Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.

(ix) Redressal of grievances related to examination properly through the pre-set mechanism.

(x) To announce results, issue mark sheets, and other certificates; however, the degree shall be awarded by the parent University with the name of the institute, "Prof. Ram Meghe Institute of Technology and Research" on the degree certificate.

(g) Duties and Responsibilities of Dean of Research and Promotion Cell

The Dean of Research and Promotion Cell is overall responsible to develop, sustain and advance a research mission in the Institute, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

(i) Develop and promote the integration of research programs and research initiatives in collaboration with the Dean Academics.

(ii) Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and/or engineering industries.

(iii) Conduct a program of research to maintain scientific & engineering expertise in accountability.

(iv) Support research development among faculty and students.

(v) Establish research programs in the Institute in accord to the HOD's and faculty's priorities.

(vi) Lead, facilitate and support grant-writing activities for research investigations within the Institute and throughout its collaborative partnerships in academics and industry.

(vii) Advise to build research infrastructure within the Institute and collaboratively to facilitate and advance research productivity.

(viii) Build relationships with engineering industries throughout India.

(ix) Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies.

(x) Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.

(xi) Assist faculty members in identifying and securing the resources necessary for successful extramural

(xii) Funding. Develop mechanisms for identifying research funding sources and systems to support grant applications**.**

(h)   Duties and Responsibilities of Training and Placement Officer

To facilitate the Training and Placement Officer in carrying out the following activities:

(i) Collection of data in the prescribed proforma from the students of all the Disciplines and departments

(ii) Coordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for PRMITR Institute students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and PRMITR Institute Students at different stages.

(iii) Keeping an up-to-date year-wise data of students for pursuing higher studies in India or abroad.

(iv) Keeping an up-to-date year-wise data of the students selected/joined in different companies.

(v) Preparation of broachers containing the details of Institute, Department, Course Structure, etc. to provide it to companies.

(vi) Coordinating with various companies about seeking permissions for conducting industry based final year projects, internships and apprenticeships.

(i)   Duties and Responsibilities of Laboratory In-charge

Laboratory In-charge will be responsible for the procurement, commissioning, working, maintenance and calibration of laboratory equipment/devices in the respective laboratory.

The Lab I/C should maintain the following documents:

(i)   The inventory of the laboratory

(ii)   Layout of the laboratory

(iii)   Laboratory Time Table

(iv)   Organization Chart

(v)   Log Book for daily usage

(vi)   Complaint Register

(vii)   Lab Manuals

(viii)   List of Experiments

(j) Duties and Responsibilities of Laboratory Assistant

The Laboratory Assistant should ensure proper discipline at laboratories by ensuring the following:
(i)   No bags or eatables are to be allowed into the lab
(ii)   Talking/unnecessary movement of the students be avoided
(iii)   Chairs are in proper position at the time of leaving
(iv)   All equipment are switched off or made inactive as per authorized procedure before leaving
(v)   All fans/ lights wherever not needed are in OFF condition
(vi)   Room and equipment are maintained neat and clean at all times
(vii)   Assist the class teachers in the laboratory proceedings.
(viii) Suitable motivation boards and list of experiments are displayed.
(ix)   Lab Assistant should be conversant with all the lab experiments and exercises.
(x)   Lab Assistant should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

(k) Duties and Responsibilities of Teacher Guardian

A Teacher Guardian will be responsible for the batch of students assigned to him/her for the entire academic year. Teacher Guardian will perform the following duties:
(i)   He/she will maintain record of the students comprising the information: contact details, admission details, academic record, co-curricular & extra- curricular activities details, achievements and disciplinary actions against students, etc.
(ii)   He/she will meet to the students at least once in a month for their counseling and maintain the record of it.
(iii)   Absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behavior shall be brought to the notice of the parents and Institute authorities.
(iv)   Emphasis shall be given on attitude, value systems, hard work, and career planning in all the counseling sessions.

(l) Duties and Responsibilities of Maintenance In-charge

Maintenance in-charge will be responsible in ensuring the following:

1. Maintenance
(i)   He will supervise the maintenance team for cleanliness and housekeeping of the institute campus, class rooms, corridors, toilets, stair and surroundings.
(ii)   He has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
(iii) He shall coordinate with the garden in-charge for the development and maintenance of Institute lawns, pathways, surroundings and gardens.

(iv) He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the Institute, steady as well as peak loads.

(v) Delegation of work and supervision of staff of maintenance department, Coordination with Departments for arrangement of Conference / Seminars / Meetings/Functions, etc. including coordination of Transport.

(vi) To procure and maintain the maintenance related Inventory, Annual Stock Verification and Waste Management

(vii) All the outside work related to maintenance

(viii) Liaison with Purchase / Stores officer

2. Hygiene

(i) He shall be responsible for the quality management of hygiene of Institute.

(ii) He should periodically inspect the condition of water tanks, coolers and ensure that quality of drinking water is safe.

(iii) He shall periodically inspect the toilet cleaning for proper upkeep.

(iv) He shall periodically inspect the canteen premises, wash areas for safe upkeep.

3. Security

(i) He shall coordinate with the security in charge for ensuring the overall safely of the Institute.

(ii) He shall carry out surprise visits to ensure the movement of personnel and material is as per the procedures.

(iii) He shall periodically inspect to ensure that premises are locked with power switches made safe and windows closed.

(iv) For the above activities, he shall maintain the records.

(m) Duties and Responsibilities of Discipline Committee

The Discipline Committee will be responsible for promoting the overall discipline of the Institute environment involving students and staff, in that:

(i) To ensure that all matters pertaining to discipline which are referred to him should be dealt with appropriately through the discipline committee and suitable recommendations are given to the Principal for further necessary action.

(ii) To suggest any timely measures to improve the quality of discipline and order in the Institute.

(iii) To deal with ragging menace through a systematic and timely approach.

(iv) Awareness: Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counseling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents, etc.

(v) Avoidance: Enforce measure to avoid contact between first years and seniors by staggering timings of first year activities, formation of anti ragging squads and

continuous surveillance with them at possible areas of ragging such as canteen, toilets, terraces, outside bakeries eating points bus stops etc

(vi) Act: In case ragging is reported, appropriate disciplinary action shall be taken.

(n) Duties and Responsibilities of Accountant

(i)   Staff Salary - Maintenance of LIC, Income Tax, EPF, Gratuity, etc.

(ii)   Coordination with SC/ST/OBC/EBC/Minority/welfare department for Scholarships

(iii) Group Insurance, Property Insurance and Corporation Tax Remittance

(iv)   Preparation of Pay Bill for Teaching and Non Teaching staff

(v)   All Bank Transactions

(vi)   Liaison with VYWS Head office in connection with Accounts

(vii) To maintain all Account Books

(viii) Payments Regarding Purchases and Maintenance of Accounts

(ix)   Daily Financial Report - Internal & Consolidated for Principal / Head Office

(x)   Collection of all fees

(xi)   Remittance of IT (TDS Amount) of employees

(xii) To support for internal and external financial audits

(xiii) Any other work related to finance, accounts and fees

R18. Library

(i)   Silence must be observed in the Library.

(ii)   Personal belongings are not allowed inside the Library.

(iii) Every staff / student of the Institute is eligible for membership of the Library,

(iv)   The Library can be utilized by the students and staff from 9 A.M. to 7 P.M. on working days.

(v)   All students should sign the entry register of the Library, before entering.

(vi)   Books borrowing limit: Faculty – 10, Non Teaching staff – 2, Student – 5.

(vii) Principal is empowered to increase additional issue of books to whomever he feels necessary.

(viii) Borrower's tickets are not transferable.

(ix)   Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

(x)   Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately. Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.

(xi) Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

(xii) The borrowed book should be returned on or before due date, If not, overdue charge per day for students will be collected as decided.

(xiii) If the due date falls on holidays, return can be done on the following working day without fine.

(xiv) Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.

(xv) A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 50/-

(xvi) The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.

(xvii) All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.

(xviii) Similarly the staff members who intend to leave the Institute should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

R19. Curriculum Framework and National Education Policy (NEP-2020) Implementation

1) **Implementation of UG and PG Engineering/Technology Programme, MBA and MCA programmes Curriculum with effect from Academic Year 2023-24:**

The Credit and Multidisciplinary Curricular Framework designed on the lines of the National Credit Framework and AICTE Approval Process Handbook, is to be made applicable to UG & PG Engineering/Technology Programme; and to the MBA and MCA programmes in Autonomous PRMITR with effect from Academic Year 2023-24.

2) **Credit Framework under Four-Years UG Engineering/Technology Programme with Multiple Entry and Multiple Exit options:**

The Four-year Bachelor's Multidisciplinary Engineering/Technology Degree Programme allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering/Technology UG Programme with multiple entry and multiple exit options are as given below:

Credit Framework

Levels	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Maximum		
4.5	One Year UG Certificate inEngg./ Tech.	40	44	2	1
5.0	Two Years UG Diploma in Engg./Tech.	80	88	4	2
5.5	Three Years Bachelor's Degree in Vocation (B.Voc.)	120	132	6	3
6.0	4-Years Bachelor's Degree (B.Tech.) in Engg./ Tech. with Multidisciplinary Minor	160	176	8	4
6.0	4-Years Bachelor's degree(B.Tech.) in Engg./ Tech.- Honors and Multidisciplinary Minor	180	194	8	4
6.0	4-Years Bachelor's Degree(B.Tech.) in Engg./ Tech.- Honors with Research and Multidisciplinary Minor	180	194	8	4
6.0	4-Years Bachelor's degree(B.Tech.) in Engg./ Tech.- Major Engg. Discipline with Double Minors (Multidisciplinary and Specialization Minors)	180	194	8	4

3. **Requirement of Credits for Various Degrees as per the Maharashtra Govt. G.R. No. : NEP-2022/(67/23)/T.E.-2, Dt. 4 July 2023**

(a) Credits offered per Semester will be a Minimum 20 and a Maximum 22. While minimum credits are mandatory as per National Credit Framework, the Universities and Autonomous Engineering Colleges can evolve the mechanism for providing Semester/ Level wise credit attainment flexibility within the broad framework.

(b) With effect from Academic Year 2023-24, the first year of 4-Years Multidisciplinary Bachelor's Degree in Engg./Tech. Program (B.E./ B.Tech. or Equivalent) will be introduced. Thus, the Fourth Year of Bachelor's Engg./ Tech. Degree (Level 6.0) with various options- Bachelor's Engg./ Tech. Degree in chosen Major Engg./ Tech. Discipline with Multidisciplinary Minor (160-176 credits), OR Bachelor's Engg./ Tech. Honours Degree in chosen Major Engg./ Tech. Discipline with Multidisciplinary Minor (180-194 credits) OR Bachelor's Engg./ Tech. Honours with Research Degree in chosen Major Engg./ Tech. Discipline with Multidisciplinary Minor (180-194 credits) OR Bachelor's Engg./ Tech. Degree in chosen Major Engg./ Tech. Discipline with Double Minor (Multidisciplinary and Specialization Minor, 180-194 credits) will begin with effect from Academic Year 2026-27.

(c) Under Bachelor's Engg./ Tech. Honours with Research Degree in chosen Major Engg./ Tech. Discipline with Multidisciplinary Minor (180-194 credits), the students will work on a research project or dissertation for 18 credits in the fourth year in the respective Major Engg./ Tech. Discipline. The decision regarding the distribution of 18 credits for Research Project in Semesters VII and VIII of the Fourth Year will be taken by Academic Authorities of University/ Autonomous Engineering Colleges. These 18 Credits will be over and above the min.160-max.176 Credits prescribed for Four Year Multidisciplinary Bachelor's Degree in Engg./ Tech. Program.

(d) The Bachelor's Engg./ Tech. Honours Degree in chosen Major Engg./ Tech. Discipline with Multidisciplinary Minor (180-194 credits) enables students to take up five-six additional courses in the same Engg./ Tech. discipline of 18 to 20 credits distributed over semesters III to VIII. The decision regarding the mechanism of distribution of these 18-20 credits over semesters III to VIII, which are over and above the min.160-max.176 Credits prescribed for Four Year Multidisciplinary Bachelor's Degree in Engg./ Tech., will be taken by Academic Authorities of University/ Autonomous Engineering Colleges.

(e) Under Bachelor's Engg./ Tech. Degree in chosen Major Engg./ Tech. Discipline with Double Minor (Multidisciplinary and Specialization Minor, 180-194 credits), students would take up five-six additional courses of 18 to 20 credits in another Engg./ Tech. discipline/ Emerging Areas Specialization distributed over semesters III to VIII. The decision regarding the mechanism of distribution of these 18-20 credits over semesters III to VIII, which are over and above the min.160-max.176 Credits prescribed for Four Year Multidisciplinary Bachelor's Degree in Engg./ Tech., will be taken by Academic Authorities of University/ Autonomous Engineering Colleges.

(f) The NEP 2020 Four Year Multidisciplinary Engineering Curriculum Framework offers:
   (i)   The flexibility to move from one discipline of study to another.
   (ii) The opportunity for learners to choose the courses of their interest in all disciplines.
   (iii) The multiple entry and exit options with the award of UG certificate/ UG diploma/ or three-year degree depending upon the number of credits secured.
   (iv) The flexibility for learners to move from one institution to another to enable them to have multi and/or interdisciplinary learning.
   (v)   Mandatory One Semester Internship/ On Job Training (OJT).
   (vi) Provision of Vocational and Skill Enhancement Courses (VSEC), Indian Knowledge System (IKS), Community Engagement Project (CEP)/Field Project (FP) in Major Discipline Degree.

(vii) Horizontal and Vertical mobility with multiple entry and exit options at each Level.

(viii) Provision of NSQF compliant Skill-based Courses and internships for Exits at different Levels.

(ix) Credits for Co-curricular and Extra-Curricular Activities as Curricular activities besides provision of credits for the Ability Enhancement Courses (AEC) and Value Education Courses (VEC).

(x) Interdisciplinary or Multidisciplinary education through Single and Double Minors and Open Electives (OE).

(xi) The flexibility to switch to alternative modes of learning (offline, ODL, and Online learning, and hybrid modes of learning).

4. **Distribution of Credits across Four Years Engg./Tech. DegreeProgrammes**

In general, for the four years' bachelor's degree programme, the distribution of creditswill be as follows:

(a) Major (Core) Subject comprising Mandatory and Elective Courses:

   i. Minimum 50% of total credits corresponding to Three/Four - year UG Degree-Mandatory Courses offered in all Four years;

   ii. Elective courses of Major will be offered in the third and/or final year.

   iii. Vocational Skill Courses, Internship/ Apprenticeship, Community Engagement Project (CEP)/ Field Projects (FP), Research Projects connected to Major

(b) Compulsory Multidisciplinary Minor Subject: 14 Credits

   (i) The Minor subjects may be from the different disciplines of the Engineeringfaculty, or they can be from different faculty altogether.

   (ii) The credits of compulsory Minor subjects shall be completed from the secondyear to the final year of UG Programme.

(c) Generic/ Open Elective Courses (OE): 08 credits

   (i) It is to be offered in Second and/or Third year

   (ii) Faculty-wise baskets of OE shall be prepared by University/ Autonomous Engineering Colleges.

   (iii) OE is to be chosen compulsorily from faculty other than that of the Major Discipline.

(d) Vocational and Skill Enhancement Courses (VSEC): 08 credits

- Vocational Skill Courses (VSC): 04 credits, including Hands onTraining corresponding to the Major and/or Minor Subject:

   i. To be offered in first three years;

ii. Wherever applicable vocational courses will include skills based on advancedlaboratory practicals of Major.

- Skill Enhancement Courses (SEC) : 04 credits
i. To be offered in first three years;
ii. To be selected from the basket of Skill Courses approved by University/Autonomous Engineering Colleges

(e) Ability Enhancement Courses (AEC), Indian Knowledge System (IKS) and Value Education Courses (VEC): 10 Credits

- <u>AEC: 04 credits</u>
  (i) To be offered in First and Second year
  (ii) English: 02 Credits
  (iii) Modern Indian Language: 02 credits
  (iv) To be offered from the Basket approved by University / Autonomous College;

  The focus for both languages should be on linguistic and communication skills.

- <u>IKS: 02 Credits</u>
i. To be offered in First Year
ii. Courses on IKS to be selected from the basket of IKS courses approved by University/ Autonomous Colleges or as per UGC Guidelines on IKS.

- <u>VEC: 04 Credits</u>
i. To be offered in Second year
ii. Value Education Courses (VEC) such as Understanding India, EnvironmentalScience/Education, and Digital and Technological Solutions.

(f) Field Projects/ Internship/ Apprenticeship/ Community Engagement Projects corresponding to the Major (Core) Subject, Co-curricular Courses (CC).

(i) Internship/Apprenticeship corresponding to the Major (Core) Subject: 12 Credits. Internship of One Semester duration shall be offered either in the VII or VIII semesters. Courses offered during the Internship Semester shall be offered in online mode.

(ii) Field Projects/Community Engagement Projects corresponding to the Major(Core) Subject: minimum 02 credits

- To be offered in Second year of UG Degree Programmes.

(iii) Co-curricular Courses (CC) such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities,

NSS/NCC and Fine/ Applied/ Visual/Performing Arts: 04
credits

- To be offered in First year

(g) Additional Credits for Bachelor's Degree- with Double Minor OR Honours : 18-20 Credits

- These are additional credits to be offered from the second year to thefinal year and will be offered as an option to students.

(h) Additional Credits for Bachelor's Degree- Honours with Research: Minimum 18Credits

- These are additional credits to be offered in the final year and will beoffered as an option to students.

The UGC Regulations, 2021 permit up to 40% of the total courses being offered in a particular programme in a semester through the **Online Learning Courses** offered through the **SWAYAM** platform and/or other State Level Common Platforms which can be developed in due course with the participation of different Universities/ HTEIs.

(i) Illustrative Semester wise Credit distribution structure for Four Year UG Engineering Program - One Major, One Minor

Semester		I	II	III	IV	V	VI	VII	VIII	Total Credits
Basic Science Course	BSC/ESC	06-08	08-10		--	--	--	--	--	14-18
Engineering Science Course		10-08	06-04		--	--	--	--	--	16-12
Programme Core Course (PCC)	Program Courses	--	02	08-10	08-10	10-12	08-10	04-06	04-06	44-56
Programme Elective Course (PEC)		--	--	--	--	04	08	02	06	20
Multidisciplinary Minor (MD M)	Multidisciplinary Courses		-	02	02	04	02	02	02	14
Open Elective (OE) Other than a particular program		--	--	04	02	02	--	--	--	08
Vocational and Skill Enhancement Course (VSEC)	Skill Courses	02	02	--	02	--	02	--	--	08
Ability Enhancement Course (AEC -01, AEC-02)	Humanities Social Science and Management (HSSM)	02	--	--	02	--	--	--	--	04
Entrepreneurship/Economics/ Management Courses		--		02	02	--	--	--	--	04
Indian Knowledge System (IKS)			02		--	--	--	--	--	02
Value Education Course (VEC)		--	--	02	02	--	--	--	--	04

Research Methodology	Experiential Learning Courses	--	--	--	--	--	--		04	04
Comm. Engg. Project (CEP)/Field Project (FP)		--	--	02	--	--	--	-	-	02
Project		--	--	--	--	--	--		04	04
Internship/ OJT		--	---			--	--	12	-	12
Co-curricular Courses (CC)	Liberal Learning Courses	02	02		--	--	--	--	-	04
Total Credits (Major)		**20-22**	**20-22**	**20-22**	**20-22**	**20-22**	**20-22**	**20-22**	**20-22**	**160-176**

Abbreviations: Generic/ Open Electives: OE; Vocational Skill and Skill Enhancement Courses: VSEC; Vocational Skill Courses: VSC; Skill Enhancement Courses: SEC; Ability Enhancement Courses: AEC; Indian Knowledge System: IKS; Value Education Courses: VEC; OJT: On Job Training: Internship/ Apprenticeship;

Field projects: FP; Community engagement project: CEP; Co-curricular Courses: CC; RM: Research Methodology; Research Project: RP, Liberal Learning Course: Lib. Learn, Courses on Humanities, Social Science, and Management: HSSM

Note: The Credit Distribution Table given above is illustrative only. The Universities/ Autonomous Colleges may suitably modify within the broader framework of credit distribution across seven verticals and as per the AICTE rules and regulation.

5. Choice of Major and Minor Subjects/ Discipline

a. Major (Core) Subject

Major (Core) Subject is the Engineering/ Technology discipline or subject of main focus and the degree will be awarded in that discipline/ Subject. Students should secure a minimum 50% of total credits through Core Courses (mandatory courses, electives, vocational courses, Internship/ Field Projects/ Apprenticeship/ Community Engagement Projects, Seminars, and Group Discussions). In addition, for the award of Bachelor's Degree- with Double Minor OR Honours students shall have to earn additional 18-20 credits by opting for courses of Emerging Specialisations or the Same Discipline, respectively. For the award o f Bachelor's Degree- Honours with Research, students shall have to earn additional 18-20 credits through Research Project or Dissertation.

In addition, from the perspective of promoting Multidisciplinary and Interdisciplinary Thinking, the Academic of Autonomous Engineering Colleges and Universities can exercise the design of Major Subjects on the lines of Multidisciplinary or School, Interdisciplinary, Double Major besides Department Specific Major Subjects such as Civil Engineering, Mechanical Engineering, Electrical Engineering, Chemical Engineering etc Refer Prof R D Kulkarni Committee Report-

Chapter II, section 2.2, P. No. 20-23 for further details on design of different categories of Major/ Core Subjects.

b. Students shall select a 'Major (Core) Subject' and a 'Minor Subject' from the lists of various Subject Combinations and Options provided by the State Universities/ Autonomous Colleges.

6. **Courses on Indian Knowledge System (IKS)**

The concerned academic authorities, while defining the curriculum for modules/ courses on IKS, may take the support of the Indian Knowledge System (IKS) Cell under the Ministry of Education (MoE) at AICTE, New Delhi which is established to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal applications. The IKS Cell has established multiple IKS Centers at different Institutes in various parts of the country to act as a catalyst for initiating research, education, and outreach activities. In addition, the list of courses may be developed and offered in online or offline mode by the parent university or the specialized HEIs.

The courses to be developed under the Indian Knowledge Systems (IKS) are as follows:

(i) **Generic IKS Course:** These are expected to contain basic knowledge of the IKS subject. It should contain introductory information to the IKS. The student should be able to acquire basic knowledge after completion of the course.

(ii) **Subject-Specific IKS Courses:** These courses should contain advanced information pertaining to the subject as these will be considered as a part of the major credit. The student should have completed the Generic level as a prerequisite before enrolling in the discipline-related course.

The Autonomous Institutes/ Universities may evolve their own IKS subject-related courses by following UGC guidelines in this regard.

7. **Credit Specifications**

(a) Theory Courses: 13-15 hours of teaching per credit is required in a semester.

(b) Laboratory Course: 26-30 hours in laboratory activities per credit is required in a semester.

(c) Studio activities: Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic-focused experiential work. A minimum of 26-30 hours in studio activities per credit in a semester is required.

(d) Workshop-based activities: Courses involving workshop-based activities require the engagement of students in hands-on activities related to work/vocation or professional

practice. Every student is engaged in performing a skill-based activity. Related to specific learning outcome(s). 26-30 hours of workshop-based activities per credit in a semester is required.

(e) Seminar/ Group Discussion: 13-15 hours of participation in seminar/ Group Discussion activity per credit in a semester is required.

(i) Internship: Credits for internship shall be one credit per two weeks of internship (or 36-40 hours of engagement), The internship shall be monitored jointly by the faculty and Industry/ Organisation Mentor. Internship of One Semester duration shall be offered either in the VII or VIII semesters. Courses offered during the Internship Semester shall be offered in online mode.

(ii) Field-based Learning/ Practices: These are the courses requiring students to participate in field-based learning/projects generally under the supervision of faculty. A minimum of 26-30 hours of learning activities per credit in a semester is required.

(iii) **Community Engagement Projects:** These are the courses requiring students to participate in field-based learning/projects generally under the supervision of faculty. The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 26-30 hours of contact time per credit in a semester along with 13-15 hours of activities such as preparation for community engagement and service, preparation of reports, etc., and independent reading and study with 2 credit course.

8. **ABC, Admission System, Multiple Entry and Exit Path and Lateral Entry**
   (a) **Enrolment of Students and Registration of Colleges on ABC**

All State Universities/ Autonomous Institutes must promote registering on ABC. Since Credits awarded to a student for one programmes from an institution may be transferred/ redeemed by another institution upon the student's consent through ABC, it is essential that all students should get enrolled on ABC, create ABC ID, and share these ABC IDs with Academic Institutions where they are enrolled. Credits Earned by the student will reflect in the student's ABC account.

Multi-institutional learning permission: The student shall be allowed to earn some credits from institutions/colleges other than the Main/ Parent College i.e. a college where students earn all their major credits (more than 50%) including credits for the core subject. Students enrolled in the degree programmes may avail of other elective credits from two different

colleges affiliated with the same University and/or online courses available within the 40% cap mentioned by UGC.

(b) Multiple Exits: Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs.

(i) Students exiting the First Year programme after securing minimum 40 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure 8 credits in work-based vocational courses or internship / Apprenticeship offered during summer vacation in addition to 4 credits from skill-based courses earned during the first and second semester.

(ii) Students exiting the Second Year Programme after securing minimum 80 credits will be awarded UG Diploma in the relevant Discipline /Subject provided they secure additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc) offered during summer vacation after the second year.

(iii) Students exiting the 3-year UG program will be awarded B.Voc. in the relevant Discipline /Subject upon securing minimum 120 credits with additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc.) offered during summer vacation after the sixth semester.

(iv) Exit options shall be provided with Certification, Diploma and B. Vocational degrees to the students at the end of the second, fourth andsixth semester, respectively, in the four-year degree programme. Students will receive a Bachelor's degree with the single minor on successfully completing all eight semesters of the UG Programmes either at a stretch or with opted exits and re-entries. In addition to this, student will receive a Bachelor's degree with Double Minor/Honours/ Research subject to earning additional 18 credits.

(c) Re-entry or Lateral Entry: Students, opting for exits at any level, will have the option to re-enter the programme from where they had left off, in the same or in a different higher education institution within four years of exit and complete the degree programme within the stipulated maximum period of eight years from the date of admission to first year UG. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as-deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI) and proficiency test records. Lateral entry into the programme of study leading to the UG Diploma/ B. Vocational/ UG Bachelor's Degree with single minor/ UG Bachelor's Degree

with Double Minor/ Honours /Research will be based on the validation of prior learning outcomes achieved and subject to availability based on intake capacity.

(d) Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honours **/Research as per UGC guidelines:** Minimum CGPA/CPI of 7.5 or minimum 75% after second semester for UG Bachelor's Degree with Double Minor/ Honours and Minimum CGPA/CPI of 7.5 or minimum 75% after sixth semester for UG Bachelor's Degree with Research.

9. **Directives for State Universities and Autonomous Colleges**

   (a) Execution as per Statutory Provisions: The Maharashtra Public Universities Act 2016, Sections 32 and 33 (Academic Council), 34 and 35 (Faculty), 36 and 37 (Board of Deans), 38 and 39 (Board of Sub-campuses), 40 and 41(Board of Studies), 42 and 43 (Board of University Departments and Interdisciplinary studies), and 44 (Board of Post-Graduate Education in Colleges), describes the mechanism of curriculum development, upgradation/revisions and reforms and the course syllabi, course structures and evaluation schemes of various courses so as to ensure that the university becomes a vibrant hub for the promotion of teaching and learning, skill development, research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries. The Autonomous Colleges, in line with UGC Regulations 'UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) dated April 03, 2023, can develop new degree programme(s) at undergraduate and postgraduate levels with the approval of the Academic Council of the college and concerned Statutory Council(s), wherever required, provided the nomenclature of the degree is in consonance with UGC Notification. Thus, these statutory authorities are advised accordingly for the execution of rigorous research-based specialization and opportunities for multidisciplinary work and interdisciplinary thinking through the design and implementation of curricular framework with effect from ACADEMIC YEAR 2023- 24 for the Graduate Level Education based on the recommendations given by Steering Committee and Directives issued by Higher and Technical Education Department, Government of Maharashtra.

   (b) Learning Outcome Based Curriculum: To be designed in accordance with the international best practices and the current recommendations of NHEQF and National Credit Framework. Minimum learning hours will be 35 per week. The Board of Studies (BoS) and Academic Council (AC) of Universities as well as those of Autonomous

Colleges shall adopt Learning Outcomes- based Approach to Curriculum Planning and Development, Teaching, Learning, and Assessment Methods and Practices based on Key Qualification Descriptors and Graduate attributes given by NHEQF. In addition, the respective BoS of Universities should initiate the development of learning materials for effective teaching and learning at different levels of the 4 years UG Curricular Programme. Accordingly, the Universities/ Autonomous Colleges should initiate the training of all faculties on the Learning Outcomes-based Approach, promote wider consultation of Industry Peers and Experts in framing the Curriculum and undertake dissemination of the same amongst all stakeholders including Students. The Evaluation should be continuous, with more focus on students learning outcomes and as per the requirements of the course.

(c) **Strengthening of Industry-Academic Linkages:** Field projects/ Internship/ Apprenticeship/ Community Engagement and Service will have a huge role to play in institutionalizing the Curriculum Framework for Industry- Academia Linkage and to increase the employability of the students. Moreover, Internships/Apprenticeships have an enormous potential to combine work-based learning with theoretical knowledge of related disciplines/ subjects. In view of this, the Universities are advised to strengthen the Industry-Institute Linkages. Universities and Autonomous Colleges shall hold interactive meetings with representatives of Industry Associations, MSME, Professional Organizations, Banks and Financial Institutions, NGOs, Sector Skill Councils etc for the facilitation of involvement of Industries in the smooth conduct of Internships/Apprenticeships programmes for all students.

(d) **KRA:** Besides transformation as Multidisciplinary HEI, the State Universities and their Affiliated Colleges should undertake the execution of relevant Key Result Areas (KRA) as a part of the successful implementation of NEP 2020.

(e) **IDP:** All Higher and Technical Education Institutions (HTEIs) will develop an Institutional Development Plan (IDP) to assess human resources requirements, in terms of faculty and administrative staff, physical infrastructural facilities, ICT-related technology requirements, Learning infrastructures such as Laboratories, Libraries, CPD requirements, Student Support related areas and Teaching infrastructure as well as the projection of growth and transformations in line with NEP. The HTEIs must be committed to the holistic development of students and faculty training and should work on the establishment of a quality learner support system, infrastructure upgradation, and end-to-end digitization.

(f) **Sensitization of Stakeholders:** The Universities/ Autonomous Colleges must devise, articulate and execute the rigorous plan for the sensitization of stakeholders in the immediate

future on effective implementation of the new curricular framework with effect from Academic Year 2023-24.

R20. Examination

1. General Rules

(i) Unless specified otherwise, relative Grading shall be used for all programmes. Few Programmes such as M.Tech may have absolute grading subject to predefined criterion of number of students. However, irrespective of the programme, absolute grading shall be used if numbers of examinees appearing for ESE are less than Thirty (eg. Program Elective courses).

(ii) For the award of grade to any course, all component-wise evaluation shall be done in marks. The marks of different components viz. Teachers Assessment (TA), Mid Semester Examinations (MSE), End Semester Examination (ESE), shall be added and then be converted to relative/ absolute grade in accordance with the applicable conditions of grading.

(iii) Once a student 'fails' in a course in ESE in relative grading system or remains absent in that examination due to any reason whatsoever and later appears in ESSE, relative grading shall be used to award the grade based on the mean and the standard deviation of ESE of the current academic year.

(iv) Once a student 'fails' in a course in ESE in absolute grading system or remains absent in that examination due to any reason whatsoever and later appears in ESSE, absolute grading shall be used to award the grade based on absolute grading table of the current academic year.

(v) Audit courses shall only be graded in binary i.e. SF (Satisfactory) and UF (Unsatisfactory). Grade report of the final semester and the degree certificate shall be issued only when an examinee earns SF grade in all audit courses of the program.

(vi) Result Review and Grade Moderation Committee may moderate the results

2. Absolute Grading System

The marks obtained by examinee in theory / practical course shall be converted to absolute grades in accordance with table No. 1.

Table No. 1

Absolute Grading (if number of examinees in ESE are less than 30)				
B.Tech. and M.C.A.			**M.Tech. and M.B.A.**	
Range of Marks (R)	**Grade**		**Range of Marks (R)**	**Grade**
R $\geq$ 80 %	AA		R $\geq$ 85 %	AA
80% > R $\geq$ 70 %	AB		85% > R $\geq$ 75 %	AB
70% > R $\geq$ 60 %	BB		75% > R $\geq$ 70 %	BB
60% > R $\geq$ 55 %	BC		70% > R $\geq$ 65 %	BC
55% > R $\geq$ 50 %	CC		65% > R $\geq$ 60 %	CC
50% > R $\geq$ 45 %	CD		60% > R $\geq$ 55 %	CD
45 % > R $\geq$ 40 %	DD		55 % > R $\geq$ 50 %	DD
Conditions for 'FAIL' Grade in Theory Course			**Conditions for 'FAIL' Grade in Theory Course**	
B. Tech.	R < 40% of the prescribed max marks for *(TA +MSE +ESE)*	FF	(i) R < 40% of the prescribed max marks for ESE OR (ii) R < 50% of the prescribed max. marks for (TA+MSE+ESE) OR both conditions	FF
MCA	*(i)* R < 40% of the prescribed max marks for *ESE OR* *(ii)* R < 40% of the prescribed max marks for *(TA+MSE +ESE)OR both conditions*			
Conditions for 'FAIL' Grade in Practical Course (B.Tech., M.B.A. and M.C.A.)				FF
R < 50% of prescribed max. (Internal + External) marks.				

3. Relative Grading System

(i) For the relative grading, Mean (M) and standard deviation (σ) shall be calculated with the following formulae.

$$M = \frac{\sum \text{Marks of N examinees}}{N} \quad \text{and} \quad \sigma = \sqrt{\frac{\sum (X-M)^2}{(N-1)}}$$

Where, X = Marks of an individual examinee, and

N = Total No. of Examinees - Total No. detained Examinees

(ii) Unless specified otherwise, for all UG courses, the marks obtained by examinee in theory/ practical course shall be converted to grades in accordance with table No. 2.

Table No. 2

For Theory Course			Grade
--	X	$\geq$ M + 1.5 σ	AA
M + 1.5 σ >	X	$\geq$ M + 1 σ	AB
M + 1 σ >	X	$\geq$ M + 0.5 σ	BB
M + 0.5 σ >	X	$\geq$ M + 0 σ	BC
M + 0 σ >	X	$\geq$ M - 0.5 σ	CC
M - 0.5 σ >	X	$\geq$ M - 1 σ	CD
M - 1 σ >	X	$\geq$ M - 1.5 σ	DD
Conditions For 'FAIL' Grade	X	(i) < M - 1.5 σ OR (ii) < 40% of the prescribed max marks for (*TA+MSE +ESE)* OR both.	FF
For Practical Course			Grade
--	X	$\geq$ M + 1.5 σ	AA
M + 1.5 σ >	X	$\geq$ M + 1 σ	AB
M + 1 σ >	X	$\geq$ M + 0.5 σ	BB
M + 0.5 σ >	X	$\geq$ M + 0 σ	BC
M + 0 σ >	X	$\geq$ M - 0.5 σ	CC
M - 0.5 σ >	X	$\geq$ M - 1 σ	CD
M - 1 σ >	X	$\geq$ 50% of prescribed max. (Internal + External) marks.	DD
Conditions For 'FAIL' Grade	X	< 50% of prescribed max. (Internal + External) marks.	FF

(iii)   Unless specified otherwise, for MBA and MCA courses, the marks obtained by examinee in theory/ practical course shall be converted to grades in accordance with table No. 3.

Table No. 3

For Theory Examination (MBA and MCA)			Grade
--	X	$\geq$ M + 1.5 σ	AA
M + 1.5 σ >	X	$\geq$ M + 1 σ	AB
M + 1 σ >	X	$\geq$ M + 0.5 σ	BB
M + 0.5 σ >	X	$\geq$ M + 0 σ	BC
M + 0 σ >	X	$\geq$ M - 0.5 σ	CC
M - 0.5 σ >	X	$\geq$ M - 1 σ	CD
M - 1 σ >	X	$\geq$ M - 1.5 σ	DD
Conditions for fail grade (M.B.A.)	X	(i) < M - 1.5 σ OR (ii) < 40% of prescribed max. marks for ESE OR (iii) < 50% of the prescribed maximum for (*TA+MSE+ESE)* OR all above conditions.	FF
Conditions for fail grade (M.C.A.)	X	(i) < M - 1.5 σ OR (ii) < 40% of prescribed max. marks for ESE OR (iii) < 40% of of the prescribed maximum marks for (*TA+MSE+ESE)* OR all above conditions.	
For Practical Examination (MBA and MCA)			Grade
--	X	$\geq$ M + 1.5 σ	AA
M + 1.5 σ >	X	$\geq$ M + 1 σ	AB
M + 1 σ >	X	$\geq$ M + 0.5 σ	BB
M + 0.5 σ >	X	$\geq$ M + 0 σ	BC
M + 0 σ >	X	$\geq$ M - 0.5 σ	CC
M - 0.5 σ >	X	$\geq$ M - 1 σ	CD
M - 1 σ >	X	$\geq$ 50% of prescribed maximum (Internal + External) marks.	DD
Condition for fail grade	X	< 50% of prescribed maximum. (Internal + External) marks.	FF

4. Academic Performance and Grade to Grade Point conversion

Unless specified otherwise, table 4 shall be used for academic performance and Grade to Grade Point conversion for all UG (B.Tech.) and PG (M.Tech., M.B.A., and M.C.A) programmes

Table No. 4

Academic Performance	Grade	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8.25
Good	BC	7.5
Average	CC	6.75
Below Average	CD	6
Marginal	DD	5
Unsatisfactory	FF	0
Satisfactory completion of Audit Course	SF	--
Non completion of Audit Course	UF	--
Incomplete course requirements (Detention)	II	--
Temporary withdrawal	WW	--
Non completion of Project/ dissertation, Extension in Project/dissertation	ZZ	--

5. Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester and is calculated to two decimal places using the following formula.

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where,

C_i = The number of credits for the ith course of a semester for which SGPA is to be calculated.

P_i = Grade points earned in the ith course.

I = 1,2,….......,n represent the number of courses in which a student is registered in the concerned semester.

(ii) **Calculation of Cumulative Grade Point Average (CGPA)**

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institution and is calculated to two decimal places using the following formula.

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where,

C_j = The number of credits for the jth course up to the semester for which CGPA is to be calculated

P_j = Grade points earned in the jth course.

$J = 1, 2, \ldots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated The CGPA is also calculated to two decimal places.

It is to be noted that the CGPA is not average of SGPA

6. **CGPA to equivalent Percentage Conversion**

CGPA shall be calculated with the following formula.

$$\% = (CGPA * 9.5)$$

7. **The Division / Class to be awarded at the end of the course and provision of Grace Marks**

(A) **Division/ Class to be awarded**

(i) Subject to the student earning grade higher than 'FF' in all the courses of the programme, Division/Class to be awarded shall be in accordance with the AICTE guidelines as shown in table No. 5.

Table No. 5

CGPA	Division / Class
≥ 7.9	Distinction Class
≥ 6.32	First Class
$6.32 > CGPA \geq 5.0$	Pass
< 5.0	Fail

B. Grace Marks and Incentive Marks

(i) It is mandatory for every student admitted to any of the UG/PG Degree/Diploma/Certificate course to appear for ESE/ESSE and PASS respective all courses in respective examinations for securing the degree/diploma/certificate of the concerned programme.

The provision of Grace Marks and incentive marks will be applicable only to those students who will appear for ESE/ESSE. The provisions of grace marks will not be applicable to the students who remain absent for theory examination or part of it and/or for practical/sessional/internal assessment/head of passing.

(ii) Students who are not categorized as Person With Disability (PWD) a 1% of overall maximum registered marks will be applicable as the grace marks. However, for the PWD students, a 3% of overall maximum registered marks will be applicable as the grace marks.

(iii) Grace marks or incentive marks whichever is higher will be applied only if the grant of such marks leads to passing in the respective course.

As per the SGBAU Ordinance No. 1 of 1985, grace marks under Rule A-1 (PART ONE) and condonaiton marks under Rule A-1 (PART TWO) of the Ordinance No. 18 of 2001 shall not be made applicable together for passing in a subject (course) / practical/ sessional internal assessment/ head of passing or an examination.

(Thus, the student cannot avail the benefit of grace marks and incentive marks together for passing the course).

(iv) The above said marks will be awarded to maximum 3 courses and limited to maximum 4 marks per course.

(v) The priority for allocating grace marks will be given to subjects requiring the lowest marks for passing.

(vi) In cases where a student requires the same amount of grace marks for multiple subjects, an additional filter will be applied, specifically by ordering subjects based on Course Code.

(vii) Incentive marks will not be awarded for activities which are the part of curriculum. Whereas, the incentive marks will be awarded to student subjected to he/she has performed/achieved the following activity in respective semester:

Sr. No.	Activity	Max. Incentive Marks
1	Participation in N.S.S., N.C.C.	5
2	Participation in Inter Collegiate (University level) Tournaments	5
3	Participation in Inter University Tournaments	5
4	Participation in Inter Collegiate Cultural activities recognized by the University	5
5	Inter University Participation in Cultural activities	5
6	Donation of Blood each time	2

Note : Submission of certificate from relevant authority is mandatory for seeking these marks

(viii) Once availed the benefit of incentive marks in current semester for any above specific activity, the student cannot claim the incentive marks for same activity in any other semester.

(x) If the incentive marks are not utilized for passing the course(s), it will be added to the SGPA of respective semester after multiplying by factor 0.025. No grace marks or incentive marks will be carried forward to the next semester.

8. **Equivalence and Absorption of Students**

   (i) The students from university pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfill the prevailing ATKT norms of university, to become eligible for admission. However, such student has to clear backlog subject (courses) if any, by appearing for the respective examinations of university. In addition, the student also has to register and pass new courses if any, introduced in earlier semesters of the autonomous pattern in Three attempts. The norms of absorption/equivalence shall be decided by the Academic Council on the recommendations of the respective Board of Studies from time to time.

   (ii) The student, desirous of seeking re-admission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and pass in I, III, V and VII semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.

   (iii) For Direct 2nd Year admitted student, 3rd semester CGPA = SGPA, but fourth semester onwards it depends on total cumulative credits a student has earned.

   (iv) The students from any university/autonomous college desirous of seeking admission to III, V, VII semester is eligible to take admission as per norms laid down by the equivalence committee of the college after obtaining the permission from competent authority.

   (v) When a student switches from a university to the institute, the additional courses offered in previous semester of that programme in autonomous pattern of the institute and not covered in the corresponding university curriculum, such additional courses shall be treated as audit courses and he/she will have to earn 'satisfactory' grade in those courses. Provided that, he/she clears all the backlog subjects in a university and earn satisfactory grade for the additional course(s) in the institute which is/are not covered in university curriculum prior to switchover. Provided further that, for a student(s) seeking transfer from an autonomous college to the institute will have to clear all the backlogs of his/her parent institute and all those additional courses offered in previous semester(s) of the institute.

   (vi) The student seeking change of branch at III semester must have earned all the credits of I and II semesters. The change of branch shall be effected as per the rules and norms approved by the Govt. from time to time.

9. **Miscellaneous information**

   (i) The CGPA is cumulative and not average of SGPA

   (ii) In first semester CGPA = SGPA, but second semester onwards it depends on total cumulative credits a student has earned.

   (iii) As course credits play significant role in calculation of SGPA courses with more credits add more weightage towards SGPA calculation.

   (iv) ESSE is for students failed in ESE of the current term i.e. in ODD (EVEN) term ESSE; student can appear for courses in which he has failed in current ODD (EVEN) term.

(v)   ESSE is just one immediate chance to pass the courses.

(vi)   Student can not appear in EVEN term ESSE for the failed courses of previous ODD term and vice versa.

(vii) Ex-student has to appear in regular term examination with current curriculum. In case, the current curriculum doesn't have the course for which he/she wishes to appear, he/she shall appear for equivalent course as decided by respective BOS.

(viii) An "Ex-student" may also be a person, who was admitted to the institute and at least once appeared for university examination, is again requires to take the same examination by reason of his failure or absence there at, and who now wants to appear for the examination to be conducted by autonomous Institute by virtue of readmission.

10.   (a) Acts of Malpractices / Unfair Means
As per the rules framed by Examination Committee of PRMITR.

(b) Procedure for Reporting Malpractices / Use of Unfair Means
As per the rules framed by Examination Committee of PRMITR.

11.   Examination Fees and Remuneration to Examiners for ESE

(a) Examination Fees
(i)   End Semester Examination (ESE) : Rs. 1200 for UG and Rs. 1500 for PG
(ii) End Semester Supplementary Examination (ESSE) : Rs. 300 per theory paper/ practical for UG and PG
(iii) End Sem Supplementary Exam (ESSE) for UG Project Examination: Rs. 500
(iv) End Sem Supplementary Exam (ESSE) for PG Dissertation/Project Exam: Rs. 800
(v)   Mid Sem Improvement Exam (MSIE): Rs.500 per theory paper for UG and PG

(b) Other Fees
(i)   Transcript : Rs. 1000 per copy
(ii) Duplicate Grade Report : Rs. 300 per semester
(iii) Photocopy of Answer Books of ESE/ESSE : Rs. 200 per theory paper
(iv) Re-assessment of Answer Books : Rs. 300 per Answer Book

(c) Remuneration to Examiners

I. Valuation of Answer Books (ESE/ESSE)
(i)   For Undergraduate Courses: Rs 20 per answer book. (Min. Rs. 300)
(ii)   For Post Graduate Courses: Rs 25 per answer book. (Min. Rs. 300)

II. Question Paper Setting (ESE)
(i)   For Undergraduate Courses: Rs 500 per paper set.
(ii)   For Post Graduate Courses: Rs 600 per paper set.

III. Moderation of Question Papers (ESE)
    (i) For Undergraduate and Post graduate Courses: Rs 150 per set

IV. Practical Examination: (ESE/ESSE)
    (i) For conducting Practical exam for UG course: Rs 20 per student
    (ii) For conducting Practical exam for PG course: Rs 30 per student

V. Evaluation of Final year Projects/ Dissertation (ESE/ESSE)
    (i) For UG course: Rs 100 per student
    (ii) For PG (MBA & MCA) course: Rs 200 per student
    (iii) For PG (M.Tech) course: Rs 500 per student

Note : Minimum remuneration for Practical/Project/Dissertation exam will be Rs 500 for external examiner and Rs. 300 for internal examiner.

VI. Honorarium to Invigilators for Exam Invigilation Duty (ESE/ESSE)
For theory paper: Rs 200

VII. Remuneration to External examiners (ESE/ESSE)
Unless specified otherwise, external examiners shall be paid Travelling Allowance & Dearness Allowance as per the prevailing norms of affiliating university.

VIII. Remuneration to Examination Cell
    (i) Controller of Examination : Rs 500 per shift
    (ii) Deputy Controller of Examination : Rs. 400 per shift
    (iv) Clerk / Data operator : Rs. 250 per shift
    (v) Peon : Rs. 150 per shift
    (vi) Waterman : Rs. 100 per shift
    (vii) Sweeper : Rs. 100 per shift
    (viii) Masking/De-masking : Rs. 2 paper Answer Book

R21. Committees of the Institute

(A) Governing Body

Governing Body shall have powers to function subject to the existing provision in the bye-laws of Vidarbha Youth Welfare Society, Amravati and rules laid down by UGC, State Government and Affiliating University.

The following are the functions of Governing Body:

(i) Evolves the Vision, Mission and Objectives of the Institute and ensures they get achieved

(ii) Ensures Academic and Administrative Autonomy for achieving Short Term and Long Term objectives and goals of the Institute

(iii) Governing Body shall make all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Higher Classes Admission Policy, Administrative Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation

Policy, Patent Policy etc.) regarding programs and courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's, academic and non- academic activities, and periodically update them as and when required.

(iv) Approves the curriculum as recommended by the Academic Council

(v) Approves new programmes of study leading to degree/PG/any other

(vi) Approves scholarships, fellowships, medals, prizes and certificates on the recommendations of the Academic Council.

(vii) Ensures the adequacy of financial resources for asset management

(viii) Discusses, recommends and communicates to the concerned, all matters concerning to Academics and Finances.

(ix) It administers the physical resources of the Institute

(x) Reviews the performance of the Institute and provides guidance for achieving excellence in Academics and Research.

(xi) Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like UGC, AICTE, DTE, SGBAU, and other Offices in all matters of concern.

(xii) Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC.

(xiii) Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)

(xiv) Monitors on the effective functioning of different non statutory committees of the Institute

(xv) Encourages and gives directions to apply for funds from different funding agencies

(xvi) The Governing Body shall meet at least twice in a year.

(xvii) One-half of the total members shall constitute a quorum. The meeting may be adjourned for the want of quorum for 30 minutes and then no quorum shall be required for such adjourned meeting.

(xviii) The Governing Body shall be reconstituted every five years.

(xvi) The composition of Governing Body of the Institute will be as follows:

Sr.No.	Number	Category	Nature
1	5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
4	1 Member	Educationist or industrialist	Nominated by the management
5	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education

6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Member Secretary

(B) Academic Council

The Academic Council shall be the principal academic authority of the Institute and shall be responsible for regulating and maintaining the standards of teaching-learning, research, assessment and evaluation in the Institute. It shall also be responsible for laying down the academic policies for maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of the teachers and students.

Functions of the Academic Council shall be:

a) To scrutinize and approve the proposals of Boards of Studies with or without modifications with respect to academic regulations, curriculum, instructional and evaluation arrangements, methods, procedures relevant thereto, etc. If the Academic Council differs on any of the proposals, it shall have the right to revert the proposal to the Board of Studies for reconsideration or reject it with appropriate remarks.

b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.

c) To make regulations for sports, extra-curricular activities, or such similar activities.

d) To recommend proposals for the institution of new programmes of study to the Governing Body.

e) To recommend institution of scholarships, fellowships, prizes, and medals, and to frame regulations for the award of the same to the Governing Body.

f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.

g) To perform such other functions as may be assigned by the Governing Body.

h) The composition of Academic Council of the Institute will be as follows:
  (i) The Principal (Chairman)
  (ii) All the Heads of Departments in the Institute
  (iii) Four teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute.
  (iv) Not less than four experts/academicians from outside the Autonomous Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
  (v) Three nominees of the University, not less than Professors.
  (vi) The Controller of Examination of the Autonomous Institute
  (vii) A faculty member nominated by the Principal (Member Secretary).
  (viii) The term of the nominated members shall be three years.
  (ix) Meetings of the Academic Council shall be held at least once every six months.

(C) Board of Studies
  a) There shall be a Board of Studies for every discipline of study or group of subjects. The Board of Studies shall be the primary academic body of the institute.

b) The Board of Studies shall recommend the curriculum schemes and courses of studies to the Academic Council

c) The composition of Board of Studies will be as follows:

   (i)   Head of the Department (Chairperson).
   (ii) All faculty members of the Department.
   (iii) Two subject experts from outside the parent University are to be nominated by the Academic Council.
   (iv) One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Principal of Autonomous Institute
   (v)   One representative from industry/corporate sector/allied areas to be nominated by the Principal.
   (vi) One member of the College alumni to be nominated by the Principal
   (vii) Experts from outside the Autonomous Institute, whenever special courses of studies are to be formulated, to be nominated by the Principal
   (viii) The term of nominated members shall be three years
   (ix) Meetings of the Board of Studies shall be held at least once every six months.

(D)   Finance Committee

Functions of the Finance Committee:
The Finance Committee shall act as an advisory body to the Governing Body to consider:

(a) Budget estimates relating to the grant received/receivable from funding agencies, income   from fees, etc. and

(b) Audited accounts for the above.

The composition of Finance Committee will be as follows:
   (i) The Principal (Chairman).
   (ii) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
   (iii) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
   (iv) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)
   (v) The term of the Finance Committee s hall be three years.
   (vi) Meetings of the Finance Committee shall be held at least once every six months.

(E)   Examination Cell

Institute shall have an Examination Cell and maintain all records related to the student evaluation and examination process.

R22. Discipline and Anti-Ragging Committee

Self-discipline is desirable and all members in the environment adhering to rules and regulations are an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee.

Anti-Ragging Committee:

The Anti-Ragging Committee has been formed and as per the guidelines and directives received from Governing and Regulatory Bodies like, AICTE, UGC, State Government, University, etc. the complaints are resolved. Any case of ragging observed to be referred to Anti-Ragging Committee for appropriate action.

R23. Internal Complaint Committee

The Internal Complaint Committee has been formed and as per the guidelines and directives received from Governing and Regulatory Bodies like, AICTE, UGC, State Government, University, etc. the complaints are resolved. Any case of ragging observed to be referred to Internal Complaint Committee for appropriate action.

Functions:
(a) Create awareness on equal opportunity for women which will ultimately lead to improved attitude and behaviour.
(b) Bring about attitudinal and behavioral change in adolescent youth of the female gender.
(c) Provide a working/living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
(d) Conduct programmers for ladies to empower them financially, emotionally, mentally and physically.
(e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

Composition:
(a) Principal
(b) Senior Lady Faculty
(c) Lady faculty from each department
(d) Girl students from each department

R24. Entrepreneurship Development Cell

Functions:

EDC shall have the following action plan:

(a) To organize Entrepreneurship Awareness Camps, Entrepreneurship Development programs in the region for the benefit of Science and Technology students.

(b) To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and service sector).

(c) To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining, project approvals, loans and facilities from agencies of support system, information on technologies, etc.

(d) To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and growth of S&T based entrepreneurship.

(e) To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their Projects.

(f) To arrange visits to industries for prospective entrepreneurs.

(g) To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc by creating and maintaining relevant database.

(h) To provide testing, Calibration, quality assurance, design, tool room pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search etc.

(i) To conduct competitions among students in developing project proposals.

(j) To conduct management games in the area of developing innovative ideas, creativeness and initiative.

Composition:

EDC shall have a coordinator and members from each department.

R25. Internal Quality Assurance Cell (IQAC)

PRMITR has established the following quality objectives in the alignment with its quality policy for:

(a) To ensure high student achievements in academics.

(b) To provide a value added education to make students more employable.

(c) To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.

(d) To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.

(e) To evolve and implement management and administrative mechanisms that is responsive, reliable and efficient.

Procedure:

Well formed Quality teams as per the periodicity carry out the checks so that the procedures lead to objectives. The checks are divided broadly into:

    (a) Teacher-Student Learning
    (b) Department Services
    (c) File Administration
    (d) Lab Support

Quality Terms:

Two faculty members from each department.

Periodicity:

    (a) At least once in 4 months for all departments and as and when necessary for any specific department.
    (b) Quality teams with members formed from other departments.
    (c) The team after the Audit shall submit a report to the Principal within two working days after the inspection.

Follow-up:

Principal/ HOD shall initiate appropriate remedial action based on the audit report and make the actions aware through appropriate committee meetings.

R26. Stock Verifications

    (a) Periodic checks on stocks have to be carried out by the HOD in his/her department at least once in a year. Principal or any member of the administration may also conduct surprise checks. In addition to that, library verification shall be carried out once in a year.
    (b) Apart from surprise checks, annual verification shall be carried out by the staff members deputed by the Principal from other departments before the end of the academic year.
    (c) Discrepancy, if any, noticed during the stock verification should be reported to the Principal immediately for further action.

R27. Financial Policy

    Chairman: He shall be vested with full financial autonomy and shall have unlimited powers regarding the following:
    (a) To appoint employees as per the norms and fix the remuneration / salary to the teaching / non- teaching staff of the Institute and also sanction increments.
    (b) To purchase fixed assets within the limit sanctioned in the budget.
    (c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the Institute.
    (d) To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / Dean / HODs, etc., over and above the delegated powers.

(e) Delegate financial powers down the line in case of any exigency.

(f) Introduce adequate checks & control systems to enforce financial discipline.

(g) To enter into any contract for any service/work.

R28. Budget Plan

(a) All departments including the Library, Maintenance, etc. shall critically analyze their requirements taking into account the syllabus, technology, upgradation, quality/quantity, etc. and prepare the budget estimate for next academic year, before the beginning of new financial year.

(b) Each laboratory or a section of the department shall prepare the estimate. Each department shall consolidate the estimates and submit to head of the Institute.

(c) The same shall be ratified by Governing Body for implementation. The implementation shall be done in a phased manner and monitored by Planning and Evaluation Committee of the Institute and respective Departments.

R29. Purchase Procedure

(a) Requirements will be floated through the proper channel as and when required. The quotations will be called from the competent vendors. The performance of the Vendor may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

(b) The Comparative statements will be prepared by departments and forwarded to the Head of the Institution. The same will be forwarded to Management for approval. Once it is approved, the Purchase Order will be issued to vendor as per the quotations, terms and conditions and/or agreements. The equipment received will be authenticated by concerned HOD/Lab In-charge/technician. The invoices will be settled after satisfactory installation/trial/test of the equipment/device/machine/tool/ software, etc.

(c) In case of emergency, the purchases shall be directly made to avoid undue delay. Departments shall maintain the following Register(s) for each laboratory:

(i) Dead Stock Register (for non-consumable item)

(ii) Consumable stock Register (item wise folio, details of receipts and issue, balance)

(iii) Relevant registers as prescribed from time to time.

R30. Finance and Audit

Finance Officer is responsible for all cash and bank transactions. He will maintain the following records:

(a) Day Book – Manual & Computerized

(b) Reconciliations details at least once in a month with all the banks with which accounts are operated.

(c) Tuition Fee Registers batch wise

(d) Pay Bill Registers

(e) Fixed Deposit Registers

(f) Fee Receipt Books

(g) Purchase Register

(h) Records of PRMITR shall be submitted to the Institute accounts section and audited by a designated chartered accountant.

(i) The audited reports shall be placed before the Governing Body for the approval.

R31. Pay and Allowances

Pay bill will be prepared for every month taking into consideration the leaves applied in the previous month.

R32. Student Fees

Fee shall be collected at the beginning of the academic year (i.e. in odd semester) through bank/online/offline mode giving 15 days time. Fine shall be levied on defaulters.

R33. Computerization:

Every office transaction shall be computerized.

∗   ∗   ∗   ∗   ∗