



**SOUTH INDIAN EDUCATION SOCIETY's**

**Graduate School of Technology**

Nerul, Navi Mumbai, Maharashtra, India

# **Rules and Regulations**

## CONTENTS

S.N.	Particulars	Page No.
I	Institute Vision and Mission	3
II	Structure of Governance	4
III	Roles and Responsibilities	5
V	Academic Council	7
VI	List of Faculty Members Who are Administrators/Decision Makers	7
VII	Internal Quality Assurance Cell	8
<b>A</b>	<b>Administrative Rules and Regulations</b>	9
1	Pay Scales and Service Conditions for Teachers	9
2	Pay Structure for Different Categories of Teachers	9
3	Incentives for Ph.D. / M. Tech and other Higher Qualifications	13
4	Other Terms and Conditions	14
5	Recruitments	15
6	Service Rules and Regulations	23
7	Job Responsibilities of Teachers	27
8	Faculty Development and Welfare Measures	32
<b>A</b>	<b>Admission Rules and Regulations</b>	34
<b>B</b>	<b>Regulations for Prevention and prohibition of Ragging</b>	41
<b>C</b>	<b>Regulations for Prevention of Sexual Harassment of Women at Workplace</b>	52
<b>D</b>	<b>Academic Rules and Regulations</b>	56
1	Introduction	56
2	Programmes Offered	58
3	General Curriculum Information	58
4	General Assessment Information	60
5	Discipline and Conduct	63
6	Attendance	64
7	Student Support Services	64
8	Academic Awards	65

## **I. Institute Vision and Mission**

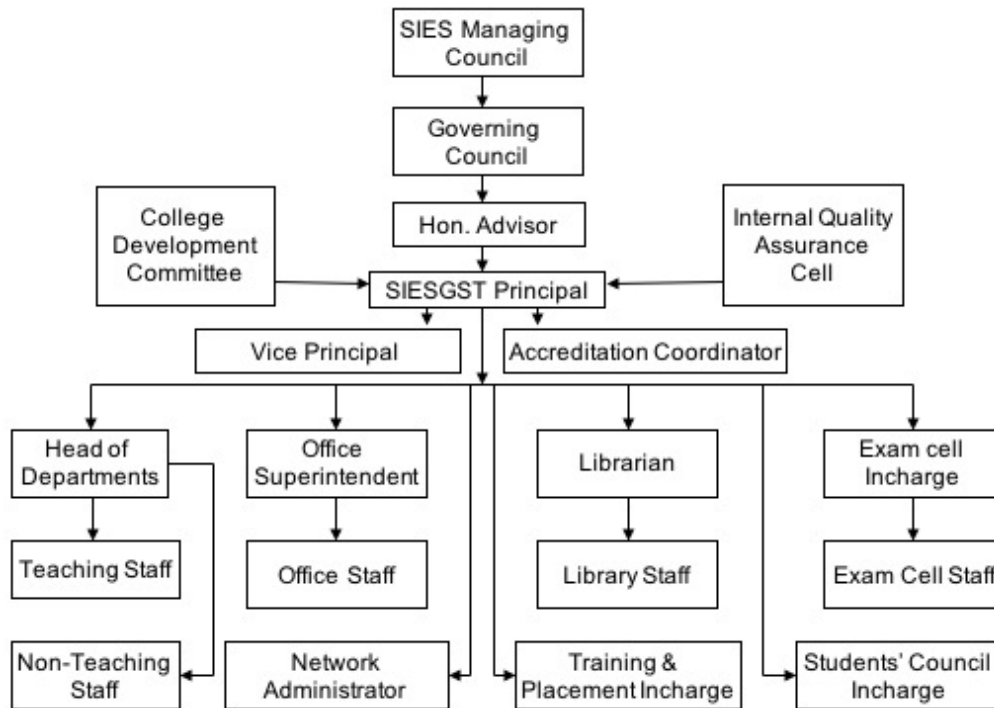
### **Vision:**

To be a centre of excellence in Education and Technology committed towards Socio-Economic advancement of the country.

### **Mission:**

1. To impart advanced knowledge in Engineering and Technology.
2. To transform young minds towards professional competence by inculcating values and developing skills.
3. To promote research in collaboration with research organisations.
4. To ensure continuous value addition and strengthen association with industry, and alumni to enhance knowledge on current technologies.
5. To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.

## II. Structure of Governance



### III. Roles and Responsibilities

<b>Role</b>	<b>Responsibilities</b>
Governing Council	<ul style="list-style-type: none"> <li>• Frame directive principles and policies</li> <li>• Amend and approve policies from time to time</li> <li>• Approve budgets</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Define quality policy and objectives</li> <li>• Arrange periodic meeting of various bodies and committees</li> <li>• Effective implementation of OBE</li> <li>• Academic planning and monitoring</li> <li>• Examinations</li> <li>• Academic development</li> <li>• Student training and placement</li> <li>• NBA Accreditation</li> </ul>
Office Superintendent	<ul style="list-style-type: none"> <li>• College roster</li> <li>• Service books</li> <li>• Faculty personal files</li> <li>• Recruitment process</li> <li>• Maintain minutes of meeting</li> <li>• Coordinate day to day activities of office</li> <li>• Purchase process</li> <li>• Annual college budget</li> <li>• Shikshan Shulka Samiti compliance</li> </ul>
Heads of Department	<ul style="list-style-type: none"> <li>• Plan and execute academic activities of the department</li> <li>• Maintain discipline and culture in the department</li> <li>• Maintain the department neat and clean</li> <li>• Pick and promote strengths of students / faculty / staff</li> <li>• Monitor academic activities of the department</li> <li>• Propose department budget</li> <li>• Adhere to QMS procedures</li> <li>• Maintain records of departmental activities and achievements</li> </ul>
Librarian	<ul style="list-style-type: none"> <li>• Plan and execute modus operandi of routine activity of the library</li> <li>• Plan and propose expansion / development</li> <li>• Maintain library discipline and culture</li> <li>• Prepare annual budget for library</li> </ul>

Exam Cell In-charge	<ul style="list-style-type: none"> <li>• Planning for conduction of exam and appoint senior supervisors, junior supervisors, understudy, CAP (Centralised Assessment of Papers) coordinators etc.</li> <li>• Appointing internal examiners for Termwork / Oral / Practical / Project / Theory etc. and issuing respective mark sheets to internal examiners for filling.</li> <li>• Arrange for Theory / Oral / Practical examination in coordination with departments.</li> <li>• Conducting CAP &amp; getting the moderation done.</li> <li>• Declaring results of all semesters and issuing mark sheets to the students.</li> <li>• Handling of examination related correspondence with university</li> </ul>
Training & Placement In-charge	<ul style="list-style-type: none"> <li>• Contacting and Inviting prospective companies to campus for recruitment.</li> <li>• Updating student database on the basis of eligibility criteria.</li> <li>• Collecting appointment letters and distributing them to selected students.</li> <li>• Achieving maximum possible placements for students.</li> <li>• Training and guiding students on various interview techniques, group discussions, aptitude tests, pursuing higher education, improving communication skills, etc.</li> <li>• Taking feedback from employers.</li> </ul>
Network Administrator	<ul style="list-style-type: none"> <li>• Network address assignment,</li> <li>• Assignment of routing protocols and routing table configuration as well as configuration of authentication and authorization – directory services.</li> <li>• Maintenance of network facilities in individual machines, such as drivers and settings of personal computers as well as printers and such.</li> <li>• Maintenance of certain network servers: file servers, VPN gateways, intrusion detection systems, etc.</li> <li>• Security of the network and for assigning IP addresses to the devices connected to the networks.</li> </ul>

#### **IV. Academic Council**

1. Dr Atul Kemkar, Principal, SIES Graduate School of Technology
2. Dr Aparna Bannore, Vice Principal & HoD Computer Engineering
3. Prof. Prasad Iyer, Vice Principal & HoD Printing & Packaging Technology
4. Dr Preeti Hemnani, HoD, Electronics and Telecommunication Engineering
5. Dr R S Nehete, HoD, Mechanical Engineering
6. Dr. Lakshmisudha, HoD, Information Technology
7. Dr Manasi Karkare, HoD, Humanities & Applied Sciences
8. Prof. Shubhangi Kadu, Exam Cell Coordinator
9. Prof. Seema Khan, I/c Training & Placement
10. Prof. Sumitra Padmanabhan, I/c Student Council
11. Ms Vijayalakshmi, Office Superintendent

#### **V. List of Faculty Members Who are Administrators/Decision Makers**

<b>Sr. No.</b>	<b>Name</b>	<b>Responsibility</b>
1	Dr Atul Kemkar	Principal
2	Dr Aparna Bannore	Vice Principal & HoD Computer Engineering
3	Prof. Prasad Iyer	Vice Principal & HoD Printing & Packaging Technology
4	Dr Preeti Hemnani	HoD Electronics & Telecommunication
5	Dr R S Nehete	HoD Mechanical Engineering
6	Dr. Lakshmisudha	HoD Information Technology
7	Dr Manasi Karkare	HOD Humanities & Applied Sciences

8	Mr Ramesh Bidi	Librarian
9	Prof. Shubhangi Kadu	Exam Cell Coordinator
10	Prof. Seema Khan	I/C Training & Placement
11	Prof. Sumitra Padmanabhan	I/C Students Council
12	Ms Vijayalakshmi	Registrar

## VI. Internal Quality Assurance Cell

NO.	NAME	DESIGNATION
1.	Dr. Atul N. Kemkar	IQAC Chairperson & Principal
2.	Dr. Aparna Bannore	Vice Principal & HOD – Computer Engineering
3.	Prof. Prasad Iyer	Vice Principal, HOD- Printing & Packaging Technology
4.	Dr. Manasi M Karkare	HOD – Humanities & Applied Sciences
5.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering
6.	Dr. Preeti Hemnani	HOD – Electronics & Telecommunication Engineering
7.	Dr. Lakshmi Sudha	HOD – Information Technology
8.	Prof. K Venkatramani	Management Representative
9.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST
10.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative
11.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative
12.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative
13.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative
14.	Prof. Seema Khan	I/c – T&P Cell
15.	Prof. Shubhangi Kadu	I/c – Examination Cell
16.	Prof. Sumitra Padmanabhan	Accreditation Coordinator & I/c – Students' Council
17.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator



18.	Mrs. V. Vijayalakshmi	Office Superintendent
19.	Mr. Ramesh Bidi	Librarian
20.	Mr. Saikrishna	I/c – Network Administration
21.	Mr. Prathamesh Patil	Representative, Student Council
22.	Prof. Leena Ladge	IQAC Coordinator

## **A. Administrative Rules and Regulations**

### **1. Pay Scales and Service Conditions for Teachers**

#### **General**

- (i) There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor. The designation in respect of Library Personnel shall be Librarian.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and librarians shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and librarians covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
- (iv) The ratio of Professors to Associate Professors to Assistant Professors in a UG Colleges shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professor in PG Colleges shall be in the ratio ordinarily of 1:2
- (v) Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.

### **2. Pay Structure for Different Categories of Teachers**

#### **(a) Assistant Professor/Associate Professors/Professors in Technical Institutions:**

- (i) Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with

AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.

- (ii) Assistant Professor with completed service of 4 years, possessing Ph.D. degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing Master's degree in the relevant branch/discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subjected to their satisfying other conditions as laid down by AICTE.
- (vi) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
- (vii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (viii) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and shall be re-designated as Associate Professor.
- (ix) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (x) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic

performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400- 67000 with AGP of Rs. 10000.

- (xi) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400- 67000 with AGP of Rs. 10000.
- (xii) Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post- doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
- (xiii) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- (xiv) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.
- (xv) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration

**b) Principals/Directors in Degree Level Institutes:**

- (i) Appointments to the posts of Principal/Director in these institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The post

of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. Pay of all Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000 plus a Special Allowance of Rs. 3000 per month.

## **Librarian**

### **Pay Scales and Career Advancement Scheme for Librarian:**

- (i) Librarian shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Librarian.
- (iii) Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.
- (iv) Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.
- (v) After completing service of 6 years in the AGP of Rs. 6000. Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the AICTE, move to the higher AGP of Rs. 7000.
- (vi) On completion of service of 5 years, Librarian shall be eligible for the post of Librarian (Sele. Grade) in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility as laid down by the AICTE. They shall be designated as Librarian/College Librarian (Selection Grade).
- (vii) After completing 3 years in the Pay Bard of Rs. 15600-39100 with an AGP of Rs. 8000, Librarians / College Librarian (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
- (viii) Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the pay

band of Rs. 15600-39100 with AGP of Rs. 8000.

### **3. Incentives for Ph.D. / M. Tech and other Higher Qualifications:**

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as M.Tech in relevant branch / discipline recognized by a statutory University shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non- compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course- work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even If the university awarding such Ph.D. has not yet been notified.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university recognized by UGC.
- (vii) Teachers who acquire M.Phil. degree or a M.Tech degree in a relevant Branch/discipline recognized by a Statutory University while in service shall be entitled to one non- compounded advance increment.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.
- (ix) Librarian acquiring the degree of Ph.D. at any time while in service, in the

discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, coursework and evaluation shall be entitled to three non- compounded advance increments.

- (x) Librarian who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xi) Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (xii) Librarian who has not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xiii) Two non-compounded advance increments shall be admissible for Librarian with M.Phil degree in Library Science at the entry level. Librarian acquiring M.Phil degree in Library Science at any time during the course of their service shall be entitled to one non- compounded advance increment.
- (xiv) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- (xv) For posts at the entry level where no such advance increments were admissible for possessing Ph.D. / M. Tech, under the earlier scheme, the benefit of five/two advance increments for possessing Ph.D./ M.Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

#### **4. Other Terms and Conditions**

**a) Increments:**

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage In the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

**b) Allowances:**

- (i) Allowances such as Transport Allowance, House Rent Allowance, Traveling Allowance, Dearness Allowance, and other benefits shall be at par with the state government employees.

**C) Study Leave:**

- (i) Institute shall grant study leave with pay for acquiring M. Tech. and Ph.D. in the relevant branch /discipline while in service.
- (ii) Teachers and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) All teachers who opt for this scheme have to enter with an agreement of service for a minimum duration of three years for ME/MTECH and minimum of five years for Ph.D. after completion of their degree.

**5. Recruitments**

**Eligibility Criterion:** [As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (05th March 2010)].

**Faculty Members (Engineering and Technology):**

Faculty Members are recruited based on the qualifications prescribed by AICTE and University of Mumbai for various cadres. At present the following criteria is being followed, as per CONCOL/ICC/04/of 2012:

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.



4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech&amp; PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching /research /Industrial experience of which at least 3 years should be at the level of Professor</p> <p>Or</p> <p>Minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>
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**Faculty Members (Humanities & Science):**

S.No	Cadre	Qualification	Experience
1	Assistant Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognised Indian University.</p> <p>ii. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this clause; a candidate, who has a Ph.D Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions</p> <p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognised Indian University.</p> <p>ii. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this clause; a candidate, who has a Ph.D</p>	No minimum Experience requirement.
2	Associate Professor	<p>Qualification as above that is Applicable and PhD or equivalent, inappropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	Minimum of 5 yrs experience in years post PhD experience is desirable

3	Professor	<p>Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor</p> <p>Or</p> <p>Minimum of 13 year experience in teaching and /or Research and/or Industry.</p> <p>In case of research experience good academic record and books/ research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee</p>
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**Non-Teaching Staff:****a) Librarian**

S.No.	Cadre	Qualification	Experience
1	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement.

**b) Administrative Staff**

S. N.	Cadre	Qualification	Experience
1	Administrative Officer /Registrar	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
2	Superintendent	A Bachelor's Degree or equivalent	3 years of experience of administration
3	Stenographer	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
4	Junior Assistant (Typist)	A Bachelor's Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
5	Junior Assistant/Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	--

6	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	--
7	Laboratory Instructor (Science)	First Class B.Sc. Science in concerned branch	
8	Workshop Instructor	A certificate from I.T.I. in relevant Trade	--
9	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	--
10	Driver	10th Standard, and should possess professional driving license	1 or 2 Years experience as Driver is desirable.
11	Peon	10th Standard Able to ride a bicycle in respect of male members	--
12	House Keeping Assistant	No formal education is required	--

### **Selection Procedure:**

#### **Selection Procedure of Teachers:**

**Eligibility Criterion:** [As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (05th March 2010)]. Faculty Members are recruited based on the qualifications prescribed by AICTE and University of Mumbai for various cadres. At present the following criteria is being followed, as per CONCOL/ICC/04/of 2012.

#### **Selection Procedure:**

**Mode 1** is through the University of Mumbai selection procedure. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members:

- University of Mumbai approval for filling the post is obtained.
- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the University of Mumbai.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.

- Process of interview.
- Submission of recommendation report to university for approval.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on “Change in Staff” for university approval.
- On receipt of approval, regularization of appointment is done.

**Mode 2** is by Ad hoc appointment at institute level through local selection committee. The Procedure followed is as below:

- Advertisement in leading Newspapers.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Interview by local selection committee.
- Issue offer of appointment letter to the selected candidate.

#### **Non-Teaching Staff:**

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Executive Director
- (b) Principal
- (c) Respective Head of Department

The following procedure is adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.

## Service Rules and Regulations

### Service Conditions including Promotion Policy

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.  
Assistant Professor 15600-39100 AGP 6000, 7000 & 8000  
Associate Professor 37400- 67000 AGP 9000  
Professor 37400-67000 AGP 10000
- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government:

S. N.	Designation	Pay Band	AGP
1	Registrar	9300-34800	4400
2	Stenographer	9300-34800	4400
3	Superintendent	9300-34800	4300
4	Accountant	9300-34800	4300
5	Stenographer (Lower Grade)	9300-34800	4300
6	Head Clerk/Assistant Superintendent	9300-34800	4200
7	Deputy Accountant	9300-34800	4200
8	Library Assistant/Assistant Librarian	5200-20200	2800
9	Technical Assistant /Laboratory	5200-20200	2800
10	Senior Clerk	5200-20200	2400
11	Accountant/Assistant Accountant	5200-20200	2400
12	Steno Typist/Stenographer	5200-20200	2400
13	Senior Laboratory Assistant	5200-20200	2400
14	Skilled Technician	5200-20200	2400
15	Laboratory Assistant	5200-20200	2400
16	Store Keeper	5200-20200	2000
17	Library Assistant	5200-20200	2000
18	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
19	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
20	Laboratory Attendant/Library Attendant	4440-7440	1600
21	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

#### **Policy Related to Probation**

As per the AICTE/University of Mumbai and Government Regulations of sixth pay norms from time to time

#### **Policy Related to Increments:**

As per the AICTE/University of Mumbai and Government Regulations of sixth pay norms from time to time

#### **Policy Related to Promotion**

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding criterion.

#### **Policy Related to Retirement**

The age of retirement or superannuation shall be 58 years. Every employee shall



be deemed to have retired from service on the last day of the month in which the employee attains the age of 58 years. If, however, the date of birth of an employee attains the age of 58 years/ If however, the dates of birth of an employee falls within the first 5 days of the month, he shall retire on the last working day of the month preceding the month of his birth. The age declared by the employee in his application for employment shall be final. The date of birth given by an employee at the time of appointment shall be supported by documentary evidence namely birth certificate or school leaving certificate and attested copies of the same shall be filled in the personal file of the employee. If the employee states that his date of birth is not available but the year of birth is available, then he/she will be retired at the close of his working hours on 31st December of the preceeding year by fixing his date of birth as January. The employee may after the completion of 55 years age, be asked to provide his medical fitness at the discretion of the Society. If the employee fails the fitness test, the Society may, in its discretion either give him physically less demanding work, if feasible or the Society may retire him at the end of the month in which he fails such fitness test.

#### Transfer Of Employees:

Every employee shall be liable to work in any Establishment, branch, Office or Department of the Society or of its sister institutions or its affiliates, whether situated within Mumbai or Navi Mumbai or within the country. An employee transferred from Mumbai to Navi Mumbai or vice-versa shall report on the next working day after the transfer or on the day when the transfer becomes effective at such times as may be directed by the Society. Failure to do so will be treated as a serious misconduct, inviting consequential disciplinary action, including dismissal from service. An employee transferred by the Society outside Mumbai/Navi Mumbai shall be required to forthwith comply with the order of transfer subject to the grant of one week's time for joining. An employee transferred outside Mumbai/Navi Mumbai under this Rule or under the terms of his appointment letter shall be entitled to receive Railway Passages and reimbursement of reasonable expenses incurred for the purposes of shifting his household goods and belongings. Failure to comply with an order of transfer shall be treated as a serious misconduct, inviting consequential disciplinary

action, including dismissal from service.

**Code of Conduct:**

- i. An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties.

This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not associated with the College.
- iv. No Faculty/Staff-member of the College shall, engage in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- vi. No employee shall, while being on duty take part in political affairs which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- viii. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the concerned employee, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In

case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of assigned work.

The following acts of commission/omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude, punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.

Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior

### **Disciplinary Proceedings**

No order imposing any punishment on a Member shall be imposed except after:

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

## **7 Job Responsibilities of Teachers**

The job responsibilities as a faculty consist of four components viz.

- Academic activities

- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below:

#### **Academic Activities**

1. Class Room Instructions
2. Laboratory Instructions
3. Curriculum Development
4. Development of Learning Resources Material & Laboratory Development
5. Student Assessment & Evaluation including examination work of University
6. Participation in Co-curricular & Extra Curricular Activities
7. Students guidance & Counseling & helping their ethical, moral, and overall character development
8. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
9. Conducting Educational Activities
10. Self development through upgrading qualification, experience and professional activities

#### **Research & Consultancy**

1. Carry out Research & Development Activities and Research Guidance
2. Industry sponsored Projects
3. Provide Consultancy and Testing Services to industries in order to promote industry- institute interaction and R & D.

#### **Administration**

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Preparing project proposals for funding in areas of R & D work.

5. Laboratory Development, Modernizations, Expansion, etc.
6. Monitoring and Evaluation of Academic and research activities.
7. Participation in policy planning at the Regional/National level for development of technical education.
8. Helping mobilization of resources for the institution.
9. Develop, update and maintain MIS.
10. Plan and implement Staff Development activities.
11. Conduct Performance Appraisal.
12. Maintain accountability.

#### **Extension Services**

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Any other relevant work assigned by the Head of the Institution.

#### **Working Hours of the College**

The college working week consists of 40 working hours. The normal working hours of the College is from 9.00 a.m. to 5.00 p.m. with a 30 minutes lunch break.

#### **Teaching Days**

The college shall have at least 180 full teaching days per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory teaching days and do not include days of examination/ tours/ sports etc.

#### **Work Load**

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.

- Assistant Professor: 16 - 18 hours/week.

## Leave Rules

### I. Leave Eligibility for Teaching Staff

Casual Leave	Sick Leave	Outdoor Duty	Remarks
8	10	With prior permission from the Principal routed through the HOD/section I/C	In case of duty leave, letter from concerned college/organization indicating nature of work/no of days/students etc to be submitted in advance.

- If the Date of Joining is from the middle of the calendar year then the leave will be reduced proportionally in the first year itself.
- After completing one year he/she will be eligible for full vacation subject to working for more than 50% of a term.

### II. Leave Eligibility for Non – Teaching Staff

Casual Leave	Sick Leave	Privilege Leave	Outdoor Duty	Remarks
8	10	i] 30 (confirmed ) ii] 15 (probation/adhoc)	With prior permission from the Principal routed through the HOD/section I/c	Duty leave will be sanctioned provided work assigned by superiors is completed or no emergency work is assigned.

### III. Vacation

Summer Vacation

Winter Vacation

#### Teaching Staff

Full Vacation (1 yr completed)

40

30

#### Non – Teaching Staff (technical)

Full Vacation (1 yr completed)

30

30

Along with vacation, any type of leave can be availed (either casual or sick leave) but restricted to be either before processing or after consuming the vacation

### IV. Rules

- **Casual Leave** and **Sick Leave** cannot be clubbed.
- A maximum of **3 Casual Leave** can be availed at a stretch.

- **Medical Certificate** is required only if 3 days or more (maximum up to 7 days) if the **Sick Leaves are availed consecutively** .
- Half Day Sick Leave cannot be availed.
- The un-utilized sick leave can be accumulated upto maximum 30 days.
- Casual Leave is counted as **two** if there is a holiday between 2 working days. However Sick Leave / Privilege leave will be counted as **3**.
- **Privilege Leave** can be availed only on prior permission; at least one week in advance.
- Privilege Leave cannot be availed for less than three days.
- Unavailed privilege leave cannot be accumulated beyond a limit of 45 days. i.e. unavailed P.L. from the previous year of 15 days only can be accumulated with the preceding year.
- All leaves will be reduced proportionally in case of LOP exceeding one month.
- Maternity Leave (for confirmed employee): 6 months with pay.

### **Maternity Leave**

- All the lady employees are entitled for Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time.

### **Attendance**

• All set of employees shall be at work in the establishment at the working times assigned to them. All employees must mark the attendance compulsory through the biometric machine. The employee shall mark the attendance during the in-time and out-time of their working hours. Failure of the employee to mark the attendance either in or out will render the employee liable to be treated as absent for the day. For a new employee, the respective institute's Clerk shall be responsible to register the new employee in the biometric machine. The new employee shall be registered within 2 days from his/her date of joining. Grace period provisions are made available for benefit of the employees. An initial grace period of 5 minutes from the actual reporting time is given to all employees.

#### **Attendance within Grace Period:**

- An additional grace period of 10 minutes thereafter shall be allowed from the regular reporting time, such grace period can be utilized maximum up to three times in a month.
- Any reporting within the grace period of 10 minutes for the fourth time and onwards

shall be considered as a late mark. Such late mark shall be liable for salary deduction of half a day.

**Attendance beyond Grace Period:** Reporting beyond the defined limits shall be treated as late and such a late mark is liable for half a day deduction from the salary.

**Absent from regular work place**

Any employee who is found absent from its regular place of work during the working hours without permission or without sufficient reason shall be liable to be treated as absent for the day.

**Lunch Duration**

During the standard working hours, an employee can avail up to 45 minutes of duration for the lunch.

**RESIGNATION RULES**

**FOR TEACHING STAFF:**

In case h/she wish to leave our services for any reasons whatsoever at the commencement or in the middle of the academic term, the same shall be after serving us with prior written notice of 3 months or notice pay in lieu of the notice period. In case he/she wishes to leave our services for any reasons whatsoever towards the end of the academic term, the same shall be after serving us with prior written notice of one month or notice pay in lieu of the notice period. In any event, the Management reserves the right to refuse you permission to leave at the commencement or in the middle of the academic term. Last day of instruction as mentioned in the Institute Academic Calendar would be considered as term end. No leave is permissible during the notice period.

If a faculty resigns at the end of semester, he/she may be relieved immediately after completing of all assigned tasks.

No faculty/staff will be relieved before completion of the term, irrespective of the date of resignation. Start of term will be considered as the end of vacation period.

**NON-TEACHING STAFF:**

In case he/she wish to leave our services for any reasons whatsoever the same shall be after serving us with prior written notice of 1 month or notice pay in lieu of the notice period. The Management however, reserves its right to reject any notice period if the same is in the middle of the academic session and reserves its right to relieve you only at the end of the academic session.

## **Faculty Development and Welfare Measures**

### **Faculty Development**

#### **Higher Studies**

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and



IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- i. Preference will be given to those opting for doctoral programs, followed by Master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- ii. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

#### **Seminars/ workshops/Conferences**

- i. Faculty/Staff members will be sponsored by the management for seminars / conferences/ workshops and short term training programmes.
- ii. Financial assistance will be provided, subject to terms & conditions
- iii. Faculty members are deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- iv. The period of absence will be treated as ON DUTY during the period of attending the courses.

#### **Promotion of Research Activities**

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and will receive special commendations.
- iii. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

#### **Staff Development and Training**

- Arranging in house training programme for improving skills.

- Deputing the staff members to attend training programmes outside.
- Financial assistance will be provided, subject to terms and conditions.

### **Welfare Measures**

The following are service benefits and welfare measures extended to the employees of the College.

- Medical Insurance for all Employees.
- Provision of canteen in the campus
- Canteen coupons for Faculty and staff.
- Admission seat allocation for the ward of SIES staff under Institute level quota.
- The Management grants maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

## **B. Admission Rules and Regulations**

Eligibility Criteria:

The SIES Graduate School of Technology established in 2002 is managed by the South Indian Education Society and has been accorded the South Indian Linguistic Minority status as per the provisions in the Constitution. Seats are available in the following categories

- a) South Indian Linguistic Minority (Tamil) (51% of sanctioned intake)**
- b) CAP/All India (29 % of sanctioned intake)
- c) Institute Level (20 % of sanctioned intake)
- d) Against vacant seats after CAP rounds

### **A. South Indian Linguistics Minority Category (Tamil)**

Admissions under the linguistic minority (Tamil) category will be done at the Centralized Admission Process (CAP), Directorate of Technical Education/Admission Regulatory Authority on merit, based on the MHT-CET 2017 score and as per the guidelines laid down by the Directorate of Technical Education (DTE)/Admission Regulatory Authority (ARA), Mumbai. Candidates eligible for admission to the First Year Engineering under this category shall satisfy the general eligibility conditions as per the Maharashtra State Govt. GR No. TEM-2016/CR 473/TE-4 dated 24.04.2017, DTE Information Brochure 2017.

### **B. CAP (Centralized Admission Process)**

The open category seats will be filled by the eligible candidates who satisfy the general eligibility conditions and are from the State of Maharashtra. Candidates under the All India

Quota should satisfy the general eligibility conditions and have obtained a MHT-CET 2017 or JEE Main Paper I score. Candidates under the J & K migrant quota should satisfy the general eligibility conditions for admission. The candidate belonging to this type is required to appear for the MHT-CET 2017 or JEE Main Paper I. The CAP shall be conducted by the DTE and eligible candidates are advised to follow the online admission procedure.

### **C. Institute Level Quota**

All the admissions under the institute level (management) quota shall be done in a fair and transparent manner and on merit. The eligible candidature will be as per the guidelines given by Directorate of Technical Education/Admission Regulating Authority vide their information brochure 2017. Reservation may be made applicable for the ward of SIES staff under this category.

### **D. Against vacant seats after CAP rounds**

Vacancy within the sanctioned intake due to the non-reporting (All India, MS seats, Minority in CAP), non-allotment (All India, MS seats, Minority in CAP) and cancellations, if any (under any category), will be filled as per the ARA/DTE guidelines 2017-18.

### **SEAT DISTRIBUTION MATRIX**

S.No.	Name of the branch	Intake capacity	Institute Level (20%)	Minority Quota (51%) through CAP	CAP Quota (29%)	Supernumery seats	
						J & K	TFWS
1.	Electronics & Telecommunication Engineering	120	24	61	35	01	6
2.	Computer Engineering	90	18	46	26	01	5
3.	Information Technology	60	12	31	17	01	3
4.	Printing & Packaging Technology	60	12	31	17	01	3
5.	Mechanical Engineering	60	12	31	17	01	3

Percentage of seats available under CAP/Institute/Minority/All India Quota is decided by the Directorate of Technical Education/ Admission Regulating Authority, Mumbai. The exact distribution of seats available under the above mentioned categories shall be notified by the

Directorate of Technical Education/Admission Regulating Authority, Mumbai before submission of applications forms. However, it is made expressly clear that if, after issuance of this brochure, any seat(s) and admission (s) allocation difference exists, a separate notification will be made with appropriate details.

### **General Eligibility Conditions**

Candidates will be eligible for admission to the First Year Engineering Course as per the eligibility conditions listed below (Refer DTE/Govt. GR notification 2017-18 for details)

- (1) Candidate should be an Indian National
- (2) Should have passed the Higher Secondary Certificate HSC (Std.XII) examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics and Mathematics as compulsory subjects along with one of the Chemistry or Bio-Technology or Biology or Technical or Vocational subjects and obtained at least 50% (at least 45% marks, in case of Backward class categories and persons with disability candidates belonging to Maharashtra State only) taken together; and obtained score in CET conducted by the Competent Authority.

Or

Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and persons with disability candidates)

Or

Passed B.Sc. Degree from a Recognized University as defend by UGC and obtained at least 50% marks (at least 45% in case of backward class categories and persons with disability)

### **Admission Procedure for Category C & D at the Institute level**

Applications shall be invited for the seats available under institute level quota and vacancies arising after CAP by giving publicity in three newspapers viz; Times of India, DNA Navi Mumbai & Daily Thanthi.

Admission notification, detailed schedule of counseling rounds, merit lists and all relevant details will be displayed on the college notice board and the institute website [www.siesgst.edu.in](http://www.siesgst.edu.in)

**Registration is computerized & eligible candidates will be required to register in the institute and submit the signed application form along with the required documents in the institute office.**

Seats will be allotted to candidates as per their inter se merit, as per the options filled and the number of seats filled at that point of time in the stage of counseling / allotment rounds.

### **Counseling Rounds-**

- i. Seat allotment will be done through counseling. Eligible candidates must report in person at the institute to secure admission strictly as per the notified counseling schedule on the college notice board and website. *Candidates who report late will not be allowed to participate in the related counseling round and will lose claim to the seat available by inter se merit at that point of time. Further, candidates failing to report for the counseling rounds will be out of the admission process.* Candidates who secure admission as per their choice must confirm the admission within two working days by paying full fees and producing necessary documents in original along with required number of attested copies.
- ii. In case of vacancies after the counseling round, further counseling round may be conducted.

### **GENERAL NOTES:**

1. Merit of all eligible candidates will be based on the rules and regulations laid down by the Directorate of Technical Education/Admission Regulating Authority, Mumbai.
2. Seats will be allotted to candidates as per their inter se merit.
3. Counseling schedule as per merit will be put up on the college notice board & website ([www.siesgst.edu.in](http://www.siesgst.edu.in)) at every stage of the admission. **No personal communication/allotment letters in this regard will be issued to the concerned candidates.**
4. During the counseling round, the candidate will be allotted seats according to the

availability of seats at that point of time. The candidate will be allowed to keep claim on his choice

5. In case of vacancies after first counseling round, subsequent counseling round will be conducted. The detailed schedule will be notified in the college notice board and website. The students who have kept their claim will also be considered in the subsequent counseling round as per inter se merit.

6. The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission, by paying necessary fees on or before the last date specified for the same. No personal communication in this regard will be issued.

8. The admission will be confirmed by the Institute only after scrutiny of documents and payment of fees as prescribed by the Fee Regulating Authority, Mumbai.

9. Admission norms are subject to changes from time to time. The candidates must refer to the DTE website for the existing norms and admission procedure under different categories, mentioned above.

10. **Fees:** The fee fixed by the Fee Regulating Authority for the academic year 2017-18 is Rs.1,12,500/- ( Rs.1,02,273/- as Tuition Fee and Development Fee Rs.10,227/-).

*Please Note: Fee is regulated by the Fee Regulatory authority of the Govt. of Maharashtra. The total amount of Rs.1,16,320/- (For Maharashtra State Board students) or Rs.1,16,640/- ( For CBSE/ICSE/other state Board students ) is to be paid by Demand Draft/Pay order /RTGS drawn on any bank in favor of the Principal, SIES Graduate School of Technology, payable at Nerul, Navi Mumbai.*

*Please Note: Fee payment can be executed through cashless transactions. The Institute encourages and accepts all forms of cashless transactions for the collection of Fee.*

*Payment by Cash or Cheque will not be accepted.*

<i>Fee particulars</i>	<i>Amount</i>
<i>The fee as decided by the Fee Regulating Authority Tuition Fee</i>	<i>Rs.1,02,273/-</i>
<i>Development Fee</i>	<i>Rs.10,227/-</i>
<i>Exam fees</i>	<i>Rs.2000/-</i>
<i>Enrolment Fee (Maharashtra State Board Students)</i>	<i>Rs.220/-</i>
<i>Eligibility &amp; Enrolment (Applicable only for CBSE/ICSE/Other State Board students/Diploma students)</i>	<i>Rs.540/-</i>
<i>Miscellaneous Fee (Student deliverables, Student Insurance, University sports, cultural and disaster relief fund etc.)</i>	<i>Rs.1600/-</i>

### **11.Cancellation of Admission**

The cancellation of admission will be as per the rules and regulations laid down by the Directorate of Technical Education/Admission Regulating Authority, Mumbai.

### **12. List of self-attested Copies (one each) of Certificates to be attached with the Application.**

- i) Passing Certificate of SSC/Std. X Examination.
- ii) Mark sheet at the qualifying examination (Std. XII or equivalent)
- iii) MHT-CET 2017 Score Card
- iv) JEE –Main 2017 Score Card
- v) School/College Leaving Certificate from the Institution, which the candidate has passed the qualifying examination.
- iv) Domicile Certificate/Nationality Certificate as applicable (Nationality Certificate is mandatory if the student's Nationality is not mentioned in his/her Leaving Certificate).
- v) Eligibility Certificate from the University of Mumbai (in case of candidates who have passed the qualifying examination from outside Maharashtra - CBSE, ICSE, Diploma

holders, OMS Candidates) –**After taking admission only students needs to apply to the University of Mumbai through the Institute.**

vi) Migration Certificate from the Board (in case of candidates who have passed the qualifying examination from outside Maharashtra - CBSE, ICSE, Diploma holders, Outside Maharashtra Candidates).

vii) Minority Status declaration as prescribed in the admission brochure of Admission Regulating Authority/Directorate of Technical Education, Mumbai in case of students belonging to the South Indian Linguistic Minority.

viii) Gap Certificate (in case of a student passing the qualifying examination before 2017)

ix) Caste category/ physically handicapped/ Defense Quota/ J & K Quota/ TFWS Category - Certificates as applicable.(These certificates are applicable to the students those who are securing admission through CAP)

x) General Physical Fitness certificate from a Registered Medical Practitioner

**Note: Please do not attach Original Certificates and the certificates, which are not asked for. Incomplete forms will not be accepted. However, the original documents are to be submitted at the time of securing admission.**

**13.** Mandatory institute information is available on the college website [www.siesgst.edu.in](http://www.siesgst.edu.in)

***Any form of Ragging is strictly forbidden in and around the campus and is an offence punishable under the Prohibition of Ragging Act 1997 and the rules made there under***



## **B.Regulations for Prevention and Prohibition of Ragging**

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16- 05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by SIES Graduate School of Technology. The regulations are as under:

### **1. Short title and commencement:**

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

### **2. Objectives:**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05- 2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

### 3. Definitions:

- (a) “Act” means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) “Technical Institution” means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) ‘University’ means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4. What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary

course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

#### **5. Measures for prevention of ragging:**

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt./Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
7. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
8. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher in the Institution and extend necessary help.
9. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'fresher's in order to prepare them for the

life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.

10. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
11. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
12. The information booklet mentioned above shall also tell the fresher about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
13. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
14. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.

15. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
16. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
17. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable ces. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
18. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
19. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
20. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

**6. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:**

- a) Anti-ragging Committee: Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti- ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents,

representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

- b)** It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti- Ragging Squad in prevention of ragging in the institution.
- c)** Anti-Ragging Squad: Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that

the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d)** It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids, anywhere in the campus, especially, places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e)** It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- f)** Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring

Cell consisting of students volunteering to be Mentors for freshers, 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 freshers and one Mentor of a higher level for six Mentors of the lower level.

- g)** Monitoring Cell on Ragging: The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h)** The Monitoring Cell shall coordinate with the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i)** The Monitoring Cell shall also review the efforts made by institutions to publicize anti- ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

**7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.**

- 1. The Head of the Institution along with other administrative authorities should



take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

**8. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (viii) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (X) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
  - ii. In case of an order of a University, to its Chancellor.
  - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

**9. Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:**

1. Role of the concerned technical institutions, Universities including Deemed to be

Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.

2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;
  - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
  - ii. Withholding any grant allocated.
  - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
  - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
  - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.
5. As regards the Universities including Deemed to be Universities imparting

technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt.

/UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council

### **C. Regulations for Prevention of Sexual Harassment of Women At Workplace**

#### **1. Preamble**

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The Act provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

The guidelines explicitly state the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.”

Educational institutions are also bound by the Supreme Court’s directive and the Act. S.I.E.S Graduate School of Technology, Nerul, Navi-Mumbai is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender.

Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act SIESGST has constituted Women Development Cell (WDC) and Internal Complaint Committee (ICC) to Prevent Sexual Harassment of Women at the Workplace. The following policy has been made keeping in mind the above facts.

#### **Women Development Cell (WDC)**

The objectives of Women Development Cell are as follows:

To prevent sexual harassment at workplace and to promote general wellbeing of female students, teaching and non-teaching women staff of SIES Graduate

School of Technology.

- To become a resource centre for women and provide a forum for exchange of ideas.
- To employ safety and security measures for female employees and girl students at college campus.
- To enhance self esteem and self confidence of women, students and staff of the institute.

Women Development Cell at the SIES Graduate School of technology undertakes various initiatives to promote healthy and comfortable existence of the female staff members as well as students of the institute. Awareness sessions and Seminars on important subjects such as, Different laws against Sexual Harassment in Workplace, Woman Empowerment, Legal Formalities and Laws related to girls etc. are frequently organized by WDC. The WDC collaborates with and invites eminent scholars, activists and experts from various fields to interact with the women and girls of SIES GST in order to create awareness as well as safeguard the interest of the female members of the institute.

## **2. Internal Complaint Committee**

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

## **3. What is Sexual Harassment?**

After the Supreme Court judgment on the landmark case of Vishaka Vs. State of Rajasthan and others in 1997, sexual harassment was legally defined as an unwelcome sexual gesture or behavior whether directly or indirectly as

- Sexually colored remarks
- Physical contact and advances
- Showing pornography
- A demand or request for sexual favors
- Any other unwelcome physical, verbal/non-verbal conduct being sexual in nature
- Unsolicited telephone calls / e-mails with the intention of sexual harassment.

If the following circumstances exist in relation to any behavior, that is, if any act is done under the following circumstances that would also count as sexual harassment:

- Implied or explicit promise of preferential treatment in employment / awarding marks
- Implied or explicit threat of detrimental treatment in employment / awarding marks
- Implied or explicit threat about her present or future employment status
- Interferes with work studies or creates an intimidating/hostile/offensive work/studies environment
- Humiliating treatment likely to affect her health and safety
- Creating a hostile work environment

Basically it is any unwelcome words or actions of sexual nature.

The critical factor in sexual harassment is the ‘un-welcomeness’ of the behavior, thereby making the impact of such actions on the recipient more relevant for consideration rather than the intent of the perpetrator. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity.

#### **Examples:**

- Denial of payment or official approval in the absence of sexual favors
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Colored jokes shared in the office that make others present feel uncomfortable.
- 

#### **4. Functioning of the Committee:**

1. The Complaint Mechanism Procedure to File/report a complaint:

- An aggrieved woman can file a complaint within one month of the incident (or later if allowed by the committee).
  - At first instance, the committee shall recommend appropriate psychological and emotional support/assistance.
  - The complainant will have to submit a written and signed complaint addressed to the Convener or any member of the Committee.
  - The identity of the aggrieved woman, respondent, witnesses as well as other details of the complaint will be kept confidential, cannot be published or disclosed to the public/.media.
2. Follow up of the complaint:
- The convener will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
  - The members of the committee will discuss the complaint.
  - The committee shall look into the truth of the allegations contained in the complaint.
  - If the case falls outside the purview of the committee, the complainant will be informed about the same by the appropriate authority.
  - If the case comes under purview of the committee, an enquiry committee will be set up.
  - A three member enquiry/fact finding committee will be set up comprising of two female members and one male member of the committee.
  - The enquiry committee shall have the power to summon witnesses and call for required information from any person of ADCET.
  - Documents / information to be retained by the committee.
  - The enquiry has to be completed within time period of 90 days.
3. Submission of report:
- The enquiry committee will submit a report to WGRC committee and recommend the nature of action/penalties to be taken against person found guilty at the earliest by the appropriate authority.
  - As the case may be, they (Management) are mandated to take action on the report within 60 days.
  - The Act provides the option of a settlement between the aggrieved woman and the responded through conciliation but only on the request of the

woman. However, money compensation cannot be a basis for the settlement.

- In case of malicious complaints or false evidence, the committee may take action against the woman/person. However, simply not being able to prove an allegation will not mean that it is a false/malicious complaint.

## **D. Academic Rules and Regulations**

### **1. Introduction:**

The South Indian Education Society (SIES) established in 1932 at Matunga, Mumbai is a pioneer in the field of education, and has carved a niche as a provider of quality value-based education from Nursery to Doctoral level in a wide variety of fields.

The South Indian Education Society's Graduate School of Technology, governed by the South Indian Education Society was established in 2002. One of the premier Engineering institutes, imparting quality based technical education, SIES Graduate School of Technology is approved by the AICTE and DTE for conduction of various courses for the Bachelor's Degree in Engineering and is affiliated to University of Mumbai. Located amidst the educational hub of Nerul, Navi Mumbai, the institute offers Bachelor of Engineering degree in Mechanical Engineering, Electronics & Telecommunication, Computer Engineering, Information Technology, Printing & Packaging Technology and Bio-Technology.

The institute offers a unique combination of academic and professional studies with an ethical perspective. The faculty members, a blend of experienced and young professionals, contribute immensely towards the idyllic and efficient administration. Various courses offered at the institute, are regularly updated through industry-academia interaction and research & development.

Some Salient features of the institute developed over a period are given below:

- State of the art laboratories and infrastructure.
  - State of the art central library.
  - Our student to faculty ratio is as per AICTE norms. We have attracted some of the best faculty with a passion to learn and teach.
  - From the inception of the institute the institute has the history of producing rankers in the university examination



- The placement of the students is increasing year by year with more “A” Grade companies visiting the campus.
- Various MOU’s are signed by the institute with industries
- Implementation of outcome based (OBE) teaching method
- Number of student chapters for their overall development.

SIES Graduate School of Technology is committed to offer excellent engineering education to prepare the graduates with domain knowledge, requisite skills and right attitude. The educational objectives aim to prepare engineering graduates capable of addressing many issues related with the respective Programme, both in the local and global context, and providing optimal engineering solutions with concern to economics, environment and ethics. Each stake holder of the institute is committed to prepare the students who will develop their expertise in their specialization within three to four years of experience of working in the field and will have concern to many social and contemporary issues. The lifelong learning and self study attitude developed during graduation studies will help them to upgrade technically and adapt to the changes constantly occurring in their field of specialization.

The College’s Academic Program Rules and Regulations are governed by the University of Mumbai. The Internal Quality Assurance Cell continuously monitors programs and, on the basis of our Total Quality Assurance processes, makes appropriate improvements as required. The committee also sets a definite time schedule for various academic activities. Various committees exist at department and institute level to improve specific programs and to monitor the successful academic progress of students

## **2. Programmes Offered:**

<b>UG Programs (B. E.) offered by the institute</b>				
<b>Sr. No</b>	<b>Branch</b>	<b>Degree</b>	<b>Branch Code</b>	<b>Intake</b>
1.	Electronics and Telecommunication Engineering	B. E. (Electronics and Telecommunication Engineering)	EXTC	120
2.	Computer Engineering	B. E. (Computer Engineering)	CE	90
3.	Information technology	B.E. (Information technology)	IT	60
4.	Printing & Packaging Technology	B.E. (Printing & Packaging Technology)	PPT	60
5.	Mechanical Engineering	B. E. (Mechanical Engineering)	ME	60

### **3. General Curriculum Information:**

Every branch has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. University of Mumbai provides a syllabus for each course of each program. The purpose of a curriculum is to ensure that all graduates gain an in-depth understanding of the methods employed and the current state of knowledge in a major field of study. The duration of an Engineering Program is four academic years with two semesters in a year. Total duration of each semester is generally of 20 weeks. The University of Mumbai curriculum structure consists of Lecture, Practical, Tutorials, Assignment and Drawing in the Teaching scheme and the assessment scheme consists of a Theory Paper and Term work in order to demonstrate that Program Educational Objectives and Course Outcomes have been achieved. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and is uploaded on the college website [www.siesgst.edu.in](http://www.siesgst.edu.in).

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student. Evaluation will also be based on assessing core skills, professional skills and communication skills gained by the student.

U. G. Program consists of courses in Humanities and Applied Sciences (H&AS),

Professional Core (PC) and Professional Elective (PE), Open Elective (OE), Project work and Dissertation. The sequences of studies consist of broadly four stages.

The first stage involves introduction to courses in Humanities & Applied Sciences. This shall be common to all UG programs.

The second stage involves the study of engineering courses that emphasize a broad based knowledge in interdisciplinary areas which enables a student to appreciate the links between basic science, engineering science, technology and humanities.

In the third stage, a student is exposed to courses in the chosen branch of Engineering which dwell on the principles governing design and which develop in them the ability for physical and analytical modeling, design and development.

During the fourth stage, a student studies problems of integrated design with an awareness of size, performance, optimization and cost. The student works for his/her final year project in a small group under the supervision of the faculty member/instructor assigned to the group.

A student is also introduced to the social and economic objectives of the era and to the interaction between man, machine and nature. This is achieved through courses in humanities & social sciences, through practical training, fieldwork, industrial visits, seminars etc.

### **Seminar**

Seminar is a course requirement, wherein under the guidance of a faculty advisor, a student is expected to do in-depth study in a specialized area by carrying out a literature survey, understanding different aspects related to that area, preparing a status report based on the topic chosen. For a seminar course, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study the concepts, techniques & prevailing results, analyze those, prepare a seminar report on all these aspects. It shall be mandatory to give a seminar presentation before a panel constituted for this purpose. The grading shall be done on the basis of the depth of the work done, understanding of the problem, technical quality of the report prepared and presentation given by the student.

### **Project/Mini Project:**

Project/Mini project is a course requirement, wherein under the guidance of a faculty advisor, a final year student is required to do some innovative/contributory/developmental work with application of knowledge earned while undergoing various theory and

laboratory courses in his/her course of study. A student has to exhibit both analytical and practical skills through the project work.

A student has to carry out project under the guidance of a faculty advisor from the same discipline unless specifically permitted by the Department Academic Committees (DACs) of the concerned departments in case of interdisciplinary projects or DAC of the parent department in case of industry sponsored projects.

The B. E. project shall be done in the final year and is divided into two stages. Normally the first stage shall be carried out in Semester-VII while the second stage shall be carried out in

Semester-VIII. The quantum of work expected to be carried out by a student in each phase shall be in accordance with assessment criteria mentioned in the assessment section.

#### **4. General Assessment Information**

Assessment includes direct evidence of student learning from different sources such as assignments from individual courses, tests, student's seminars and projects. All contribute to program assessment. The best evidence from learning comes from direct observation of student work. The assessment may answer question like:

1. Is the student learning as expected?
2. Has the student's work improved over the semester?
3. How well has the student achieved learning outcomes set for the course?
4. What are the student's strengths and weaknesses?
5. Are the assignments helping students achieve the expected level of knowledge or skills?

#### **Assessment of Tests**

1. The continuous assessment of the student is done through Internal Tests 1 & 2 and / or term work and / or oral and / or practical and / or project assessment and / or semester examination through examination cell as per University guidelines.
2. Internal Tests 1 & 2 (question papers, timetable, evaluation and results are prepared within the college) are conducted in each semester and result is conveyed to the parents.
3. Exam forms for First year (Sem-I and Sem-II) and Final year (Sem-VII and Sem-VIII) are submitted to the university. Exam forms for the Second year (Sem-III and Sem-IV) and Third year (Sem-V and sem-VI) are retained by the college and seat numbers are allotted to the students semester-wise and branch-wise.
4. Hall tickets of the First and Final year (Sem-I, II, VII, VIII) are issued to the students by the University through Exam Cell and hall tickets of the Second and Third year (Sem-III, IV, V, VI) are issued by exam cell.

5. Timetable for conducting the examination for all years / semesters is declared by the University (excluding internal tests 1 & 2 which are done by college) and displayed on the college notice board.
6. Examinations are conducted as per the University guidelines.
7. Appointments of examiners/ moderators for the term work, oral, practical and theory for Second and Third year for each subject are done by the Principal as per University guidelines through exam cell.
8. Appointments of internal examiners for the term work, oral and practical for First and Final year for each subject are done by the Principal as per the University guidelines. Appointments of external examiner are done by the University.
9. The University collects answer sheets for the First and Final year. The answer sheets for Second and Third year are retained by the college.
10. The assessment of answer sheets is done through College CAP (for Sem- III, IV, V, VI).  
The assessment of the answer sheets for Sem-I, II, VII, VIII is handled by the University.
11. Results preparation for the Second and Third year (Sem-III, IV, V, VI) is done by Exam Cell in the college and the result is declared after getting the University approval. After declaration of result, aggrieved students apply for photocopy of answer-sheet and for redressal of grievances within specified period. Revaluation is done through exam cell as per University guidelines and revaluation result is declared after getting University approval.
12. Results for First and Final year (Sem-I, II, VII, VIII) are prepared and declared by the University & aggrieved students apply for photocopy of answer-sheet and for redressal of grievances within specified period through college exam cell.
13. Individual Mark sheets of students for Sem-III, IV V and VI are prepared and issued by the college.
14. Individual Mark sheets for Sem-I, II, VII and VIII are prepared and issued by the University through Exam Cell.
15. The results of the students are analyzed and the consolidated report is sent to the Managing Council of the SIES and the output of the results is used as the input for SIES and SIES GST objectives.

### **Assessment of Project/Seminar/Mini-Project**

Every student has to undertake seminar, mini-project, project of professional nature and interest at various levels of study. The topic of seminar or work related with mini-

project/project may be related to theoretical analysis, an experimental investigation, a prototype design, new concept, analysis of data, fabrication and setup of new equipment etc.

The student shall be evaluated for his/her seminar or mini-project/project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.

1. The Seminar/Project report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester.
2. The seminar report and the presentation of seminar shall be evaluated by three departmental faculty members (decided by PEC).
3. The mini-project shall be evaluated jointly by External Examiner and Internal Examiner as per the guide lines of University of Mumbai.
4. The assessment of B. E project work shall be carried out in three semesters as shown below:

<b>Sr.No</b>	<b>Activity</b>	<b>Due Date / Semester</b>
1	Project Group formation	By February last week / Sem - VI
2	Identification of Project	By March last week/ Sem – VI
3	Recommendation letter from college for out-house project.	By April – May / Sem – VI
4	Confirmation from industry for out-house project	By First week of July / Sem - VII
5	Allotment of projects & guides	By First week of july / Sem - VII
6	Weekly project reports to Internal guide and HOD	Between July and November / Sem – VII
7	Presentation by each group on Project A and marks allotment.	By November last week / Sem - VII
8	Weekly project reports to Internal guide and HOD	Between January and May 2010 / Sem – VIII
9	Project Completion & Presentation (Project B) and marks allotment.	By May last week / Sem – VIII

## 5. Discipline & Conduct

1. Every student shall maintain discipline and decorous behavior both inside and outside the campus with faculty and friends and will not involve in any activity, which shall tend to bring down the prestige of the institute.
2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in the Academic Council meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
3. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.
4. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.
5. The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
6. Admission to FE and Direct SE Engineering shall be carried out as per the Rules and Regulations of Department of Technical Education (DTE) Government of Maharashtra.
7. If a student is found guilty of malpractice in examinations then s/he shall be punished as per the recommendations of the Flying Squad constituted by Controller of Examinations, University of Mumbai. The maximum punishment may be expulsion from the institute.
8. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at SIES Graduate School of Technology. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action
9. Mobile phones are strictly banned in the campus. Mobile phones must be switched off before entering the premise. If any student is found using mobile phones within the institute premise, s/he will be liable to necessary action.
10. The student has to submit an undertaking regarding the conduct and discipline in the institute before the start of every semester. They are liable for necessary action for misbehavior in department/institute activities.
11. All students must handle Laboratory Equipment, Machines and Computers in the

institute with proper safety and care.

12. All students must use all internet facilities ethically.
13. The institute follows code of ethics against malpractices and plagiarism, in any form, in the project/research work, submitted by the students. Any amount of plagiarism or malpractice will be dealt with strict disciplinary action against the student.
14. The library facilities shall be properly used. All students must adhere to the rules and regulations of the Library.
15. Student once admitted in the institute shall follow instructions issued from time to time, shall adhere to the code of conduct and display ethical behaviour within the campus.

#### **6. Attendance Requirements**

1. Attendance shall be monitored on regular basis during theory and laboratory hours and conveyed to parents at the end of every month. The cumulative record of attendance will be maintained by class monitors.
2. Disciplinary action may be taken against students who come late to classes.
3. No student is permitted to remain absent without prior permission of the authorities.
4. As per the norms prescribed by the University of Mumbai, students having attendance less than 75% are liable to be declared as 'Defaulters'.
5. The list of the students having attendance less than 75% at the end of first month will be displayed on the notice board up to 5<sup>th</sup> day of the following month and the same will be intimated to their parents. Such students will be called for counseling by their respective HoD.
6. The list of the students having cumulative attendance (1st and 2nd month) less than 75% at the end of second month, will be submitted to the respective HoD's up to 5<sup>th</sup> day of the 3rd month and the same will be intimated to their parents. Such students along with their parents will be called for counseling by the Principal.
7. The list of the students having cumulative attendance (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> month) less than 75% in the 3<sup>rd</sup> month will be submitted to the Principal up to 5<sup>th</sup> day of the last academic month and the same will be intimated to their parents. Such students will be declared as 'Defaulters'. In such cases, the decision of Principal will be final.
8. Attendance in Co curricular and Extra Curricular activities of the Institute and Department is compulsory.
9. It is required to take prior permission to attend Co curricular and Extra Curricular activities outside SIES GST from the competent authority (HoD).



## 7. Student Support Services

### **Student Life Skills Development Program**

On joining the institute, a student or a group of 15 students shall be assigned to a Faculty Mentor who shall be mentor for a student throughout his/her tenure in the institute. A student shall be expected to consult their Mentor on any matter relating to his/her academic performance and the courses he/she may take in various semesters. The Mentor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a Faculty Mentor is to:

1. Act as a guide about the rules and regulations governing the courses of study for a particular degree.
2. Help individual students plan their academic programs in ways that are consistent with their career objectives.
3. Pay special attention to weak students.
4. Guide and liaison with parents of students for their performances.
5. Arrange of makeup and learning-for-success classes.

### **Students at-Risk**

A student with poor academic performance should continuously seek help from his/her Mentor, and Head of the Department (HoD). Additionally the Mentor or HoD must keep in constant touch with his/her parents/local guardians to keep them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in the mid-semester examinations and class tests and also update parents about his/her attendance. It is expected that parents/guardians too keep in constant touch with the concerned Mentor. Learning-for-Success classes shall be organized through the Head of the Department for students who are academically at-risk

### **Academic Awards**

The institute has implemented the academic awards scheme to encourage students to perform better in examinations. The scheme details are given below: