

**Pune Vidyarthi Griha's
College of Engineering and
Technology,
Pune-411 009**

**Administrative and Academic
Process Manual**

Administrative Process Manual

Authorities of Principal

1. Assign duties, authorities and responsibilities to Deans, Head of the Departments, Teaching Staff, Administrative Office Staff and Supporting Staff.
2. Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various Recurring & Non-recurring expenditure.
3. Preparation of short term (1-2 years) budget. Decide the allocation of funds for budgeted expenditure among different heads.
4. Take measures to enhance the academic standards of the institute.
5. To supervise, guide, monitor, co-ordinate and control various functions of the administrative office of the college.
6. To supervise and control accounting procedures, preparation of budgets, balance sheets, audited statements etc.

Responsibilities of Principal

1. To decide Vision and Mission of the institute.
2. To prepare a development plan of the institute in accordance with the Vision, Mission, goals & objectives.
3. To decide long-term, short-term goals, objectives, plans of the institute in consultation and guidance with the Management, Governing Body.
4. Identify and plan for the source of finance, financial provisions, preparation of budgets.
5. To execute recruitment process of teaching and non teaching staff in consultation with the management.
6. Comply with the requirements of the University, DTE, State Government, AICTE rules, regulations & norms.
7. Interact with University and participate in all related matters, requirements, procedures, correspondence & records.
8. Interact with other institutes, research organizations, industries etc., for developmental work/activities.
9. Prepare and submit proposals to AICTE for financial Assistance Schemes, additional courses and variation in intake.
10. Interact with society, social organizations for developmental collaborative projects, activities.
11. Plan, Direct, Monitor & Control the overall activities, duties of the Deans, HODs, Section In-charges, Staff.
12. Supervise, monitor & control routine administration of the college.
13. Supervise, Guide, Train, Motivate and Control the teaching and supporting staff

14. Plan, monitor and control the overall staff welfare.
15. Guide, Monitor & control the student's academic, curricular, co-curricular, extra-curricular activities enabling their overall professional development.
16. To act and support activities so as to have excellent academic results & students' performance.
17. To act and support activities so as to have maximum placement of students in reputed industries, organizations.
18. To encourage students for higher studies.
19. Interact with parents as and when required
20. To set mechanism for students' welfare
21. Holding meetings of all stake holders
22. Liaison with the office of the Pune Vidyarthi Griha Trust related to college administrative work.
23. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund etc.
24. Submission and follow up of the various reports to the competent authorities.
25. To execute the admission process as per norms, rules & regulations.
26. Liaison with various academic departments, sections such as Library, T & P, Hostels etc.

Authorities of Registrar

1. To regulate the work and conduct of the staff in accordance with the Act, Statute, Ordinance, Rules and Regulations.
2. To assess and evaluate the performance of non-teaching staff and sections. Take required measures to regularize and improve the working of the college.
3. The Registrar shall be the custodian of the records, the common seal and other such property of the college as the Principal may commit to his charge.
4. To issue warning, reprimands, memos to the non-teaching employees subject to approval of the Principal.
5. The Registrar shall exercise such other power and perform duties that are prescribed by the Principal and Management time to time.

Responsibilities of Registrar

1. To deal with all statutory bodies like AICTE, DTE, University etc.
2. To watch over the work of college affiliation, approval work, staff recognition and follow the procedure of appointment.

3. To maintain the enquiry service for students, staff and also for visitors to the college regarding courses being conducted, examination and admission rules and such other allied matters of important nature.
4. To bring to the notice to the Principal any of the staff or the student, if prejudicial to the college and/or is not in the interest of the college.
5. To deal with all other service matters of staff including leave and maintain service records of all staff such as service books, personal file etc.
6. To issue all routine certificates to all staff other than experience certificate.
7. To issue all routine certificates to students other than leaving certificate.
8. To watch Accounts, Audit, assessment work of Maintenance record and other Grants documents and to keep check on Accounts of the college.
9. To look after the examination work.

Responsibilities of Student Section In-charge

1. Processing of admission to respective years.
2. Preparation of provisional admission roll list.
3. Preparation of updated roll lists after declaration of University examination results.
4. Analysis such as year down (Y. D.) students and eligibility of earlier Y.D. students.
5. Preparation and issue of relevant certificates, Identity Cards.
6. Processing of forms and maintenance of records.
7. Display of notifications for information to the students, its follow-up.
8. Preparation and maintenance of records and files providing information in prescribed formats to University, DTE, AICTE, Admission Regulatory Authority and Fee Regulatory Authority and any other competent authorities as per requirement.
9. Liaison with Deans, HOD's, TPO, Librarian, Rectors, Wardens and providing timely information, data, records etc.
10. Handling queries of students and parents and providing necessary clarifications, help and support.
11. Co-ordinate correspondence with parents/students regarding attendance reports, performance reports, detention etc. in association with respective departments.
12. Issue of bank challans.
13. Record of payment of fees in Bank.
14. Confirmation with bank statements.
15. Maintenance of fee receipt records and necessary follow-up, notification for defaulters.
16. Maintenance and updating of admission registers.

Responsibilities of Scholarship Section In-charge

1. To distribute scholarship forms.
2. To submit scholarship forms to concerned authorities and keep track of the same.
3. To submit utilization report to concerned authorities.
4. To co-ordinate with various authorities for scholarship grievances.
5. To ensure transfer of scholarship to the individual student.
6. To maintain students scholarship records.
7. Any other duties assigned by the higher authority time to time.

Authorities of Accountant

1. To implement all financial transactions as per rules, Accounts code, statute, Ordinance and rules and regulations made in that behalf.
2. To monitor the financial activities of the college as per directions of the Principal.
3. To place the financial position of the college such as receipts, payments, Government grants and balance before management as well as the concerned committees as and when required.

Responsibilities of Accountant

1. To inform the financial position of the college to the Registrar, Principal and the Management whenever required or requested.
2. To Examine and ensure that the financial norms and code are followed by the section or the department
3. To prepare and present budget estimate with the requirements collected from all Head of Departments.
4. To Prepare the budget and income-expenditure statements, maintain all accounts and get them audited.
5. To scrutinize all bills of expenditure before recommendations for payment
6. To watch progress of the expenditure of fees, grants etc.
7. To ensure various payments made from the college funds are within budget provision and with the sanction of competent authorities.
8. To attend the correspondence with state, Central Govt, U.G.C. and other higher authorities with the assistance of the Assistant accountant.
9. Liaison with other offices such as Income Tax, Professional Tax, Provident Fund etc.
10. To prepare bank reconciliation statement, budget and final accounts of funds.
11. To ensure accuracy in bank reconciliation statement and budget final account assigned.

12. To ensure that non-revenue accounts appearing in particular account of fund are reconciled.
13. To attend to audit queries and to reply audit report to submit necessary statement of accounts.
14. For certain cases, take necessary steps in consultation with Principal, Management and Auditor
15. To attend other work assigned with the approval of the Principal.

Responsibilities of Jr. Accountant

1. To maintain the various books of accounts.
2. To monitor the consumption of budget.
3. To prepare trial balance reports.
4. To support for conduction of internal audits.
5. To submit all types of statutory returns to various statutory authorities.
6. Any other duties assigned by the higher authority time to time.

Responsibilities of Cashier

1. To prepare payment statement of all employees and accordingly proceed for further transaction after getting verified from Accountant, Registrar and Principal.
2. To attend queries and all matters regarding Income Tax, Professional Tax, Provident Fund, Gratuity, Insurance etc.
3. To maintain books of accounts payment registers, advances etc.
4. To prepare periodic accounts of funds.
5. To attend routine correspondence with bank and other Departments.
6. To attend the matters pertaining to deductions of Income Tax, Professional Tax, L.I.C. etc.
7. To supervise the work of accounts clerk and to pass the bill for payment as per relevant rules.
8. To attend to such other works as may be assigned with the approval of the Accountant, Registrar and Principal.

Responsibilities of Jr. Clerk Accounts

1. To prepare weekly statements.
2. To prepare bills for payments.
3. To ensure filling of vouchers and papers.
4. To write various books such as ledger, Salary register, Income Tax registers etc
5. To attend the other work as may be assigned by Accountant, Registrar, Principal.

Responsibilities of Establishment In-charge

1. To prepare and regularly update Teaching and Nonteaching staff lists in prescribed formats.
2. Follow up and maintenance of records of new recruitments / appointments.
3. Preparation, maintenance and verification of staff attendance registers before release of monthly salary.
4. Processing of regular increments, internal promotions, transfer if any.
5. Maintenance and updating of service books.
6. Maintenance and updating personal files of each employee.
7. Providing relevant information / data for preparation of various mandatory reports to be submitted to competent authorities.
8. Processing for re-appointments, new appointments.
9. To undertake the process of relieving of employees appointed on ad-hoc / temporary basis from services by the end of the term.
10. Preparation of Roasters, its approval from University.
11. Preparation of Advertisement for staff selection, handling selection process as per norms. Issue of appointment orders, Record of joining reports etc.
12. Handling relevant queries of employees and providing necessary clarification and support.
13. Liaison with Deans, HOD's and Section In-charge in respect of teaching and non-teaching staff matters and records.
14. Maintain necessary records such as disciplinary matters, confidential information if any.
15. To create and maintain healthy work environment among employees through effective communication and follow-up of systematic procedures.

Authorities of Department Purchase In-charge

1. Initiate, coordinate and execute proper purchase procedure as per norms.

Responsibilities of Department Purchase In-charge

1. Receiving department requirements for equipments, tools, spares and consumables, raw material etc. Obtain administrative approval for necessary purchases based on budget provisions.
2. Invite quotations.
3. Receive and open quotations.
4. Prepare comparative statements.

5. Arrange meeting of purchase committee in consultation with higher authorities.
6. Prepare minutes of meeting of purchase committee meeting and seek approval for placing purchase order.
7. After approval, prepare and issue purchase order in consultation with respective Head of department, Principal and the Director.
8. Maintain proper documentation of all purchases.
9. Periodically verify and check departmental Dead Stock registers.

Responsibilities of Telephone Operator

1. To manage the incoming and outgoing calls of college.
2. To guide the visitors to the concerned person.
3. To receive and send documents by Fax as instructed by competent authorities.
4. To take follow-up of EPABX issues.

Responsibilities of Inward-Outward section

1. To receive internal letters from Departments, Sections, Office, Trust office etc. and make necessary entries in Inward Register and put up for processing.
2. Receive external letters from outside agencies, parties, offices. Make necessary entries in internal register and put up for further processing.
3. Similarly, process for outward documents (internal as well as external) with proper entries and records.
4. Maintaining and regularly updating of files for systematic records. Develop and operate proper filing and record system for easy, efficient retrieval of documents whenever needed.
5. Arrange for availability of necessary postage and other essential items to avoid delay.

Academic Process Manual

Authorities of Dean Academics

1. The Dean Academics will act in consultation with Principal for overall academic development of the college.
2. Review and approval of the academic / event calendars.
3. Review and approve the time tables of various departments
4. Review and approval of faculty requirements for the program.
5. To coordinate with Principal, Deans, Head of Departments, Academic Coordinators, Faculties, Students, Parents for appropriate information and activities.
6. Recommend the disciplinary actions for faculty, staff and students to Principal.
7. Review the academic process by supervising attendance of lectures, verification of files, student interaction, and faculty interaction.

Responsibilities of Dean Academics

1. To assist the Principal in design, development and implementation of institutional academic philosophy and policies.
2. Design and suggest the academic calendar for UG and PG programs.
3. Propose, Design and suggest the activities for the improvement in teaching-learning process, academic strategy and systems.
4. Support, ensure the Standardization of academic processes.
5. Perform monitoring of academic discipline such as students reporting, conduction of classes and laboratories.
6. Monitoring of the execution of teaching-learning process through review of student attendance, syllabus coverage, tutorial and assignments, practical etc.
7. Perform the monitoring and assessment of performance of Faculty, Staff and students and counsel them for improvement of academic process
8. Ensure the quality of course content delivery through surprise visits to classes and laboratories.
9. Perform analysis of student Performance-Internal and University exams and present to Principal and Management.
10. Ensure proper utilization of academic infrastructure and other academic support units.

11. Create awareness and support faculty and staff for the implementation of academic policies.
12. Organize the academic review meeting for monitoring the progress.
13. To motivate staff and the students towards the achievement of excellence in academic process.
14. Organize the faculty development programs to develop the faculty and staff in state of the art teaching-learning methodologies.
15. To supervise the inter-institute collaborative UG/PG/Doctoral programme in consultation with concerned stake holders.

Authorities of Dean-Industry Institute Interactions:

1. To facilitate interaction between various departments and associated industries.
2. To facilitate the exposure of industrial environment to engineering college students by arranging experts' lectures, providing internship facility and subsequent placement in industries across the country.
3. To prepare engineering students for jobs in multinational companies, by exposing them to latest technologies and engineering methodologies.
4. To provide significant efforts for bridging the gap between industry and the academic institute.

Responsibilities of Dean- Industry-Institute Interactions:

1. To establish industry-institute partnership /interaction cell.
2. Considering requirements of various departments, organize technical workshops, conferences and symposia with joint participation of the faculty and industries.
3. To coordinate lectures of experts invited from industries.
4. To invite experts from industries for curriculum development of various programs during syllabus revision workshop organized in college through Savitribai Phule Pune University.
5. To facilitate faculty members of various departments for industrial visits.
6. To encourage teaching and supporting staff to undertake professional consultancy and testing activities for various industries and organizations.
7. To facilitate for the joint research programmes and field studies by faculty and experts from industries.
8. To develop a platform for organizing visits of faculty to industries for studies in relevant field and discussions or delivering lectures on subjects of mutual interest.
9. To coordinate the visits of industry executives and practicing engineers to the institute for showcasing the quality of research work carried out by faculty members and infrastructure available in laboratories. To arrange discussion meetings and delivering lectures on industrial practices, trends and experiences.

10. To promote the process of signing Memorandum of Understanding (MoU) between the institute and industries.

11. To provide a platform for human resource development programme by the faculty for practicing engineers/professionals.

12. To increase the liaison with industries for getting sponsorships for B.E. and M.E. projects/dissertation work in industries under joint guidance of faculty members and experts from industries.

13. To facilitate for getting technical support of practicing engineers for the successful completion of project work for M.E./Ph.D. programs

14. To search the possibility of short-term assignment to faculty members in industries.

15. To invite industry experts as visiting faculty for audit courses, open electives etc.

16. To initiate the activity for 'Professorial Chairs' sponsored by industries at the institute.

17. To keep good liaison with industries for the development of Product Innovation Labs, Center of Excellence and R&D Laboratories sponsored by industries or Government organizations at the Institute.

18. To initiate activities related to scholarships/fellowships instituted by industries for students of various departments.

19. To put significant efforts for internship program.

Authorities of Dean (Research and Development)

1. To motivate faculty to write projects.
2. To monitor the effective utilization of funds of externally funded projects and related
3. financial matters.
4. To monitor and administer consultancy work in various departments of the college.
5. To maintain and update records of research projects.

Responsibilities of Dean (Research and Development)

Dean- Research and Development is working as the Head of the Research & Development Unit. The Dean R&D has full responsibility for project administration including-

- (i) Acceptance of sponsored research and consultancy projects from the sponsor.
- (ii) Recruitment, extension, assessment, termination and invoking disciplinary procedure against project staff and
- (iii) full financial power related to all projects covered under the R&D Regulations.

Other important responsibilities of Dean R &D are-

1. To formulate policy for sponsored research and consultancy projects.

2. To finalize all matters related to sponsored research and consultancy services in consultation with the Principal of college.
3. Selection of junior research fellow / senior research fellow /research associate as per guidelines provided by the sponsoring agency and with the approval of Dean R&D.
4. Any other relevant work assigned by the Principal of college related to research, development, consultancy and testing activity.

Important Terms:

Sponsored research project: Time and cost bound projects sponsored by the Government, public, private, national / international agencies and autonomous bodies. The project cost including cost towards contractual manpower, deputed manpower, equipment, consumables and supporting services of the Institute are borne by the sponsor.

Sponsor: The organization that sponsored the project to the Institute and gives necessary financial support for successful completion of the project in time.

Principal Investigator /Investigator in-charge (PI): A faculty member of PVG's College of Engineering and Technology, Pune with necessary expertise and competence to conduct a sponsored research / industrial consultancy work. Normally, the faculty member who submits the project proposal and discusses / negotiates it with the sponsor and is instrumental in getting the project is the Principal Investigator.

For administrative reasons, the Principal Investigator of some projects may be appointed by the Dean R&D in consultation with concerned Head of Department and the Principal of the college, if the original Principal Investigator leaves or his/her service are not available to the project for any other reason.

Co-Investigator: A faculty member co-opted by the Principal Investigator to work jointly with him. If the PI leaves the Institute or goes on leaves, a Co-Investigator assumes the power of the PI with the approval of the Dean R&D.

Consultancy Project: Time bound specific problem solving projects sponsored by funding agencies with payment of consultancy fee / honorarium to the investigator(s) in addition to all other expenses.

Individual R & D grant fellowship: Research and Development grants-in-aid offered to individual faculty, research fellows from the sponsors and executed using institute facilities with financial support from the granting agencies towards equipment, contingency, overhead, fellowship etc.

The PIs shall consider prevailing emoluments package, general qualifications and experience for staff while preparing project proposal. The selection procedure for the recruitment of project staff for each project will be constituted as follows:

- (a) The short listing of the applications of project staff is to be done by the PI and sent to Dean R&D for approval.

(b) Selection Committee for Project staff recruitment:

1. Director, PVG's COET, Pune-Chairman of the Committee
2. Principal -
3. Dean R&D
4. Head of concern department
5. Principal Investigator (PI)
 6. An expert from the college (to be nominated by the PI)
 7. An expert from a related discipline preferably –Faculty member from **other department** (to be nominated by the PI).

The Committee is to be approved by the Dean R&D. The Dean R&D shall fix, on the recommendations of the selection committee, the monthly consolidated emolument and the duration of the contractual appointment. The contract is to be renewed every year on recommendation of the PI. On completion of each year of service during the contract period, extension in tenure and suitable enhancement of monthly emoluments, if applicable may be considered by the Dean R&D on recommendations of the PI of the concerned project. Application may be made in the prescribed format for approval of the Dean.

In case of urgent requirement, on recommendation of the PI short term job contracts for 89 days may be considered by the Dean R&D.

PIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

Conduct Rules:

All project employees shall-

- a) Follow general code of conduct as approved by Dean R&D.
- b) Maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.

Dean R&D may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the Dean R&D.

Project employees may be allowed to register for ME/Ph.D programme if he / she fulfill all the requirements prescribed by the competent authority.

Finance and Accounts:

A separate book of accounts shall be maintained for each project.

R&D Unit shall be responsible for submission of statement of accounts as and when required by the sponsors. Audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.

In general, for sponsored research projects, 20% of the net project cost (after deducting cost for dead stock items and consumables, travel expenses, postages and other incidental expenses such as food, transport and accommodation charges to service engineers etc.)

shall be charged towards Institutional charges (overheads) for utilizing the infrastructural and other facilities of the Institute.

However, depending on the norms of the funding agency and project budget, variations can be allowed by the Dean R & D in consultation with the PI.

In the event, any project utilizes Institute's manpower and other supporting facilities beyond office hours, the expenses towards the same shall be charged to the respective project.

For this purpose, on the recommendations of the PI, the Dean R&D may approve suitable honorarium for the staff involved in the project. PIs shall arrange to maintain procurement-cum-purchase Registers and Stock / Asset Register. These shall be verified by Auditors and R&D Unit as and when required. All purchase proposals should get processed in line with the purchase procedures of PVG's College of Engineering and Technology, Pune. It shall be processed by the R&D Unit. Accounts for sponsored projects shall be maintained under five broad budget heads. These are:

- (i) Salary,
- (ii) Equipment,
- (iii) Contingency & Consumables,
- (iv) Travel and
- (v) Institutional Charges (Overhead).

Minor adjustment in approved budget heads may be permitted by the Dean R&D without violating the norms of funding agency significantly. Cash advance shall be drawn in the name of PI/ Co-PI of the project. All expenditures shall normally be made within the Proposed Date of Completion (PDC) of the project. Exception may be permitted with the consent of the sponsor.

PIs shall normally be allowed to draw another advance only after adjusting the previous one taken by them unless otherwise agreed by the Dean R&D. In the event of non-availability of fund in a project, excess expenditure (if any), due to unforeseen reasons, the sponsoring agency will be approached to sanction additional fund or to permit the expenditure from another project of the same sponsor.

TA and DA Rules: The Government of India TA & DA rules will be applicable to the PIs and project employees for all sponsored research / consultancy projects of PVG's College of Engineering and Technology, Pune. However, there could be some relaxation in the TA & DA rules for the PIs and project staff, subject to the availability of fund and with prior approval of the Dean R&D.

Duties and responsibilities of PI: Sponsored research and consultancy projects shall be undertaken only with the prior approval of the Dean R&D. All research project proposals are to be submitted to the R&D Unit for endorsement of the Dean R&D before onward transmission to the funding agency. In case of on-line submission, the PI needs to submit copy of the proposal to the R&D Unit for endorsement of the Dean R & D before on-line submission.

It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration. The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation. For effective control, periodic (or as and when required) expenditure details shall be made available to PIs by R&D Unit.

The PI shall maintain the details of equipment purchased, out of project funds separately for each project. He / She shall send a copy of it to Dean R&D for placing the same before the

Auditor for verification. The PIs shall be responsible for submission of periodical and / or final technical report(s) of the project work as may be required by the sponsoring agency. He / She shall also send a copy of the final technical report to Dean R&D for record.

The PI shall write to the sponsor for timely release of fund with a copy to the Dean R&D for follow up. R&D Unit will provide the un-audited /audited statement of accounts to PIs for forwarding the same to the sponsor. The PIs shall sanction / control the leaves due to the contractual employees working in their projects under intimation to R&D Unit.

Financial benefits to PI/Co-PI and the project staff:

Within the framework of a sponsored project, PIs shall be permitted to have consultancy fee / honorarium, if the sponsor so approves. The consultancy fee / honorarium thus received shall be shared between the PIs and the institute in the ratio approved by the institute. PIs shall be allowed to work full time during the vacation in the projects and get suitable honorarium as approved by the institute (in lieu of vacation) for such period, provided the funds under salary provided by the funding agency so permits. Depending on availability of funds under Travel head and with the approval of the DeanR&D, expenses (TA, DA, Registration Fee, etc.) for presenting papers in National and International Conferences in fields relevant to the project, shall be given to PIs/ Co-PIs from the project fund provided such visits are approved by the Dean.

On recommendations of PIs, contractual project staff and students working in projects may be permitted with approval of the Dean R&D to present papers in national Conferences with TA, DA and Registration Fee support provided the funds are available under Travel head of the project.

The PIs shall prepare project proposals keeping

- (i) the prevailing scholarship/ consolidated salary,
- (ii) General qualifications and experience for staff required,
- (iii) rules of the R&D in mind.

All such proposal requires approval by the Dean R&D.

Exception clause: These R&D Regulations shall normally be applicable to all research projects, consultancies, testing services, retainer ship, software marketing, technology transfer, intellectual property rights. Any exception / deviation to these rules may be considered by the Principal / Competent Authority for approval depending on the merits of the case.

Faculty development fund and department development fund:

A portion of the institutional overhead taken from the research and consultancy projects will be available to the PIs as Faculty Development Fund (FDF) and for the concern departments for procurement of equipment, instruments and other items useful for department. Decision in this regard is to be taken by concern Head of Department and this decision to be informed to Principal for further processing of such proposals.

- a) 10% of the Overhead charges (Rent) is to be kept under the Faculty Development Fund (FDF) for the Project Investigator (PI) and the Co-project Investigator (Co-PIs).
- b) The percent distribution among the PI and Co-PI(s) will be approved by the Dean on the recommendation of the PI.
- c) 15% of the overhead charges (Rent) is to be kept under the Department Development Fund (DDF).

- d) The PI/ Co-PI is allowed to use the FDF for procurement of Laptop, external hard disc and computer accessories etc. However all these items will be the property of PVG's College of Engineering and Technology, Pune and all these items be returned to concern Head of Department before getting relieved from service due to retirement or resignation from service. Appropriate record duly signed by PI, HoD and Principal be kept in concerned department.
- e) Besides the PI/ Co-PI may also meet the expenses of official foreign travel partially from this fund, if funds are inadequate and for other similar purposes.

Procurement Procedure: All the purchases related to sponsored projects should be made as per the approved purchase guidelines of PVG's College of Engineering and Technology, Pune. However, some deviation in the purchase rules of this college could be made, to make the R&D related purchases faster and flexible, with the approval of the competent authority (Director, PVG's COET, Pune).

Center of Excellence:

The Centers of Excellence funded by various funding agencies will operate as independent R&D Cells of PVG's COET, Pune. The Coordinator appointed by the competent authority for such center of excellence will have financial and academic administration responsibility as approved by the competent authority. However, financial management of these Centers will be the responsibility of the R&D Unit.

Dean (Quality Assurance Cell):

The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

Authorities of Dean (Quality Assurance Cell):

1. To maintain the momentum of quality consciousness in College.
2. To maintain an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders.

The IQAC Structure:

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a Coordinator (Dean-IQAC) who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned.

Composition of the IQAC:

The IQAC shall have the following composition:

- a) Principal - Chairperson
- b) Five senior teachers and one senior administrative official - Member
- c) Two external experts on Quality Management/ Industry/Local Community - Member

d) Dean / Coordinator (IQAC) – Member Secretary.

The members at b) and c) of the above shall be nominated by the Principal of the College in consultation with Head of various Department. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and action taken reports are to be documented with official signatures and maintained electronically in a retrievable format.

Responsibilities of Dean-IQAC:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

The IQAC shall have the following functions:

- (a) Development and application of quality benchmarks/parameters for various academic and administrative activities.
- (b) Facilitating the creation of a learner-centric environment conducive for quality education;
- (c) Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (d) Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- (e) Dissemination of information on various quality parameters of higher education;
- (f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (g) Documentation of the various programmes/activities of the College, leading to quality improvement;
- (h) Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- (i) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- (j) Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (NAAC, NBA) in the prescribed format;
- (k) Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- (l) Interaction with experts in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.
- (m) To follow up AQAR approved by the statutory bodies of the College for the follow up action for necessary quality enhancement measures.
- (n) Regularly submission of AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.
- (o) The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR. (Copy to Dean -III)

Dean-Quality Assurance Cell shall maintain records of-

1. Activities reflecting the goals and objectives of the college
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes (Audit course, open electives and similar programs)
5. Examination reforms implemented by Savitribai Phule Pune University.
6. Maintaining the record of candidates qualified: GATE/GMAT/GRE etc.
7. Initiative towards faculty development programme
8. Maintaining up to date record of total number of seminars/workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars pursuing PhD in various departments.
14. Maintaining up to date and correct record of citation index of faculty members and impact factor
15. Honours/Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/recognition under various programs of state and central government.
18. Record of community services
19. Up to date information about teachers newly recruited
20. Teaching – Non-teaching staff ratio
21. Improvements in the library services
22. New books/journals subscribed and their value
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback –
24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology up-gradation
29. Computer and internet access and training to teachers, non-teaching staff and students
30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff
40. Good practices of the institution
41. Linkages developed with National/ International, academic/research bodies

42. Action Taken Report on the AQAR of the previous year
43. Any other relevant information the institution wishes to add.

Authorities of Head of Department

1. Delegate responsibilities and load allocation to the faculty and staff for the proper conduction of academic process.
2. Review the performance of faculty and staff. Recommend suitable actions to the Principal.
3. Approve the academic requests of faculty and staff such as leaves, participation and organization of events, qualification improvement, requirement of resources etc.
4. Approve the leaves of faculty and staff in accordance to the guidelines of the institute.
5. Recommend the faculty and staff for various activities at institute level.
6. Approve the academic requests of students such as leaves, participation and organization of events, requirement of resources etc.
7. Review and approve the performance of students such as consideration of term work, marks given, detention of students etc.
8. Conduct inspection of conduction of classes / Laboratory in progress.
9. For most of the activities coordinate with Principal, Deans, Academic Coordinator, Faculty, Lab-in-charge, Module Coordinator, administrative staff, Technical Assistant, Lab. Assistant, Lab. Attendant, Peon, Students, and Parents appropriately.

Responsibilities of Head of Department

1. To support the Principal and Deans in implementation of institute processes and policies.
2. To appraise and consult Principal and Deans about the planning, functioning and performance of the academic processes.
3. To conduct meeting and ensure the design, development and implementation of vision, mission, goals, and outcomes.
4. To review and ensure the performance of students such as attendance, term work, detention, achievements.
5. To ensure the academic discipline through observation, review and monitoring activities.
6. To ensure the availability of academic support units such as library, computer center etc. for students and faculty.
7. To propose department budget and ensure the creation, utilization and maintenance of the department infrastructure.
8. To plan, execute and monitor the curricular, co-curricular and extracurricular activities within the department.
9. To propose the requirement of faculty and staff and conduct selection process in collaboration with ADMIN department.
10. To ensure the information generation and submission to the standardization and approving authorities like AICTE, DTE, NBA, NAAC, ISO etc.
11. Propose new academic programs and the expansion of the department.
12. To execute the entire academic process of department as per the academic calendar.
13. Ensure the execution of responsibilities assigned by the University / Institute from time to time.
14. Counsel students, faculty and staff for the improvement of academic process.

15. Coordinate with other stakeholders like parents, employers, research organizations, experts etc., to strengthen the academics of the program.

Authorities of Academic Coordinators

1. Call meeting of faculty and portfolio In-charge to ensure the academic process conformance.
2. Recommend and execute disciplinary action for students, faculty and staff in consultation of HOD and Dean Academics.
3. Approve and recombine the academic planning like calendar, time table, teaching plans, outcomes etc.
4. Propose and implement the academic policies in consultation with HOD and Dean Academics.
5. To co-ordinate all academic progress related activities in consultation with HOD, Dean Academics, Dean IQAC, Class Teachers, Faculty, Students, Portfolio In-charges, Parents.

Responsibilities of Academic Coordinator

1. Support HOD to execute academic processes for the program.
2. Appraise and consult Dean Academics about the academic planning, execution, monitoring and performance of academic process.
3. Ensure academic planning of the program such as calendar, load distribution, time table, teaching plans, faculty preparation & presentation, outcomes etc.
4. Perform student and faculty attendance and performance monitoring.
5. Organize review meeting for academic planning and performance evaluation.
6. Ensure the preparation of documents, files and reports supporting academic process.
7. Coordinate with the academic portfolio in-charge for academic process execution.
8. Ensure academic discipline by monitoring the reporting of students, faculty and deadlines.
9. Counsel students, faculty and staff for the improvement of academic process.

Authorities of Group Coordinator

1. Review preparation of faculty / Course coordinator to teach the course.
2. Review and approve the course outcomes, mapping of COs and POs, and activities. Rubrics for evaluation of course outcomes.
3. Ensure the course conduction and attainment of outcomes to target.
4. Take necessary measures to ensure quality of course contents and effective teaching.
5. To coordinate all course content planning and execution in consultation with HOD, Academic Coordinator, Course Coordinator, and Faculty.

Responsibilities of Group Coordinator

1. Gather the curriculum requirements for teaching courses.
2. Identify the faculty development needs for the curriculum in the subjects and plan and conduct such activities.
3. Conduct group meeting of course coordinators / Faculty teaching courses in subject group.
4. Ensure the preparation of lab requirements for the conduction of courses in the group.
5. Ensure the preparation of course outcome statements, targets, activities, assessment methods from course coordinator / faculty.
6. Guide the faculty members teaching courses in the group for the effective content delivery.
7. Present the module conduction activities to HOD and Dean Academics and review during the meeting as and when required.

Authorities of Course Coordinator

1. Ensure the preparation of course material considering course outcomes, mapping to COs and PO, activities, rubrics for evaluation of course outcomes.
2. Ensure the curriculum components for sufficiently addressing the course outcomes.
3. Ensure the course conduction and attainment of outcomes to target.
4. Take necessary measures to ensure quality of course contents and effective teaching.
5. To do all such activities in coordination with Group Coordinator, Faculty.

Responsibilities of Course Coordinator

1. Gather the curriculum requirements for teaching the courses and verify curriculum contents with curriculum.
2. Conduct course coordinator meeting with faculty teaching courses in group.
3. Identify the content beyond syllabus. Plan and execute teaching of these contents.
4. Prepare the course outcome statements, targets, activities, assessment methods etc.
5. Prepare the preparation of lab requirements for the conduction of courses in the module.
6. Guide the faculty members teaching course for the effective content delivery.
7. Present the course conduction activities to HOD and Dean Academics and review during meeting as and when required.

Authorities of Class Teachers

1. Initiate disciplinary actions for students in consultation with authorities.
2. Communicate to faculties regarding performance issue.
3. Report detention of students to the authorities.
4. To execute and support all the class related activities in coordination with HOD, Academic Coordinator, Faculty, Students, Parents.

Responsibilities of Class Teachers

1. To ensure preparation of student roll list, time tables and communicate to students and faculties.
2. To coordinate various academic and administrative duties as per the requirements of students section
3. To notify students and faculty about the changes or activities of class from time to time.
4. Monitor the execution of lecture / practical for reporting of student, faculties and take necessary actions to maintain academic discipline.
5. Monitor attendance and performance of students and take necessary actions in consultation with mentors and authorities.
6. Address student's request / suggestions / complaints in consultation with authorities.
7. Support the authorities in execution of academic processes and decision for class.
8. Take review reports as per the academic calendar and discuss this with authorities.

Authorities of Faculty

1. To find out academic requirements and submit to HOD.
2. To interact with staff and students regarding regular academics.
3. To be active in academics and consult HOD, Academic Coordinator, Group Coordinator, Course Coordinator, Class Teacher, Students, Portfolio In-charges for improvements and progress.

Responsibilities of Faculty

1. To ensure the effective content delivery through conduction of classroom and laboratory sessions.
2. To report to HOD and perform as per responsibilities assigned by the authority from time to time.

3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.
4. To prepare, get approved and maintain the records and files for assigned responsibilities.
5. To respond and perform University responsibilities assigned time to time
6. To motivate, plan, perform and monitor various activities for improvement of students.
7. To make alternative arrangement before proceeding on leave and inform the concerned authority.
8. To adhere to quality policies of the institute and work towards achievements of goal.
9. To work towards the research and development activities. through SIG (Special Interest Group) activities.

Role of Lab In-charge

1. Regular monitoring of maintenance of the laboratory with staff In-charge and HOD
2. Support Technical Assistant Lab Assistant and Lab Attendant for up to date maintenance of the laboratory.
3. To monitor the performance of practical as per time table.
4. Perform physical stock verification.

Responsibilities of Lab In-charge

1. To ensure the availability and proper functioning of equipments required for performance of practical in the laboratory.
2. To prepare and submit requirement of laboratory equipments and consumables to HOD.
3. Verify delivery dates for the items placed for purchase as per purchase order (P.O.)
4. Receive, verify and inspect material received as per specifications laid down in P.O.
5. Receive test reports from the department / section and process for payment to the suppliers with due entries in stock register.
6. Submit report for payment of bills to the suppliers.
7. To ensure maintenance of cleanliness of laboratory.
8. To ensure the routine maintenance and preventive maintenance of equipments.
9. To ensure availability of Laboratory manuals.
10. To ensure the proper maintenance of Dead Stock of laboratory.
11. Reporting of damages/breakages/thefts of equipments to HOD and ensuring subsequent recovery if decided.

Authorities of Technical Assistant / Laboratory Assistant

1. To plan and monitor laboratory cleanliness.
2. To monitor physical status of equipments available in the laboratory

Responsibilities of Technical Assistant / Laboratory Assistant

1. To assist lab in-charge and lecturer for smooth conduction of lab sessions.
2. To arrange set of instrument before start of session.
3. To update the contents on notice boards in laboratory time to time
4. To keep maintenance of laboratory equipments.
5. To ensure student entry in logbook register
6. To maintain and update laboratory dead stock register and consumable register.
7. To maintain record of University TW / PR / OR examinations.
8. Routine repair of equipments in laboratory.
9. To recommend laboratory requirements.
10. To help during lab examinations.
11. To carry out any other work assigned by the higher authorities.
12. To keep record of the departmental stationary.
13. To maintain records of leave vacation etc. of the departmental staff.
14. To receive notices, circulars from Principal office, other departments etc. and put it before HOD for necessary action.
15. To keep record of students reporting.
16. To assist HOD and faculty member in carrying out day to day work of the department.
17. To plan and monitor cleanliness work of the department and classroom allotted to the department.
18. To carry out any other work assigned by higher authorities.
19. To keep record of analysis of student result.

Authorities of Lab Assistant/ Technical Assistant

1. To do all the necessary departmental processes and activities time to time in consultation with HOD, Admin Office (Registrar, OS)
2. To get necessary teaching material like attendance record, duster, chalk etc. from store and distribute it to the staff.

Responsibilities of Laboratory Attendant/Peon

1. Opening and closing of Laboratory and department.
2. Sweeping and cleaning of laboratories and classrooms, departmental area and passages.
3. Cleaning of black board, furniture, instruments and notice boards
4. To circulate notice and other documents given by higher authority (Teaching / Non Teaching).
5. To display, remove and file the notices from notice board.
6. Help during the examination.
7. Any other duties assigned by the higher authorities time to time.

Authorities of Librarian

1. To take initiative in planning and development of Library.
2. Decide scheme of classification for documents related to library.
3. To execute all the library related processes and activities in consultation with Principal, Deans, HOD and other authorities.

Responsibilities of Librarian

1. Planning and developing the library.
2. Plan and carry out book purchasing, periodical subscriptions.
3. To coordinate meeting of Library Advisory Committee
4. To get and analyze students feedback regarding library activities and suggest improvement plan
5. Monitor and control overall functioning of the library.
6. Carry out stock verification.
7. Define and communicate rules and notices regarding library activities.

Role of Assistant Librarian

1. To classify book and other reading materials.
2. To support and provide all necessary help to execute library related activities in consultation with Principal, HOD and Librarian.
3. To confirm appropriate utilization of computer center, Xerox facility and library software

Responsibilities of Assistant Librarian

1. Assisting the librarian in his work.
2. Data entries of book and periodicals in software.
3. Cataloguing and classification of books and periodicals.
4. Monitoring of book circulation.
5. To maintain silence and discipline in library premises

Role of Library Assistant

1. To issue books and maintain the records appropriately.
2. To assist Librarian and Assistant Librarian in various library related activities.

Responsibilities of Library Assistant

1. Bar code labeling and pasting
2. Data entries of books and periodicals in software.
3. Issue and return books for all users.
4. Maintain the record of daily issue return reports.
5. Monitoring of reading room facility.

Duties of Library Peon

1. Opening and closing of Library as per scheduled time
2. Daily sweeping and cleaning of library premises
3. To assist for books/periodicals shelving.
4. To assist for books circulation
5. To provide support to library staff and students for photocopy of documents
6. To monitor activities of library users at Main Entrance of library

Principal
PVG's COET, Pune