

Dr. D. Y. Patil Unitech Society's

Dr. D. Y. Patil Institute of Management & Research

Pimpri, Pune 411018

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INSTITUTIONAL POLICIES AND PROCEDURES

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SERVICE CONDITIONS FOR THE STAFF

I. Recruitment and Employment Policy

Recruitment for various posts in the institute will be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The Institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical Education (AICTE) and Government of Maharashtra Resolutions, from time to time in this regard.

Employee Designations

Employees shall be designated as per the University/AICTE/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable.

Recruitment & Selection Process

- **Advertisement**

All vacant posts which need to be filled in will be generally advertised in local Newspapers and recruitment is done as per the guidelines of affiliating university.

- **Selection Process/Selection Committee**

Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management/ Affiliating University.

Based on the report of the Selection Committee candidates selected will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certified by a Registered Medical Practitioner from the panel appointed by the Competent Authority.

II. Grade & Pay Structure

The grade and pay structure including normal increments in salary to the employees shall be as per State Government, AICTE, PCI & Affiliating University norms.

III. General Working Conditions -

A. Working Days:

All employees shall observe the duty hours as applicable to their respective category in the Institute and as may be informed from time to time.

- Teaching Staff: 6-day week (Mon.-Sat.)
- Non-teaching (Technical & Office) Staff: 6 day week (Mon.-Sat.)
- The above working days are subject to change as may be decided by the Management/Director at any time by issuing a communication and without paying any additional remuneration.

B. Attendance

- Recording of Attendance
- All employees are required to record their daily attendance (both “IN” and “OUT” time) by signing on the attendance muster / ERP biometric as the case may be.
- In case an employee has forgotten to record his/her attendance, he/she is required to regularize the same by either on the same day or latest by the following working day by giving a letter duly authorized by the Management/Director to the Office/HR section.

C. Late reporting for duties

- All employees are required to be at their workplace in time at the start

of their respective working shift.

- Any employee reporting late for duties by more than 15 minutes of the start of the shift on more than 3 occasions in a month will lose One day's casual leave which will increase in the same proportion for every subsequent 3 occasions.
- An employee reporting late for work beyond one hour (60 minutes) will lose half day's casual leave for each such occasion.
- Habitual late reporting for duties will amount to misconduct liable for disciplinary action
- Notwithstanding the above, the Management/Principal may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, or such other reasons. An employee may also seek prior sanction from the Competent Authority to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the attendance section.

D. On duty

An employee on duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register on duty along with application form and submit the same to the Administration section duly sanctioned by the Competent Authority, along with proofs of the on duty. Failure to regularize the absence while on duty will result in marking the same as leave without pay.

E. Weekly Off

The weekly off at the Institute at present are Sunday. However the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Notwithstanding the above, the

Management at any time, may introduce staggered weekly-off system for a section of employees or an individual employee, depending on nature of work. An employee will not be entitled to any additional compensation for working on staggered weekly off basis.

F. Paid Holidays

Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute.

G. Vacation

- i. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director.
- ii. Vacation Leave (VL) is applicable to only the members with eligible service.
- iii. The calendar for an academic year including vacation shall be as fixed by the Institute/ University from time to time.
- iv. The total number of VL days for members of faculty (teaching staff) is limited to 70 (Seventy), for a continuous service of 12 months in the institution.
- v. These 70 days can be availed for a maximum of 25 days in the winter vacation months of November or December. The balance 45 days can be availed in the summer vacation period in the months of May, June or July. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Director.
- vi. The Director may reject the vacation/part of the vacation to a teacher if

his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

H. . Leave Facilities

i. General

- All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff.
- No leave can be claimed as matter of right. All leaves require specific sanction from the Director as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

ii. Kinds of Leave

The following kinds of leave would be admissible to employees:

a. Casual Leave

- Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis.
- Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave.
- Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time.
- Casual leave can be granted for half day.

- Casual leave can neither accumulated nor encashed.
- Casual leave shall be applied for in advance in writing. However in exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto. In exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence.
- Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.
- Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine.
- If no casual leave is balance in the account of an employee, the Director may at his sole discretion grant leave without pay.

b. Earned Leave

- The number of days of EL for Non-Teaching Staff is restricted to 30 days per year which should be availed within the corresponding year.
- A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. i.e. from 1st June of a calendar year to 31st May of the following academic year.
- However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained
- In case a staff member, after availing EL as per para 3.4.3. does not complete the full term of 6 months or one semester, the leave availed

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will be treated as Leave on Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

- While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

c. General

- Unutilized earned leave at the end of the year shall be carried forward to the following year.
- Earned leave can be accumulated upto 300 days. Leave in excess of 300 days shall automatically lapse.
- Application for earned leave shall be submitted to the sanctioning Authority i.e. Director at least 15 days in advance.
- The maximum earned leave that may be sanctioned at a time, shall be not exceed 30 days in one academic year.
- Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year.

d. Sick Leave

- All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds.
- If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger/courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds,

the Institute may refuse to grant such sick leave.

- At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner.

e. Maternity Leave

- A lady employee who has been confirmed and who does not have two or more children living as on the date of the application, shall be entitled for maternity leave on full pay for a period of 90 days from the date of its commencement.

Can be reframed as (Lady employee who has been confirmed shall be entitled for maternity leave for a period of 90 days from date of its commencement.

- Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties.
- Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave.
- A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:
 - A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on half pay.
- In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate.
- In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with

the vacation.

The above leave provisions are applicable to Permanent employees.

I. Leave Sanctioning Authority

The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under:

1. All kinds of leave to the Director – Secretary
2. All types of leave to the Teaching and Non-Teaching Staff –
Director

IV. Promotion Policy

As per the rules of University, post is declared and after selecting eligible candidate based on merit, post is filled.

In case of unfilled post, CDC conducts the interview and promotion is given to eligible candidate.

Some internal candidates fulfilling the requirement are given promotion considering recommendations of HOD and the Director.

Deserving internal candidates about to complete eligible qualification are given promotion. Senior scale is given to internal candidates under career advancement on case to case basis. Three increments are given after completion of Ph.D. as per the Government Resolution.

V. Workshop, Seminars, FDPs

- The management express that all its staff members continuously upgrade their knowledge and skill levels with the latest developments in the field of Management and Computer Applications. It is therefore expected that teachers not only participate in workshops, seminars and faculty development program conducted outside, but they themselves organize and conduct such workshops, seminars and for our teaching and non-teaching staff in the Institute as well as for outside participants.
- Whenever staff members are deputed for Workshops, Seminars, FDP's, etc. besides granting full attendance on such days as outdoor duty, 100% of registration fees, reimbursed by the Institute on production valid documents.
- The faculty shall be granted on duty leave for attending FDP's, Conferences and Workshops etc.

VI. Miscellaneous

- **Wearing of Identity Badges**

All employees who have been issued Identity Badges are required to wear and display them on their person at all times while they are in the Institute premises without fail.

- **Remuneration for Examinership**

The teachers shall be entitled to remuneration only in respect of examinations conducted by the University or by the Institute on behalf of the University. For Internal assessment/home examinations/unit tests being conducted by the Institute at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the faculty members irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

- **Service Book**

A service book shall be maintained in respect of each staff member in the prescribed format a copy of which will be given to the staff member with permission of Management/ Director only for justifiable reason.

- **Release from Service**

An employee may be released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees.

- **Handing over Charge**

An employee before leaving the service shall hand over charge of his/her post department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipment's, identity card, etc. issued to him/her and shall pay up in full all charges due. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from his/her final dues.

The last salary/dues if any shall not be paid to the teacher concerned until a

clearance certificate in the prescribed format duly filled and signed by all concerned is submitted to the Accounts Section.

- **Superannuation / Retirement Age**

The age of superannuation/retirement for a teacher and all other employees as per present rules are 60 years, For Non-teaching staff 58 years and for the Director 65 years.

VII. Duties of Teaching Staff

- Faculty Member shall comply with the provisions of the Act, Statutes, ordinances, Regulations, Rules and other directions or orders issued there under from time to time from the Management /Director/ University/AICTE/PCI, and the central and State Government.
- A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the head of the Department/Director shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission of grant of leave.
- A teacher shall help the Director to enforce and maintain discipline amongst the students.
- A teacher shall perform any other co-curricular and extra-curricular work related to the Institute as may be assigned to him/her from time to time by the Director of the Institute without any extra remuneration.
- In addition to the above work, the teacher shall spend the remaining time on guiding the students, preparation of research and/or investigation, extracurricular activities of students and institutions required and assisting Central Administration, whenever required in the interest of the students of the institution and in the building up of high standard of academic and administrative set up.

VIII. Code of Conduct

- All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time.
- In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Director of the Institute should be respected and loyally carried out.
- Every member of the staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general
- Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example.
- All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Director.
- The behavior of an employee with male and female students and with co-employees shall be modest.

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- An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Director in writing.
- An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticizing any decision of the Director or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- When an employee is called upon by the Director to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Director.

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- In addition to ordinary Institute work, staff will be required to participate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- An employee shall report for duty when leave has been refused or when leave has been cancelled.
- The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hared to promote the interest of the institute.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Director or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/ She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Director.
- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Director to be prejudicial to the academic and administrative

interests of the Institute.

- The employee without the express sanction of the Management/Director, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from an person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.
- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He/ She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Director/Governing Body/Management. A teacher shall not make use of the resources and/or facilities of the

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Department/Institute/Governing Body for personal, commercial, political or religious purposes.

- A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/ She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion.
- Failure to conform to the above mentioned norms shall be construed as misconduct.

IX. Misconducts

The following acts and omissions, on the part of an employee shall amount to misconduct.

- Any action by the employee contrary to the provisions prescribed in the foregoing Rules/Code of Conduct.
- Going on illegal strike, abetting including instigation or action in furtherance thereof.
- Theft, fraud or dishonesty.
- Habitual break of any standing orders, rules.
- Willful or negligent damage to the Institute property.
- Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules.
- Conviction in a court of law, involving moral turpitude.
- Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute.
- Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's turnout.
- Violence or inciting violence.
- Stopping work weather singly or with other employees or insisting anyone else not to work.
- Allowing anyone within the prohibited premises of the Institute or allowing an person or persons whose entry is prohibited without the permission of the Competent Authority.
- Falsification or tempering any paper or record of the Institute.
- Obtaining employment in the Institute by misrepresentation of facts.
- Making any false or exaggerated allegation against any employee r superior authority.

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- Committing nuisance during the working hours by being found intoxicated or otherwise.
- Misappropriation of any amount or movable property of the Institute.
- Committing any act involving moral turpitude.
- Commission of any act subversive of discipline and good behaviour on the premises of the establishment.

X. Disciplinary Actions/ Punishments

A. Suspension, Compulsory Retirement, Termination or Removal / Dismissal from Service:-

A teacher / employee who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismitted from service or his services are liable to be terminated on one or more of the following grounds:

- a) Misconduct
- b) Moral turpitude
- c) Willful and persistent negligence of duty
- d) Permanent Physical or Mental unfitness, and
- e) Incompetence

Explanations

a) “Misconduct”: shall include the following-

- (i) Breach of the terms and conditions of service laid down by these directions;
- (ii) Violation of the Code of Conduct

b) “Moral turpitude” shall include the following-

Any misbehavior derogatory to the status and dignity of a teacher /employee

c) “Willful and persistent negligence of duty” shall among other things include the following:-

- (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus;
- (ii) Persistent and habitual absence from duty without prior permission;
- (iii) Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority.

d) “Permanent physical or mental unfitness” shall require the following:-

Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management.

e) “Incompetence” shall include the following:-

- i)** Failure to keep up academic progress and to keep his knowledge upto-date inspite of repeated instructions in that behalf and provision of facilities;
- ii)** Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.

B. Penalties

Notwithstanding anything mentioned in clause A) above and without prejudice to the provisions of these rules/law/act, any teacher/employee guilty of misconduct, moral turpitude, delay in disposal of assignments, willful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for any of the following penalties namely:-

- Warning, Reprimand or Censure
- Fine,
- Withholding of Increments or promotion including increment at the assessment stage,
- Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order.
- Reduction to a post in the lower pay-scale to a lower stage of increment in his own pay-scale.
- Compulsory retirement.
- Termination of service.
- Removal/dismissal from the services of the Institute.
- Disciplinary action will be taken against an employee only after giving sufficient opportunity to present his/her own reasons against the action proposed to be taken.

C. Authority competent to impose penalties:

The power to impose penalties on teachers/employees shall vest with the

Management/Director of the Institute.

D. Applicability of this Code of Conduct:

The code of conduct enshrined in these rules is applicable to all employees of the Institute, including ad-hoc and contractual employees.

XI. Staff Welfare Scheme

• **Provident Fund (PF)**

All permanent eligible employees as well as those on probation shall be covered under the provisions the Employees Provident Fund and Miscellaneous Provisions Act 1952.

• **Group Gratuity cum Life Insurance Scheme (GG-cum-LIC)**

All permanent employees shall be covered under the Group Medclaim policy. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future. Benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees.

• **Medical Facilities**

The Trust is running a Medical College Hospital namely Dr. D. Y. Patil Medical College, Hospital and Research near the campus. Staff members are requested to avail the IPD and OPD facilities free of cost including Ambulance services.

• **Pension Scheme**

All non-teaching permanent Employees are eligible for pension schemes

XII. General:

For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentences the decision of the Governing Body/Management of the Institute shall be final and binding on all concerned.

XIII. Amendments:

The Governing Body/Management of DYPIMR may from time to time, add, alter or otherwise amend these terms and conditions of service.

Research and Development Policy

Preamble:

The research policy of the college aims to create and support a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners;

This document also aims at ensuring that the research activities of the Institute conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

Aims of the Policy

1. To motivate the faculty members to generate knowledge & ideas to facilitate teaching experience & upgrade pedagogy by bringing real world knowledge to enhance management practices in the classroom.
2. To encourage the faculty to contribute research papers in seminars & top tier journals.
3. To organize both scholarly & industry focus, seminars & conferences. The learning from these events captured in the form of conference proceedings for the participants & other leading enthusiastic.
4. To encourage the faculty members to participate in the research work on behalf of corporate houses & develop arena. This can also include grants from university or different agencies.
5. To partner with business school both Indian & international to develop business cases & simulations that enrich understanding of real life management challenge at every level. This will upgrade pedagogy by bringing real world knowledge into the classroom.
6. To develop research and innovation spirit of students of business school. The learning of research methodology can move from mugging up syndrome to fund practice method, from teaching process to an experimental learning from

memorizing to brain storming, from clearing the examination to facilitate learning, from Knowledge transfer to knowledge creation from competitive learning to collaborative learning.

7. To develop the research cell as an authorized Centre for imparting Ph.D (Doctor of Philosophy) of any recognize university. This will help faculty members of our institute or other institutions for better employment, promotion, increment & salary increments. The in-house library has sizeable journals both Indian & international & have connections with reputed E-journals by EBSCO, DELLNET. We have also tied up with British Council Library & JAYAKAR library.

The Research Support Provided by Institute:

The Institute has designed the proactive policy to promote the research, thus motivating the faculty members and students of the Institute to undertake the activities by adopting the guidelines of policy promoted by Institute.

The following special norms are given for research:

1. Research funding will be provided as seed money for the projects. The Institute has allocated seed money of Rs. 1,00,000/-per annum for faculty and students for undertaking research projects which will be approved at Institute level.
2. Financial support in the form of registration fees to be reimbursed for National and International conferences.
3. On duty may also be granted to the staff members who are attending Seminar/ Conferences or Faculty Development Program.
4. The Institute can permit on duty to any staff member to take special assignment in research area.
5. Financial support in the form of publication fees in the journals which are indexed in Scopus/ PubMed/ Web of Science and UGC approved Journals.

Academic Policy

Policies and procedures are created to follow the institute goals to encourage higher learning among learners. The policies help in making the staff accountable through the use of goal-oriented policies. The academic policy at Dr. D. Y. Patil Institute of Management and Research is developed on the basis of Vision and Mission incorporating educational policy in country and domestic and global industrial requirements.

Academic Policies and Procedures are defined as those policies which impact academic programs and services to students and facilitate the academic and professional life of the faculty. Academic policies define the strategies for quality education and foster holistic development of student's. It leads to provide quality educational services to students through the formation of competitive educational programs and the development of academic mobility.

Objectives

The purpose of this policy is to describe the processes and execution of academic activity for effective teaching and learning.

- To plan and organize educational activities that aimed at implementing student-centered learning.
- Creating an conducive educational environment for students learning and growth
- To describe the initiatives for improvement of the quality of education and student development
- To define and describe the process to be followed by faculty for distinctive and effective delivery
- Nurturing professional etiquettes and discipline amongst students
- Continuous monitoring of academic activities and its output to take corrective actions

Scope

This policy applies to all faculty, staff, and students seeking to establish and maintain academic policies and procedures.

Content of Academic Policy:

The academic policy includes but not limited to following points

- 1) Academic Calendar
- 2) Subject Allocation and Time Table
- 3) Academic Delivery
- 4) Subject Enrichment
- 5) Summer Internship Project
- 6) Continuous Concurrent Evaluation
- 7) Students Performance Improvement
- 8) Attendance
- 9) Discipline and Code of Conduct
- 10) Feedback and Monitoring

1) Academic Calendar:

An academic calendar is a schedule of all the events that take place during the academic year which is prepared by departmental heads.

- Beginning of each academic year, Department Heads has to prepare Academic Calendar for the course and its semester.
- The calendar will be approved by the Institute Director.
- Academic calendar includes details of course delivery, internal assessment dates, Co-curricular and extracurricular activities details to enrich the curriculum, holidays, break and the last day of the semester.
- The dates include in academic calendar is presented as semester level.

2) Subject Allocation and Time table

- Teaching Load distribution is an important aspect in Teaching Learning Process.
- Before the commencement of the semester the subjects to be allocated to the faculty members after collecting their preferences. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical's and completes the course file before commencement of the next semester.
- After getting the concern of faculty members, class wise lecture schedule is to be prepared by the respective Class Coordinator.
- Class time table should include Subjects, Lab, Projects and add on Guest lecturer whichever is relevant and class time tables must be displayed on the departmental notice board
- Teaching load distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed workload of that semester.
- Subject's CO- PO mapping should be done by the respective faculty members by reviewing the attainment of COs of the previous batch and formulating techniques to improve the attainment.
- Class coordinators have to make provisions for extra sessions or remedial classes as per the requirement of respective subject faculty.
- Head of the department can ensure that subject distribution among the departmental staff is fair and according to expertise or trust area of the staff.

3) Academic Delivery:

i. Lecture Preparation

1. The Lecture Plan is prepared by the faculty members. Preparation of the course material and content delivery.
2. Lectures Notes, ppt's and other study material should be prepared by respective faculty members.

3. While preparing lecture notes, make use of only Standard text books or reference books and recommend the same to the students.
4. Prepare and follow Session Plan for every Lecture and share lecture notes, assignments, presentations, practical's, e-content and extra material through ERP or google classrooms.
5. Supplement your L/P/T with brain teasers and quizzes to keep students engaged in the classroom.

ii. Delivery of Lectures

1. Before conducting the lectures, Session plans should be approved by the Head of the department /Institution.
2. Carry Lesson Plan and handwritten notes or ppt in the classroom.
3. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric.
4. Engage class effectively for entire duration of 45 min and cover the course in stipulated time prescribed by university.
5. Reach the classroom 2 min before the schedule. This sends a strong message to students about your commitment and encourages them to arrive on time.
6. Make session interactive by discussing case studies and problem solving.
7. Conduct of assignments/tutorials and class work according to the plan.

4) Subject Enrichment Policy:

Add-on courses are designed and arranged to bridge the gap between the industry and existing curriculum which will help the students to become industry compatible. It is accomplished by arranging:

i. Guest lectures: Every respective subject faculty should conduct seminar to enhance the practical knowledge.

ii. Expert lectures: Arrange expert lectures by Industry persons on emerging technology and get practical exposure in the respective subjects.

iii. SWAYAM MOOCs Courses: Every faculty should identify Swayam and MOOC's courses as per their respective subjects and motivate students to enrolled.

iv. Certification Courses: Students should be encouraged for certification courses in their concerning area.

Expert or Guest lecturers plays very important role to understand opportunities, industry perspective of the subject following guidelines should be used to arrange the expert lecture in the department

- At least 1 to 2-hours expert lecture should be organized for every subject delivered by the industry experts
- Expert lecture should be conducted by industry or academic experts who have worked in same field.
- Preferably our experienced alumni should be called as expert
- Expert lecture coordinator of the department should include expert lecture in semester wise plan and should make budgetary provisions for it.
- These subject experts should conduct meeting of respective staff, discuss syllabus and common topics and decide the strategy for conduction of lectures.

5) Summer Internship Policy (SIP) Policy

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of weeks. SIP shall have 6 credits. The Summer Internship Program is meant to bridge the gap between the real-life business and academic institutions. It is a simulation of the business environment and enables students to experience the rigors of a business organization.

SIP may or may not have functional focus. i.e. student may or may not take up SIP in his/her intended area of specialization or in any other functional area of management (such as Ethics, Economics, Law and other non-offered / non

opted specializations like tourism, family business etc.). Ideally SIP should exhibit cross-functional orientation.

SIP can be conducted in corporate entity, NGO, SME, Government sector, Cooperative sector as indicated in the SPPU guidelines.

SIP may be

- Research project- based on primary and secondary data OR
- May be operational assignment - student working on given assignment / task in an organization / industry – should focus on demands of workplace.

Learning outcome and utility to organization must be specifically highlighted.

The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate / NGO/ SME/ Government Entity/ Cooperative/ etc.) shall also certify the SIP work.

Certificate by the industry is mandatory along with institute certificate (Both the original copies should be inserted in one copy of the project)

Two black bond hard copies with golden embossing – Back to back printing is allowed

Evaluation Scheme:

- Internal viva – voce for 50 marks – by panel comprising of internal faculty guide and one additional faculty nominated by the director.
- External Viva-voce for 50 marks – by panel comprising of external faculty member and one internal faculty member nominated by the Director.
- Viva – voce will be at least 15 minutes for each student.
- Evaluation of project will be based on
 - Actual work undertaken by the student
 - Student’s understanding of the organization and business environment
 - Outcome of the project
 - Utility of the project to the organization
 - Basic analytical capabilities

6) Continuous Concurrent Evaluation

The Internal assessment provides a feedback on teaching learning process. As a part of concurrent evaluation, the learners shall be evaluated on a continuous basis by the Institute to ensure that student learning takes place in a graded manner.

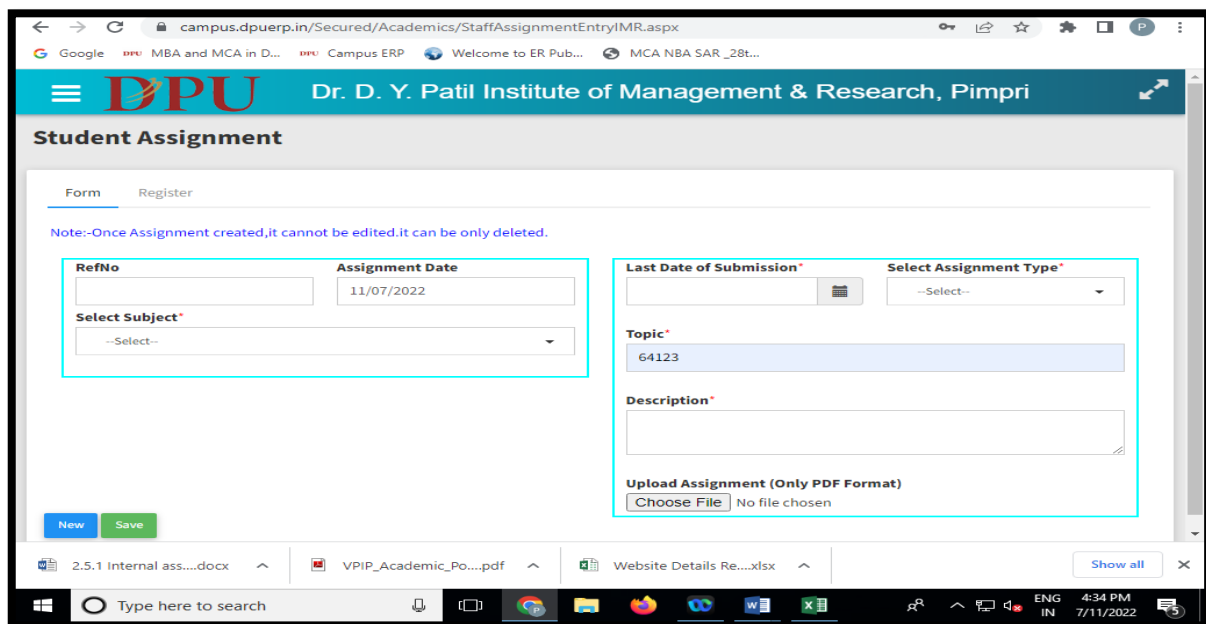
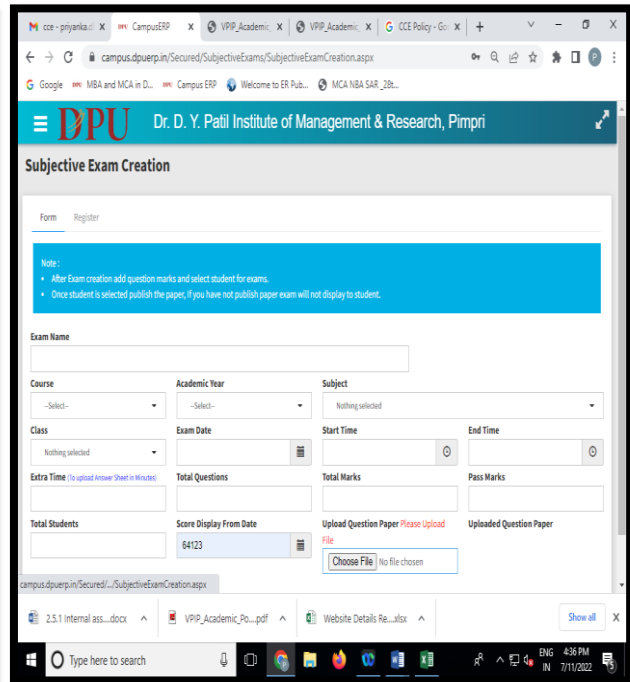
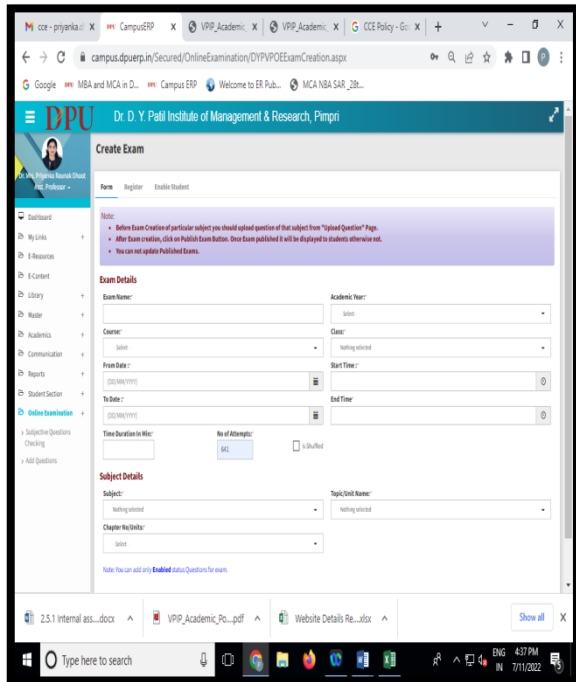
Individual faculty member design the concurrent evaluation components based on variety of assessment tools adhering to the guidelines provided by the SPPU. The Components of internal assessment are selected from the groups provided by SPPU and communicated to students at the beginning of the semester.

The faculty has to communicate the parameters of internal assessment with weight-age and submission deadlines or schedule in case of presentation. The rubrics on the basis of which the students will be evaluated have to communicate with the internal assessment schedule.

DYPIMR has its ERP through which some of the parameters like Subjective Exam, Project report, MCQ quiz, Assignment are being conducted. Students adhering to the guidelines perform the parameters for each subject. Prior permission needs to be taking if students want to go beyond deadline and decision is taken by respective subject faculty, Class coordinator in accordance with HOD.

Students are communicated with the remarks and score after evaluating each internal assessment parameter. In case of low grade students are given a chance to upgrade themselves by submitting extra assignment or parameter.

During the process of internal assessment, it is ensured that each student have been given with maximum and equal opportunity to upgrade and score well adhering to the Institute and University guidelines.



7) Student Attendance

- Student has to attend all the lectures, seminars, workshops organized by the Institute for them.
- As per the norms 75% attendance is mandatory for the student to be eligible for the assessment of the semester. Students having attendance less than 75% marked as defaulter will not be allowed appearing for the university

examination.

- Class Attendance shall be maintained on Institute ERP by respective Subject Faculty.
- The Attendance of guest lecture, Seminar, Workshop and any extracurricular activity shall be maintained by respective event coordinator
- Timely monitoring of attendance shall be done by class coordinator and follow up shall be taken by respective mentors.
- The students can opt for leave in case medical reason or any personal work by submitting a leave application
- The application must be signed by mentor, coordinator and HOD, shall submit to coordinator.

8. Discipline Code of Conduct

- Dr. D.Y. Patil Institute of Management and Research, Pimpri, Pune-18 has follows standards, rules and guidelines for MBA/MCA students. To maintain the discipline among management students & adhere to Institute standards. These principles are required to keep up the high caliber and standard of the establishment of Institute.

Academics:

Students shall report for the classes on schedule time.

Student has to complete all the assignment and homework given by the respective faculties.

Student should participate in various activities conducted by the Institute.

Students are not allowed to do any part time/full time job during his/her course.

Every student is required to apply for the Identity Card and the Library Card from the Library following affirmation of his/her confirmation of admission.

No book from the Library will be given without the Library Card and the Identity Card.

Every student should wear the Identity Card in the premises of the Institute.

Campus:

An admission to the Institute conveys with it the assumptions that student will behave as dependable individuals from the scholarly network. Each student ought to act with discipline and should mirror an awareness of other's expectations inside and outside the Institute grounds. Scholarly offense just as conduct unfortunate behavior is carefully disallowed and any student enjoying the equivalent will confront exacting disciplinary activity.

Ragging is strictly prohibited. Any student discovered enjoying ragging in any structure, legitimately or in a round about way, inside or outside the grounds would confront exacting disciplinary activities according to the Maharashtra Prohibition of Ragging Act, 1999 and UGC Regulations on controlling the hazard of ragging, 2009, and will likewise be subject to be rusticated from the Institute.

Every student will be limited by all the principles and guidelines made by the Institute, the Governing Body, UGC and by the Savitribai Phule Pune University time to time.

Fees:

All fees should be paid before joining to the Institute. Fees once paid only refundable as per the norms and approval of the competent authorities.

After the confirmation of admission to the course candidates are liable to pay the full fees to the Institute.

In case of cancellation of admission student is liable to pay the full course fees.

Student Performance Improvement:

DYPIMR follows outcome-based education which targets achieving desirable outcomes at the end of a program. The attainment is achieved through Direct and Indirect Assessment under that direct assessment hold 80% that includes the average of internal assessment and University exam. Concurrent evaluation is undertaken not only to allot the internal marks but to evaluate the student's performance. The following measures are decided to improve students' performance.

- i. Fast Learner/Slow Learner:** The fast learner and slow learner shall be identified by the respective subject faculty for their subject and shall provide such students with reading material, personal counseling and doubt clearing session.
- ii. Revision Classes:** at the end of the semester teaching before internal exam the revision classes are schedule. The revision classes' helps students to recall the topic already studied and leads to boost their confidence during exam. The doubts of students are also being attained during revision session. The important topics are focused more from examination point.
- iii. Remedial Classes:** The remedial classes are schedule and conducted for the students who had scored led marks in internal assessment. The remedial classes aim to improve the slow learner's performance. The important and crucial topics are given more weightage while teaching.
- iv. Bridge Course:** The bride courses are design and conducted for both MBA and MCA first year as per the subject requirement. These courses help to remove the gap between the previous learning's and new courses which students haven't studied in previous courses. The bridge course is designed by subject faculty and is schedule apart from regular classes. The total number of minimum hours allocated shall be 12.
- v. Students are provided with important and sample questions for University examination.**

- vi. Students are communicated with the remarks and score after evaluating each internal assessment parameter. In case of low grade students are given a chance to upgrade themselves by submitting extra assignment or parameter.
- vii. During the process of internal assessment, it is ensured that each student have been given with maximum and equal opportunity to upgrade and score well adhering to the Institute and University guidelines.

8) Feedback and Monitoring

Feedback

Feedback is an important part of academic activity, which helps us to enhance the quality of teaching. Feedback helps in improving teaching standards for all academic programmes and helps IQAC to create bench marks in teaching-learning process. The IQAC implements feedback on teaching learning through a dedicated online mechanism (ERP) to implement the entire process. Feedback is conducted for all academic programmes in every semester.

Currently following types of assessments are conducted

Teaching learning assessment.

i. Feedback on Course

Feedbacks from students are obtained on Institute ERP at the end of semester on Course curriculum, Graduate Exit Survey. Students evaluate the quality of teaching on criteria based feedback which are collected, analyzed and presented to the department Heads. From the assessment of the feedback, suggestions for improvement if any, is carried out.

ii. Feedback on Faculty

Faculty Feedback is obtained at the institutional level for all the programs by considering all the dimensions of the teaching-learning process such as quality of teaching, student interactions, clearance of doubts, communication, evaluation, subject knowledge, punctuality, etc. The students are asked to take up a complete anonymous online survey to increase their ability to be honest in their responses. The result of the survey goes to the HoDs after a complete

analysis and corrective actions are taken based on the consultation with the head of the Institution

Work Place Values		Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	The Principal/HOD facilitates the work and expansion of my departmental academic programs and administrative job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I am kept well informed about academic matters important to faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	I am given Opportunity to do Multiple assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I can freely express my opinion with DPU administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	I can freely express my opinion and it is valued By Superiors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	I am given Opportunity to Participate in various academic and administrative committees and its responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	I am given opportunity to visit as external examiner in other institutes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	I am given the opportunity to participate in the decisions that might affects me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	No discrimination based on grounds of religion, race, caste, sex or place of birth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	No discrimination based on Gender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working Environment		Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	Seating arrangements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Ventilation and Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Free internet facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Parking for vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Drinking Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

iii. Faculty Feedback about Course

The purpose of this feedback is to obtain the input from respective course faculty on the overall educational environment in the Institute. This feedback will specifically target the inputs of teachers on curriculum design & revision, employability, examination patterns & reforms, teaching methods and overall teaching-learning environment. The feedback from teachers will be collected once in a semester.

iv. Peer Review

Peer review of teaching is evaluation, by colleagues or peers, of all teaching related activities. Peer review consists of combination of the following assessments performed by a faculty member's colleague(s):

- Review of curriculum
- Review of teaching materials (e.g. syllabi, lesson plans, assignments, course shells)

- Review of a teaching portfolio

This is obtained once in every semester.

Evaluation Sheet: The senior faculties visit/join the classroom during the session and observe the faculty teaching in classroom. The points are allocated as per the criteria's given in the evaluation sheet.

Action Taken Report:

On the basis of evaluation summery the faculties are communicated about the feedback and actions to be taken are suggested.

a) Academic Monitoring System

- Programme committee members and HODs shall monitor academic practices for:
 - Conduct of prescribed theory and practical by subject teacher
 - Course content and its effective delivery
 - Usage of different pedagogical teaching methods
 - Unbiased evaluation in continuous assessment and examinations
 - Syllabus completion
 - Student attendance
 - Improvement in Student Performance

Maintenance Policy

- **Library**

Maintenance Policy -

- All the books are given accession number. The books are segregated subject wise and shelved in the color-coded racks accordingly.
- The old books are identified and properly bound to prevent further damage to the books.

Responsibilities - Librarian, Asst. Librarian

Utilization Policy-

- While entering into library, the entry is made in the register which includes details like, Date, Name, In-time and Out-time.
- For utilizing library facilities, the library Card is submitted to the Librarian at the time of issuing books.

- **Sports Facilities-**

Maintenance Policy-

The issues regarding repair and maintenance are lodged in the register maintained by the store, which is frequently monitored and necessary action is then implemented.

Responsibilities- Store In-charge

Utilization Policy-

For utilizing sports equipment's, students have to enter the details in the register maintained by store and the store in-charge then issues it.

- **Computer Room**

- All the computers and printers etc. in the institute are checked by

the computer technician for Maintenance of systems and software every month.

- The reports are monthly available. All the computers are protected from threats by updated antivirus software.
- Internet connection is provided from the central server, situated in IT department of Dr. D. Y. Patil Unitech Society's, and is well protected by firewall and router.

Responsibilities- System Administrator

Utilization Policy -

- Before using computer, every student is supposed to make entry in the register maintained by computer in-charge.
- To start the computer, students should enter the Login Id and Password provided by institute.

• **Classrooms**

Maintenance Policy-

- The Fans, Light and electricity supply is checked at regular time intervals.
- The classroom is cleaned by sweeper every day and it is monitored by office superintendent.
- The lamps used in LCD projector are replaced as and when required.
- The issues regarding repair and maintenance are lodged in the register maintained by the store, which is frequently monitored and necessary action is then implemented.

Responsibilities- Supervisor, Sweepers

Utilization Policy-

- The classrooms are utilized as per the timetable displayed on the Notice board.
- Every student can report to classroom 5 minutes prior to lecture or

academics.

- **Seminar Hall/Reading Hall**

The working of audio-visual system and cleaning of seminar hall is monitored by regular intervals.

Responsibilities- Office Superintendent, System Administrator

- **Building**

- An electrician and plumber are available to sort out the electricity and plumbing problems of the institute on daily basis.
- Fire extinguishers are refilled annually for fire safety.
- However, Fire prevention and Life safety measures also installed in the institute.
- The building is cleaned every day. Sweepers are looking after the cleanliness of the building.
- Generator is installed in institute premises (128 KW) for uninterrupted power supply.
- Apart from this UPS is also installed. It supplies power back-up to instrumentation room, conference room and seminal hall. The batteries of UPS are replaced as and when required.
- The campus is protected by concrete wall; CCTV cameras are also installed for security and safety. The institute has signed a security contract with Safemax Security Services, Pune for overall safety and security of the campus.

Responsibilities - Office Superintendent, Electrician, Supervisor, Stores In-charge

- **Drinking water**

The institute gets potable water from PCMC. In addition to this, institute has installed 5 water coolers equipped with Aqua guard™ water purifiers.

- **Elevator**

A dedicated Annual Maintenance Contract is in place to ensure smooth functioning of lift.

Responsibilities - Office Superintendent, Stores In-charge, Supervisor.

Green Campus and Environment Policy

Scope

This is a documented strategy of the organization in terms of its actions relating to the environment commitment to sustainability. We are committed to making a positive impact on the environment by developing and implementing effective green practices and procedures as a rule, not as an exception.

We are dedicated to taking the following actions to achieve our green vision

- Reduce the amount of waste and careful disposal of produced waste
- Increase our green knowledge

We will ensure that this policy and all procedures relating to it are understood, implemented and maintained by all institute employees and students.

Objectives of the Policy Document

- To sensitize the students, faculty and staff about green environment and sustainable development
- To educate the students, faculty and staff about green environment and sustainable development measures
- To adopt, enhance and promote the green initiatives to minimize environmental pollution.

Guidelines

- Timely energy, environmental and green audit
These audits should be carried out from time to time and necessary corrective measures should be taken
- Limited entry of vehicles
The entry of vehicles in the campus is limited.
Further, all the college staff/ faculty/ students members are encouraged to get a emission certification of their vehicle on timely basis.
- Use of Bicycle/ battery powered vehicles is encouraged
The employees and students are encouraged to use public transport or car

pool etc. to limit the emissions. Further, use of bicycle or battery powered vehicles is encouraged.

- Pedestrian-friendly pathways

The institute should have pedestrian friendly pathways. Any new modifications made in the infrastructure should also be with respect to above consideration.

- Ban on use of Plastic

The college continuously committed to work towards plastic-free campus. There is complete ban on single-use plastics in the Institution's premises.

- Landscaping with trees and plants

Plant more trees within and outside campus to clean the atmosphere and keep it green.

- Measures for energy conservation

All should ensure optimum utilization of lights, fans and other electronic devices, turning them off when not in use.

The activation of power management systems (power saving modes) in electronic devices like computers, laptops etc. should be done, when not in use.

Utilization of LED or compact fluorescent bulbs should be done as far as possible. The purchase of equipments or instruments should be made in view of energy conservation Utilization of alternative sources of energy should be promoted.

- Digital Library / E-Learning Centre

All should promote utilization of e-resources like e-books, online journals and softcopies over hard copies/papers wherever possible.

All should use e-mail/ messaging services for official communications instead of paper as far as possible.

Utilization of learning management systems and e- platforms should be promoted.

- e-Governance

Measures should be taken to promote e-governance.

Printing of documents should be done back to back whenever feasible to avoid use of more papers.

- Waste Management

All should aptly utilize the dust bins for waste disposal made available at different locations in premises and the campus

All should strictly exercise separate disposal of dry, wet and electronic waste.

- Water management

All are required to use water cautiously.

Suitable measures may be taken to prevent wastage of water in conduct of experiments other day to day activities.

Measures for conservation of water like water recycling, rain water harvesting systems etc. should be promoted.

While developing a new infrastructure, careful planning should be done with regards to this green and environmental policy.

All should strictly adhere to the above mentioned rules and regulations.

Policy for Physically Disabled

Scope

This is a documented strategy of the organization in terms of its actions relating to persons with physical disability. We are committed to provide a conducive atmosphere and make a positive impact in their lives.

Objectives

- To provide necessary infrastructure for persons with Physical disability.
- To make access to higher education at institution inclusive for students with Physical disability.
- To provide barrier free access for carrying out activities without any hindrance.

Academics

1. The students should be given a conducive environment for learning- comfortable seating in the class and laboratory.
2. Utilization of accessible resources- e-books, high resolution study material, zoomed / maximized e-content should be done.
3. Book bank facility may be provided on case to case basis.

Examination

1. The student should be given assistance for undertaking the examination as per the directions of competent authority.
2. Additional time to be given to the student as per regulatory guidelines
3. Arrangement of scribe should be done on case to case basis.
4. Separate evaluation and special provisions should be given on case to case basis.

Others Regulations

1. Human assistance may be provided for day to day activities.
2. Provision of barrier free washrooms, ramp access, lift, should be there.
3. Screen reader software should be available on website and other resources.

Admission Policy

- 1) The admission shall be given on the basis of norms prescribed by DTE Maharashtra and CET, CELL Mumbai.
- 2) The Competent Authority shall invite Online Applications from Candidates for participating in CET and / or CAP for seeking admission.
- 3) The Institute shall offer the admission under the various Candidature Types laid down by Competent Authority (CET CELL, Mumbai) and published on official website.
- 4) Candidates should be an Indian National, appear and qualify Common Entrance Test and must possess the criteria mentioned by competent authority on a periodic basis.
- 5) The Institute follows the reservation policy as per the prescribed by Competent Authority (DTE, CET CELL, AICTE etc)
- 6) At the time of admission, candidates are required to bring all the relevant original documents in support of his/her eligibility for admission along with their photocopies. The confirmation of admission shall be subject to the condition of original documents verification.
- 7) The Confirmation of admission shall be considered by paying applicable fees prescribed by the Institute.
- 8) Scholarship shall be applicable as per the various schemes of Govt of Maharashtra and type of seat candidate taken admission under the CAP Process.
- 9) In case of Cancellation of admission within stipulated time (Cut-off date), fees shall be refundable as per the Norms prescribed in Information Brochure (published by the Competent Authority)
- 10) Institute level seats shall be filled as per procedure prescribed by competent authority for the particular year of admission.
- 11) If any changes in admission procedure /required documents/rules/fees shall be applicable with immediate effect.

Examination Policy

□ **Role of Examination Section -**

- The role of the examination section committee in examination process is to provide the healthy environment for examination with prevention of malpractices during examination.
- The examination team coordinates all examination activities and organizes the examination schedules with care and vigilance.
- In addition, care is taken in the recording & handling of examination stationary both prior and subsequent to the examination itself.

• **Functional Committee:**

Members of functional committee

Sr. No.	Name	Institute Designation	Designation
1	Dr.Meghana Bhilare	Director, DYPIMR	Chairman
2	Dr.Vishal Wadajkar	Associate Director, DYPIMR	Member
3	Mr.Amit Shrivastava	In-charge Examination Committee	Member
4	Dr. Tejashri Talla	HOD MBA	Member
5	Ms. Sonali Bagade	Faculty, DYPIMR	Member
6	Dr. Shikha Dubey	HOD MCA, DYPIMR	Member
7	Dr.Rupali Kalekar	Faculty, DYPIMR	Member
8	Mr. Sachin Nikam	Administrative Representative, DYPIMR	Member
9	Mr. Shivaji Kotkar	Accounts Department Representative, DYPIMR	Member

3. Policy of Committee

The Examination policy of the DYPIMR is designed to test systematically the student's progress in class, industry and field-work through continuous evaluation in place of the conventional evaluation system. Students are evaluated

continuously through periodical tests, MCQ's, assignments, case studies, class participation, and term paper in addition to the examination at the end of each trimester.

The Examination policy of SPPU has been based on the Choice Based Credit System (CBCS) and Grading System in line with National policies and International practices

The evaluation process for each course consists of three components for a total of 100 marks namely continuous internal evaluation, mid term examinations and term end examination (Online examination and University Examination) and the details of the same are as follows:-

A) CONTINUOUS INTERNAL EVALUATION

The continuous internal evaluation being done by Institute itself, carries 30 marks, comprising of class participation, case analysis and presentation, assignments, class tests (announced / unannounced), term papers, viva / MCQ's, attendance etc. The faculty who handles a particular course will decide about the distribution of 30 marks, with consultation of the Academic Head .This evaluation system requires regular attending of classes and under no circumstances any component of internal evaluation shall be repeated.

Concurrent Evaluation: A continuous assessment system in semester system (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course. There shall be a minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.

Suggested components for Concurrent Evaluation (CE) are:

1. Case Study / Case let / Situation Analysis – (Group Activity or Individual Activity)
2. Class Test
3. Open Book Test

4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Learning Diary
7. Scrap Book
8. Group Discussion
9. Role Play / Story Telling
10. Individual Term Paper / Thematic Presentation
11. Written Home Assignment
12. Industry Analysis – (Group Activity or Individual Activity)
13. Literature Review / Book Review
14. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
15. In-depth Viva
16. Quiz

B) UNIVERSITY EVALUATION

As per curriculum of MBA and MCA under the SPPU, Final examination are held twice in a year (Semester wise)

The environment in which examinations are conducted should be a positive one in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and uncertainty.

The integrity of the examination process depends on everyone respecting the established rules and accepting their responsibilities in a consistent manner.

Every effort will be made to ensure that the responsibilities, rules of conduct, and regulations governing the administration of examinations are well publicized so that the responsibilities of students, invigilators, Institute as a whole are clearly understood before the examination period begins.

There shall be University evaluation for each full credit course as per the time table announced by the University. The evaluation by the University for Full Credit Courses shall comprise of two parts:

- a) Online Examination for 20 marks.[applicable to only for MBA courses]
- b) Written Examination (subjective – concept plus case study / application oriented type) for 50 marks [MBA Course] & 70 marks [MCA courses].
- c) 30 marks shall be evaluated by the respective Institute for Full credit course & 50 marks for half credit course based on pattern of concurrent evaluations followed. [for MBA course]

Online Examination

The SPPU shall conduct an online examination for each full credit course. This examination will be objective in nature and shall carry a Weightage of 20 marks per full credit course Online examination shall constitute a separate head of passing for the full credit courses for which such online examination is scheduled passing shall be at 40%, i.e. Grade E. The online test shall be conducted for all 4 semesters during each term.

The syllabus for the online examination shall be the first two units in each full credit course (2 out of total 5 units, i.e. 40% of the syllabus). The duration of online examination for each course shall be of 25 minutes.

Generally the schedule for online examination will be as follows:

- a) Semester I - in the 8th/9th week after the commencement of semester I.
- b) Semester II, III and IV - in the 7th / 8th week after the commencement of respective semester

Instructions to External Paper Setters / Chairman/ Examiners:

The syllabus for each course is organized in 5 units. The end-semester University evaluation shall cover the entire syllabus prescribed for the course. For University evaluation (Written Examination – subjective type of 50 marks) of each full credit course, the question pattern shall be as follows:

Pattern of Question Paper:

- 1) There shall be five questions each of 10 marks.
- 2) All questions shall be compulsory with internal choice within the questions. i.e. There shall be
2 questions from each unit of the curriculum with an internal option.

3) A Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the Weightage of the topic.

Project & Practical Examination:

- 1) The marks of the mini project would be given on the basis of internal assessment of the project, project viva and project report.
- 2) The marks of the practical would be given on internal practical exam & oral.
- 3) Summer Internship Project: At the end of Second Semester of MBA course each student shall undertake a Summer Internship Project (SIP) for 8 weeks. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.
- 4) Industry Project: In the 6th Semester of MCA, each student shall undertake an Industry project and Written Report on Project needs to be submitted.

4. OBJECTIVES OF THE COMMITTEE:

The following are the objectives of Examination committee:

- 1) To assess and improve the quality of student learning. It is an essential component of teaching learning process during the progression of a course.
- 2) Performance evaluation of the students' work is based on demonstration of all round capabilities and application across all criteria laid down for specific subject evaluation and overall performance in the end semester examination/ evaluation by University Examination System.
- 3) The emphasis is on students' capabilities in applying acquired learning in a multi - dimensional manner, to demonstrate an overall growth and maturity of application across all subject inputs.
- 4) The Examination & Evaluation Policy of DYPIMR has been formulated to address all issues concerning the evaluation process in MBA & MCA programmes in an organized, efficient, fair, transparent and professional manner.

5. ROLES AND RESPONSIBILITIES OF THE MEMBERS

Member	Role & Responsibilities
Prof. Amit Shrivastava & Mr. Ravi B,	Provide facilities to conduct Online Examination (such as server configuration, supervision chart and batch wise student allocation etc.
Prof. Sonali B	To assessment and analysis of Internal & External Result.
Prof. Tejashri Talla	To preparation of Internal examination Time table and collection of MCQ's , Tutorial question papers etc.
Prof. Amit Shrivastava	Responsible to coordinate and conduct term end University examination as per the guideline provided by SPPU.

6. GOALS TO BE ACHIEVED

1. Planning and implementation of all procedures for examinations to ensure that the process is accuracy, objectivity and integrity.
2. Develop rules and procedures in all matters relating to examinations and adjust the organization to ensure the accuracy and integrity.
3. To maintain the confidentiality of examinations.
4. Preparation and declaration of examination timetables and notices for students, faculty and administrative staff.
5. Preparation of term end semester examination reports and statistics on exams.
6. Provide the necessary proposals for the development of academic and administrative work on the exams.

Grievance Mechanism for Caste Discrimination

The anti-discrimination cell of the college aims at monitoring, evaluation and planning for ensuring effective implementation of the policies and programmes of the government concerning SC / ST candidates. It promotes the special interests of students in the reserved category. The anti-discrimination cell has also been entrusted with work related to grievance received from SC / ST students and staff members. It is expected to provide special inputs in areas where the students experience difficulties.

Objectives and Functions

- To collect information on a regular basis about the admission of SC / ST candidates in the institute.
- To work / function as a Grievance Redressal Cell for the Grievances of SC/ST students and staff members of the institute and render them necessary help in solving their academic as well as administrative problems.
- To conduct regular remedial coaching classes on life skills, personality development and communication skills etc.
- To organize enrichment programs for slow and weak learners

UGC Guidelines For The Establishment of The Anti-discrimination Cell

According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the institute, the purpose of these Cells is to monitor the admission of students and the recruitment of teaching and non-teaching staffs at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the institute and to remove difficulties, which they may be experiencing.

Objectives

According to the UGC Guidelines of 1988, the following are the objectives of the Cell;

- To implement the reservation policy for SCs / STs in the institute Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and analysis of the data showing the trends and changes towards fulfilling the required quota.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India, MHRD and the UGC.
- To implement, monitor continuously and evaluate the reservation policy in the institute and plan measures for ensuring effective implementation of the policy and programmes of the Government of India.

Functioning of Anti-discrimination Cell

Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the institute for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;

Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Colleges, in suitable forms by a stipulated date and take follow up action where required.

Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;

Analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required;

Deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other

similar matters in institute.

Monitor the working of the remedial coaching scheme;

Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.

Maintain a register for employment of SCs / STs in the institute for the candidates belonging to SC / ST community for various posts in the institute.

Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

Activities of Anti-discrimination Cell

The anti-discrimination cell was established in the institute to co-ordinate with the university authorities in the implementation of the various policies and programme launched by the Central Government, MHRD, UGC and State Government for the benefit of the SC/ST students.

It also undertakes the activities to develop awareness among the SC / ST students, especially from the rural areas. The staffs of the Cell are actively engaged in coordinating and solving the problems in matters of admissions. They also announce details of government scholarships and fellowships through circulars to the SC / ST students. The Cell concentrates on accommodation of men and women students in hostels, and the implementation of the rules of reservation in appointments as well as in the allotment of quarters to SC/ST employees.

The Anti-discrimination Cell is Monitoring the Following Activities of the Institute -

- The anti-discrimination cell is giving wide publicity through circulars to all the faculties and informs the students about the various scholarships government and other authority.
- The anti-discrimination cell has taken up the problems of the SC / ST

students and employees with the institute authorities and has solved some of them amicably. The cell, in the ultimate analysis, has been a user friendly counsellor to all SC/ST employees and students

- The anti-discrimination cell is also helping the SC / ST Research Scholars in getting the University Fellowship from the university and the government.
- The Cell is implementing various schemes of the MHRD and University Grants Commission with the objective to improve the learning levels of Schedule Caste and Schedule Tribe candidates to bring them up to the general level of the other communities.
- The institute is providing statistical information periodically and promptly on all aspects to the Government of India, and the State Government.
- The anti-discrimination cell provides guidance to various institute Committees in respect of promotions/recruitment for the latest rule position concerning SC / ST reservations.
- The Cell takes due care in establishing the Book Bank and Book Grants for the SC / ST students of the institute. The Cell also advises the students to utilize the facilities of the Book Bank and to borrow books depending on availability.

Procedure to file a complaint

A written complaint may be submitted to the Coordinator, anti-discrimination cell. Any student and employee (including contractual, casual and temporary) of institute can approach the Cell.

Constitutional Safeguards and Legislation for SCs /STs

Constitutional Safeguards

According to the Constitution of India, which resolved India into a sovereign socialist secular democratic republic, Right to Equality is a Fundamental Right that includes the right to equality before law; Prohibition of discrimination (Article 15); equality of opportunities in matters of public employment (Article 16). The Constitution further Specifies that this will not prevent the state from making special provisions for women, Children, Scheduled castes, and

Scheduled tribes. Article 17 declares abolition of untouchability, forbidding its practice in any form.

The Directive Principles of State Policy of the constitution include promotion of educational and economic interests of Scheduled Castes, Scheduled Tribes, and other weaker sections (Article 46). The Hindu religious institutions of public character are thrown open to all classes and sections of Hindus (Article 25b). Any disability, liability, restriction of conditions with regard to access to shops, Public restaurants, hotels, and places of public entertainment or use of wells, tanks, bathing ghats, roads, and places of public resort maintained wholly or partly out of state funds or dedicated to the use of general Public are removed according to Article 15(2). Article 16 and 355 permit the states to make reservation for backward classes in public services in case of inadequate representation.

Tribal advisory councils and separate departments are set up in states to promote the welfare and safeguard the interests of the Tribal (Article 164 and 338 and Fifth Scheduled). Article 244 and Fifth and Sixth Schedules make special provision for administration and control of scheduled and tribal areas.

The Reservation Policy is a Constitutional device in the creation of a society of equals. It is an exception to the principle of equality, as the principle of equality operates within the equals and to equate equals, with unequal's is to perpetuate inequality. Reservation for SCs and STs is founded upon the ideology of compensatory justice for their sufferings forages for no fault of theirs. The quota of reservation has been decided by the Constitution in accordance with the percentage of the population of SCs and STs, being 15% and 7.5%, respectively.

Legislation

The Protection of Civil Rights Act 1955 (earlier Untouchability Offences Act, 1955), which is in force since 1976, provides for penalties for preventing any person on grounds of untouchability, from enjoying the rights accruing on account of abolition of untouchability.

The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act of 1989 specifies the offences which are considered as atrocities and provides for deterrent punishments of commission of the same. Comprehensive Rules prepared under this Act provide for relief and rehabilitation of the affected persons and envisage preventive measures.

By virtue of the Constitution (65th Amendment) Act of 1990, the Special Post under Article 338 of the Constitution has been substituted by the National Commission for Scheduled Castes and Scheduled Tribes, mainly to investigate and monitor all matters relating to the safeguards to SCs/STs under the Constitution and laws.

Scholarship Schemes: Under Different Government Schemes an Overview

Scholarship is a boon for students belonging to the weaker sections {specifically SCs/STs} of the society, who are unable to further their education for some reason or the other. It is an encouragement for students, who are talented, but do not have the means to study further. There are a variety of scholarships-merit-based, need-based, student-specific and career-specific.

Legislation

The Protection of Civil Rights Act 1955 (earlier Untouchability Offences Act, 1955), which is in force since 1976, provides for penalties for preventing any person on grounds of untouchability, from enjoying the rights accruing on account of abolition of untouchability.

Internal Complaint Committee

In accordance with “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and as per the notification of Savitribai Phule University (Circular Ref. No. MVVM/21, DATED 28.01.2015), DYPIMR has constituted the Internal Complaints Committee (ICC) for the process of prevention and redressal of complaints of sexual harassment.

Roles and Responsibilities

Student including Employees - It is the responsibility of the student / employees to:

- Refrain from committing any which may amount to sexual harassment at the institute
- Report incidents of sexual harassment without fear or favor
- Create an environment conducive for growth and development without fear of harassment
- Seek advice and clarifications from the ICC as and when required

Heads of all Administrative / Academic committees

- Ensure that there is no hostile working environment in the institute.
- Ensure that all the staff of the section/department are aware of the purpose of the policy.
- Report any complaint or grievance received, immediately to the concerned authorities.
- Ensure that no victimization of the aggrieved party takes place at the institute where the supposed action is said to have taken place.

Policy

DYPIMR is committed to creating a healthy, conducive working environment that enables the students and employees (Teaching and Non teaching) to carry out their work without any fear of gender bias, prejudice and sexual harassment. The institute is also committed to foster an environment of mutual respect and dignity of all its students and employees.

Keeping this in view, all the employees/students must be sensitive to acts of conduct which may be considered offensive by fellow personnel and must refrain from engaging in such conduct. The institute will not, under any circumstances, condone or tolerate any such acts that may constitute to sexual harassment in the institute.

DYPIMR abides by the Vishakha Guidelines" and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" ensuring protection against sexual harassment/ gender inequality.

Procedure for Filing Complaints

Any employee/student of DYPIMR who feels is being sexually harassed or is being subjected to any disparity on the basis of gender or sex, directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee (ICC) in writing with his/her signature (with date) within three months from the date of the incident.

A complaint must specify the nature of the charge, the date and time of specific event(s), names of witnesses if any, and any evidence that support the allegation(s). In addition, it should also include the contact details of the aggrieved party such as address, contact number, department and name(s) of alleged harasser, etc.

If the complaint has been submitted with any Department Head, the same should be forwarded to ICC for investigations.

Redressal of Complaint

1. Before initiating inquiry into the alleged complaint, at the request of the aggrieved party, the ICC may take step to resolve the matter between the

- aggrieved party and respondent, through conciliation.
2. Where the settlement has been arrived as per point (1) above, no further inquiry shall be conducted by ICC. ICC shall record the details of the settlement so arrived and forward the same to the employer for necessary action as specified in the recommendation.
 3. The ICC shall forward the copies of the settlement as recorded under point (2) to the aggrieved party and respondent.
 4. Subject to point (3) as above, if the complaint has not been resolved through conciliation, ICC may proceed to initiate inquiry into the complaint. The inquiry shall be completed within a period of 90 days
 5. During the pendency of the inquiry, on a written request made by the aggrieved party, ICC may recommend management of DYPIMR to
 - a. *Transfer the aggrieved party or respondent to other department/practice.*
 - b. *Grant leave to the aggrieved party up to a period of one month*
 6. A copy of the complaint will be forwarded to alleged respondent and ICC shall direct the respondent(s) to submit a written response to the complaint/ allegations within the time period decided by ICC.
 7. ICC shall conduct the proceedings in accordance with the principles of natural justice and in line with the Act and this Policy. It shall allow both parties reasonable opportunity of presenting their case. Documents produced by either party shall be affixed with that party's signature to certify the documents as original/true copy (as appropriate).
 8. Should the respondent choose not to participate in the proceedings, ICC shall continue the inquiry, ex parte.
 9. Minutes of all proceedings of each sitting of ICC shall be prepared and duly signed by the members of the committee.
 10. ICC shall record the conclusion of its findings in writing supported with explanations & recommendations and shall forward the same to the administrative section within a period of 10 days from date of completion

of inquiry. In case ICC finds that prima facie criminal case exists, the same shall be specifically mentioned in the ICC's report.

11. If the ICC arrives at the conclusion that allegation against the respondent has not be proved, it shall recommend management of DYPIMR, to take action against the respondent for sexual harassment as a misconduct in accordance with disciplinary policy of DYPIMR.
12. If the ICC arrives at the conclusion that allegation against the respondent has not been proved it shall recommend the management of DYPIMR that no action is required to be taken in the matter.
13. In continuation of point (12) above if ICC arrives at conclusion that allegation made against the respondent is malicious and or made with a false intent and or aggrieved party has produced false / misleading document ICC may recommend the management of DYPIMR to take action against the aggrieved party in accordance with disciplinary policy of DYPIMR.
14. If in the course of the proceedings the committee finds that any person / respondent has victimized the aggrieved party and/ or person assisting the aggrieved party the committee shall record the same in writing with a recommendation to management of DYPIMR to take disciplinary action against such person(s).

Confidentiality:

Given the sensitive nature of sexual harassment and its impact on the victim as well as the person against whom such allegations are levelled, DYPIMR is committed to maintaining strict confidentiality in relation to such complaints and the resultant inquiry.

The identity and address of the aggrieved person, respondent and witnesses if any, all proceedings, including the statements and other materials, recommendations of the ICC, shall be treated as strictly confidential and the members shall not divulge the details to any other employee within DYPIMR or to any person outside the institute. The ICC should emphasize the necessity for confidentiality to other employees involved in such discussions and the consequence of possible disciplinary action in case of transgression.

Miscellaneous:

The ICC shall maintain records of such cases and communicate with the SPPU (Savitribai Phule Pune University, Pune) to which the institute is affiliated every academic year or as and when required.

DYPIMR shall conduct necessary communications and training across the institute, with respect to this policy.

Role of ICC:

1. To create awareness among the employees including students regarding the constitution of the ICC for looking into complaints of sexual harassment.
2. To register complaint received thereof.
3. To hold inquiry into the complaint to decide whether the facts contained in the complaint make a case of “sexual harassment” in light of the definition contained in the policy
4. To hold meetings to provide an opportunity for both parties to present their case.
5. To summon witness/documents to assess the allegations contained in the complaint
6. To recommend the disciplinary action as per the policy of the institute.

INSTITUTIONAL POLICIES AND PROCEDURES

7. To monitor the follow-up action to be taken by DYPIMR on recommendations of ICC.
8. To ensure that the details of the complaints and proceeding are maintained strictly confidential.

Possible Disciplinary Actions

1. Permanent transfer or suspension without pay, or both
2. Fine equivalent to 2 month's salary.
3. Stoppage of increment with or without cumulative effect.
4. Reduction in level.3
5. Termination/ dismissal from the services of DYPIMR.
6. Any other action based on disciplinary Policy

Grievance Mechanism for Ragging

The Honourable Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions/ Universities/ Colleges in the Country. In this connection, a committee headed by Dr. R. K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court. Accordingly, the Committee had carried out a very detailed study on the various factors contributing for ragging and collected the public opinion. Further, the committee had submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the committee were duly accepted and the following directives have been issued to all the educational institutes for necessary implementation by the Honourable Supreme Court.

I. Factors enlisted by the committee:

1. Primary responsibility for curbing ragging rests with academic institutions themselves.
2. Ragging adversely impacts the standards of higher education.
3. Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.
4. Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
5. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.
6. Behavioural patterns among students, particularly potential 'raggers', need to be identified.
7. Measures against ragging must deter its recurrence.
8. Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central

Governments to make any curb effective.

9. Media and the Civil Society should be involved in this exercise.

II. Recommendations approved by the Supreme Court.

1. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly With the police, that will not absolve the institutional authority from the requirement of filing the FIR.
3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments
5. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is

noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.

6. Monitoring Cell: Every institution shall, at the end academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for fresher's, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.
7. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

III. Action Taken by the Institute:

A. Formation of Committees & Squads -

Complying with the directives of the Hon'ble Supreme Court of India, the institute has formed the Anti-ragging committees and squads for tackling the menace of ragging and overseeing the implementation of all provisions of the verdict with immediate effect.

B. Permanent hoardings / banners have been erected in prominent places within the institute to insist the students to prevent or not to indulge in ragging and also indicating there in the names of the officials and their telephone numbers to be contacted in case of ragging.

C. Undertaking from Students and Parents -

Student of the College and his / her parents and, or Guardian are hereby required to submit a combined undertaking at the time of registration. All concerned officials of the Institute, students, parents and guardians of the students, members of Anti- ragging committees & Anti-ragging squads are hereby requested to adhere to the stipulations and effectively monitor and comply with the provisions made in the directives.

Student Council

Introduction:

A Student Council is a representative body by which students in the Institute can become involved in the activities of the college, also working in association with the management, faculty members and students for the benefit of the college and its students. The purpose of the Students Council is to provide support in various disciplines such as co-curricular, cultural, social, recreational and educational interest of students at the Institute. The Students Council also contributes development of students' leadership skills and experience, program planning and development, volunteering, and fiscal management

The Student Council is now a common feature in many institutes and are working for the benefit of the institutes. Students make their valuable efforts for the betterment of their institute and their involvement in the institute's activities puts forth a valuable academic development for the students. A Student Council provides an opportunity for students to involve in a structured discussion with teachers, students and management in the activities of their institute. Student Councils can also help to improve academic standards and it provides a sense of ownership of among the students towards institute.

Policy Purpose

This policy's purpose is to provide students a voice in management, staff, and parent discussions so that the Institutes can operate more efficiently and deliver better educational services. The purpose of this policy is to facilitate the creation and effective functioning of a student council within the Institute.

Objectives of Student Council

1. To enhance communication between students, management, staff and parents
2. To promote an environment conducive to educational and personal development
3. To promote friendship and respect among pupils
4. To support the management and staff in the development of the Institute
5. To represent the views of the students on matters of general concern to them

Working Guidelines for Student Council

1. Views of all members of Student Council, faculty and student alike – are to be respected and equal importance is to be given to all views
2. The Student Council Cell shall meet at least twice during a semester. The President shall call the meetings of the Student Council.
3. The quorum for Student Council meetings shall be 50% of its total strength. It is expected that all members of the Student Council must present in meeting. It is also advised that such issues are not discussed in the absence of any member of the Student Council
4. The Student Council shall take decisions by consensus.
5. The President must take minutes at every meeting and distribute them to all committee members. The President may amend the Student Council's structure after consulting with the Director and with consent of the members if they agree that it is necessary.

Composition of Student Council

Under The Provisions Of Section 40 (2) (B) Of The Maharashtra Universities Act, 1994 Students' Council For Dr. D. Y. Patil Institute of Management & Research, Pimpri, Pune consisting of the following members:

Sr. No.	Principal / Director – Chairman
1	One Lecturer, nominated by the Principal
2	Students nominated by the Director as per Academic Merit
3	Students nominated by the Director as per the performance in following activities: a) Sports b) Cultural activities
4	Two lady students nominated by the Director

Role and Responsibilities of The Various Functionaries Of Student Council

- **President**

1. To serve as the council's official representative while consulting with the students and Institute administration.
2. To create the agenda for the meeting, distribute it to all of the attendees before the meeting, and serve as the council's convener.
3. To supervise the tasks of the council members.
4. To participate in every distinct committee the council forms, or to send a representative, and to represent the students in formal settings.

- **One Lecturer, nominated by the Director**

1. To assist the President in the performance of various functions
2. To officiate as president during his/her absence
3. To perform any other function as assigned from time to time
4. To coordinate activities for inputs in academic issues and suggest those inputs in consultation with the students.
5. To keep accurate records and promptly provide the Management with feedback so they can occasionally incorporate/implement different suggestions.

Student Welfare Policy

Preamble

DYPIMR is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the college. The college acknowledges that student welfare and student learning outcomes are inextricably linked.

Purpose

The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with college policies.

Policy Objectives

This Policy aims at addressing students' needs and behavioral issues at the College by:

- a) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- c) Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- d) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".

- e) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- f) Providing eligibility requirements and criteria for receiving assistance for concession.

Students nominated by the Director as per Academic Merit

1. To coordinate and work with student coordinators of each department to undertake various activities.
2. In order to make events successful, it is important to assess the students' attendance and behaviour in class as well as their attendance at events and activities both inside and outside the institute.
3. To ensure that the students always abide by the Institute's disciplinary regulations.

Students nominated by the Director as per the performance in following activities:

A. Sports

1. To ensure that students participate in some form of physical activity for their physical fitness and lead a healthy life, such as yoga, aerobics, gym, etc.
2. To get students involved in CSR projects including organising blood donation drives, providing aid to those impacted by natural disasters, hosting health check-up camps, launching various awareness campaigns in adjacent communities, etc.
3. To present the schedule to the student council.

B. Cultural activities

1. To coordinate all cultural activities under this group and to create the schedule of all cultural events based on the ideas provided by the relevant members in collaboration with the Cultural Committee.
2. To periodically examine the status of cultural events in light of the ideas made and make suggestions to change the plan in order to satisfy Student Council goals.
3. To make all decisions with the Cultural Committee's input and approval.

Student Development Policy

Preamble:

We at DYPIMR believe in the holistic development of students. Students need attentions in all the areas as a part of Emotional, Value based education, Skill imparting, Knowledge empowering etc. The aim is to assist students on the issues & difficulties faced during academic year.

Objectives:

- The main objective of the Student Development Cell (SDC) is to identify the potential of each student and to facilitate them in achieving their academic goals.
- To provide facility of learning with earning.
- To develop students personality with skill based learning's.

Policy:

- Record student achievements, issues, difficulties and based on the data setting clear targets for student development.
- Help consciousness about profiling among college students and enable them build up a personnel profile.
- Identify the portfolio of skills, knowledge and experience to make choices about programme of study.
- Arrange the meetings of teachers-parents once in every academic year to enrich student's educational experience.
- Arrange development program for students to gain industry based expertise.
- Considering various carrier options available to the students and different inputs required to be given to them along with academic program a "Students Development Plan" has been developed at DYPIMR.

- Various personal and professional skill development programs viz. Communication and Soft Skill programs, Aptitude Training, Technical Skill enhancement programs, Personal and Spiritual Development Programs, Entrepreneurship Development Activities are made available on campus through various professional agencies.

Schemes through SDC :

- Seminars & Workshops for students
- Industry Interactions
- Guest Lectures for students
- Live projects for students