

**SHRI SITARAMBHAI NARANJI PATEL
INSTITUTE OF TECHNOLOGY**

Managed by Vidyabharti Trust, Umrakh

(Approved by AICTE - New Delhi & Affiliated to GTU, Ahmedabad)



**INSTITUTE
POLICY**

Vidyabharti Campus, Bardoli-Mota road, At & Po. Umrakh,
Ta. Bardoli, Dist. Surat, Gujarat, India. Pin. : 394345
Visit us at: www.snpitrc.ac.in

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CODE OF CONDUCT



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MANAGED BY VIDYABHARTI TRUST,UMRAKH - BARDOLI**
(Affiliated to Gujarat Technological University, Ahmedabad & Approved by AICTE, New Delhi)
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OBJECTIVE

In order to have harmonization between all the cadres of institute this policy is framed. The Objective of this policy is to achieve coordinated and consistent practices in SNPIT & RC.

SCOPE

This policy is applicable to all cadres of the institute including Principal.



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CHAPTER-I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- Every student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- Every student should follow the academic calendar as per the instructions of Head of the Institute.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the dustbins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into Eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents.
- Unauthorized entry of outsider sin to the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him/her college I-card everyday while attending lectures and appearing for various examinations.
- I-Card will be available after confirmation of admission from the admin office.
- All staff and students should carry identity card with him/her regularly.
- If student has lost library card or I-card, it should be reported immediately to the librarian/admin office



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- with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and person various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 MOBILE PHONE

- The students should switch off their mobile phones while in the classroom, Laboratory, Library etc.as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.5 RAGGING

- Action to be taken against students indulging and abetting in Ragging as per the Directions of Hon'ble Supreme court of India and anti-ragging policy should be followed as per UGC norms and will be updated time to time. Following actions will be taken.
 - Suspension from attending classes.
 - Withholding/Withdrawing scholarship/fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - With holding results.
 - Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - Suspension/expulsion from the institution.
 - Collective punishment if larger number of students are involved in the act of ragging.
 - A FIR filed without any exception with local police station.

1.6 ATTENDANCE

- A student should be regular in attendance for all sessions during the day.
- A student should have at least 75% attendance in the Lectures and practical of every subject.



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- If the student is found irregular in attendance, disciplinary action will be taken.
- A student coming late without any reason shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. A student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

1.7 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the flying squad of Gujarat Technological University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of GUJARAT TECHNOLOGICAL UNIVERSITY (GTU) REGULATIONS, 2017 under section 43(2) of the Gujarat Technological University Act, 2007 published by university.

1.8 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Leave Travel Concession as per the rules and regulations of Indian Railways and GSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.



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1.9 CODE OF CONDUCT FOR PROJECT/ DESIGN ENGINEERING

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects/ Design Engineering work completed in all respect.



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CHAPTER-II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff members are responsible form issue of or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff members should follow the rules and regulations of the Institution as prevalent from time to time.
- Every staff member shall devote their time and their best efforts for the progress of the Institute.
- Every staff member should contribute to the vision, mission and program educational objective Institute through engagement of working hours.
- Every staff member must be punctual, sincere and regular in their approach.
- Every staff member must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Every staff member must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - Gender/sexuality/age/marital status
 - Pregnancy or likelihood of pregnancy
 - Physical features, disability or impairment (physical disability or medical status)
- Every staff member should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff member should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The faculty member should show no partiality to any segment / individual student.



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2.2 LEAVES

- During Probation Period, All Teaching Faculties are eligible only for Casual Leaves (CL) and as per according to norms of Vidyabharti Trust and Norms of Gujarat Technological University.
- During Probation Period, All Non-Teaching Faculties are eligible only for Casual Leaves (CL) and as per according to norms of Vidyabharti Trust and Norms of Gujarat Technological University.
- After probation period, all Teaching faculty members must get the following benefits such as Casual leaves (CL), Sick leaves (SL), Duty leaves (DL), On-Duty leaves (OD), Compensatory Off (CO), and Diwali and Summer vacation according to norms of Vidyabharti Trust and Norms of Gujarat Technological University.
- After probation period, all Non-teaching faculty members must get Casual leaves (CL), Sick leaves (SL), Duty leaves (DL), On-Duty leaves (OD), Compensatory off (CO), and Diwali and summer vacation according to norms of Vidyabharti Trust and Norms of Gujarat Technological University.



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CHAPTER-III: CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- Each Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- Each Faculty Member should do Signature in Muster regularly with in and Out Time.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, job and targets assigned to them by the Department/Institution.

3.2 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of any emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested and also inform to Principal Sir if Faculty concerned with Central Level Portfolio.

3.3 CONTINUOUS ASSESSMENT

- Once the course is allotted the staff should prepare lecture wise lesson plan and Laboratory Plan.
- Each Staff should get the lesson plan and course file-approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- Each Staff should not involve himself/herself in any unethical practice while doing continuous Assessment.
- Each Faculty Member must strive to prepare himself/herself academically to meet all the challenges And requirements Methodology of teaching so that the input may be useful for the student in the community at large.
- Each staff should interact with the coordinators and Head of the departments or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.



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3.3.1 CLASSROOM TEACHING

- A staff should engage the full time allotted to lecture and should not leave the class early.
- A staff should use “Information Communication Technology (ICT)” for effective delivery of lectures.
- A staff should encourage students asking doubts/ questions.
- The staff should take care of slow learner students and pay special attention to their needs.
- The staff should motivate the students and bring out the creativity/originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning.
 - Working to achieve high level outcomes for all students.
 - Maintaining records to manage, monitor, assess and improve student learning.
 - Using research and student achievement data to inform professional practice.
 - Engaging in reflective practice and develop their professional knowledge and teaching skills.
 - Assisting in developing and mentoring less experienced staff members.
 - Accepting responsibility for their own professional learning and development.

3.3.2 LABORATORY

- All staff members should involve themselves in the preparation of experimental setup and up gradation of the laboratories.
- All staff members should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem-oriented courses, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Mid-term examination and continuous assessment must be conducted as per the academic calendar.



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CHAPTER-IV: CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVESTAFF

- Personal file of all employees should be kept and updated time to time.
- Maintain C.L, S.L, D.L, O.D, C-Off and Late coming Details of all staff.
- Maintain Inward, Outward Register of Institute.
- Maintain Endorsement Letter File, Admitted list By ACPC, Enrollment List by GTU, Institute Transfer Details, and Admission Cancellation Details.
- Maintain Scholarship Details.
- Maintain files for AICTE, AISHE, FRC, GTU Affiliation.
- Maintain Advertisement for various post and Application Details.
- Provide documents to students like Bonafide Certificate, Character Certificate, and Scholarship related documents, Letter of Recommendations.
- A staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.



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4.3 LAB ASSISTANT

- A lab assistant should support the lab in-charge to carry out the lab related work.
- A lab assistant should maintain all necessary laboratory register.
- A lab assistant should keep the setup ready before conduct of the practical.
- A lab assistant should ensure the cleanliness of laboratories.
- A lab assistant should support Class Coordinator for works like Enrollment form filling, Exam form Filling, Attendance Analysis, Hall Ticket distribution, Mark sheet distribution, Scholarship related Work etc.
- A Lab Assistant should maintain record of departmental dead stock, Departmental activities Record.

4.4 PEON

- A peon should report the college an hour before the college time.
- A peon should maintain cleanliness of laboratories, class and staffrooms.
- Cleaning procedures will be recorded and verified by cleaning committee heads.
- A peon should do all the work assign by the Head of the department and other staff members. A peon should not leave the office until and unless the higher authority permits.



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CHAPTER -V: CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the Department (HOD) and Principal.
- The Head of the Department should ensure that the work load should be as per AICTE / GTU guidelines.
- The Head of the Department should responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should take the regular feedback of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students on quality-related department processes.



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CHAPTER -VI: CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programme and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops / conference.
- The Principal should encourage faculty members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programme of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programme are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible to inform about annual progress achieved in different developmental and collaborative programme to Management.



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CHAPTER - VII: CODE OF CONDUCT FOR INSTITUTE DEVELOPMENT COMMITTEE

There shall be a separate Institute Development Committee comprising of the following members, namely;

- A chairperson of the management or his nominee.
- A secretary of the management or his nominee.
- Head of Institute.
- Seven teachers in the college, nominated by the Principal
- One non-teaching employee, nominated by the Principal.

The Institute Development Committee shall;

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programme or academic calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programme for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- Make recommendations regarding the students' and employees' welfare activities in the college.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.



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- Frame suitable admissions procedure for different programme by following the statutory norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Board of Accreditation, etc.
- Perform any other duties assigned by the management and the university.



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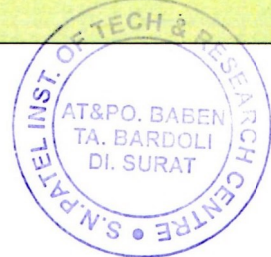
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CHAPTER - VIII: PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

Verified and approved by Principal, SNPIT Managed By VBT, Umrah.	Seal of Institute
	

Copy forwarded to: Vidyabharti Trust



ADMISSION POLICY



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1.0 INTRODUCTION

Shri Sitarambhai Naranji Patel Institute Of Technology seeks to provide equal access and opportunity to all qualified applicants, interested in First Year Full Time under Graduate Course in Engineering (B.E.) and Master of Engineering (M. E.) programs. This commitment is reflected in the Institute's admissions policies.

Admission decisions are made in accordance with published admissions standards by Admission committee for the professional courses (ACPC) and Government of Gujarat. The institution defines admission policy for undergraduate and postgraduate programs that are appropriate for identifying qualified students, based on widely accepted standards, and uniformly outlined in disseminated publications, including institute catalogs, institutional website, and placement brochures.

2.0 OBJECTIVES

To provide equal access and opportunity to all qualified applicants interested in First full time B.E. and M. E. programs.

3.0 SCOPE

This policy is applicable to all qualified applicants, interested in admission at First Year Full Time B.E. and M.E. programs.

4.0 PROCEDURE

4.1 RULES AND REGULATIONS

4.1.1 Eligibility Criteria for various types of candidature for Admission:

4.1.1.1 Bachelor of Engineering (B.E.)

- The candidate should be an Indian National.
- Passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics and obtained at least 45% marks (at least 40% marks in case of candidates of Backward class categories and Persons with Disability belonging only to Gujarat State) in the above subjects taken together.
- Candidate should appear in entrance examination required for the admission.



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4.1.1.2 Direct second year B. E. program (lateral Entry)

- The Candidate should be an Indian National.
- Passed Diploma Course in Engineering with at least 45% marks (40% marks in case of candidates of backward class categories and Persons with Disability belonging to Gujarat State only) from an All India Council for Technical Education or Central or State Government approved Institution or its equivalent.
- Any other criterion declared from time to time by the appropriate authority.

4.1.1.3 M. E.

- The candidate should be an Indian National.
- Passed Bachelor's Degree in Engineering from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 50% marks (at least 45% marks in case of Backward Class category and Persons with Disability Candidates belonging to Gujarat State only).
- Obtained score in Graduate Aptitude Test in Engineering (GATE) conducted by AICTE.
- For sponsored candidates, minimum of two years of full-time work experience in a registered firm/company/industry/educational and/or research institute/any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

4.2 Sanctioned Intake and Seat distribution

4.2.2.1 First Year of Four Year Full Time B. E. program

The Sanctioned Intake for First Year Degree Course shall be as per the approval is given by AICTE, Government of Gujarat by the authorities.



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Seat distribution is given below:

Branch	Total Seats	State Quota	Management Quota Seats	Tutuion Fee Waiver Quota
Mechanical Engineering	126	90	30	6
Civil Engineering	126	90	30	6
Electrical Engineering	126	90	30	6
Chemical Engineering	63	45	15	3
Computer Science & Engineering	63	45	15	3
Electronics And Communications Engineering	63	45	15	3

4.2.2.2 Direct second year B. E. program (Lateral Entry)

Admission to Second year B.E. (Lateral Entry) will be done as per the rules and regulations of Admission Committee for Professional Courses, Gujarat state.

4.2.2.3 First Year of Two Year Full Time M. E. program

The Sanctioned Intake for First Year Post-Graduate Programme shall be as per the approval is given by AICTE and Gujarat Technological University and updated time to time by the authorities for following specializations.

Specialization	Sanctioned Intake
Civil(Construction Engineering & Management)	24
Electronics & Communication(Signal Processing & Communication)	18



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4.2.3 Admission Procedures:

4.2.3.1 First Year of Four Year Full Time B. E. program

Admission procedure recommended by Admission committee for Professional Courses (ACPC), Ahmedabad should be followed.

4.2.3.2 Direct second year B. E. program (lateral Entry)

Admission procedure recommended by Admission committee for Professional Courses (ACPC), Ahmedabad should be followed.

4.2.3.3 First Year of Two Year Full Time M. E. program

Admission procedure recommended by Admission committee for Professional Courses (ACPC), Ahmedabad should be followed.

4.2.4 Cancellation of Admission and Refund of fees, return of documents by Institutions.

Cancellation procedure recommended by Admission committee for Professional Courses (ACPC), Ahmedabad & Affiliated Gujarat Technological University should be followed.

4.2.5 Documents to be attached along with “Application Form for Admission Process” at institute level

- The candidates are required to carry all Original Certificates/Documents in support of their claim of admission at the time of filling up of Application Form for Admission for the scrutiny and verification at the institute level.

Following documents were required:

- SSC (Std. X) mark sheet.
- HSC mark sheet.
- GUJ-CET / JEE Score Card Mark sheet.
- School Leaving Certificate, if required to substantiate the claim.



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- Caste & income certificate (if applicable)
- Non-Creamy Layer certificate (if applicable)

4.3 CONDUCT AND DISCIPLINE

- Failure of the candidate in making full and correct statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the examination or at a later stage during the Admission Process such candidate will be debarred from the entire selection process.
- Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, “Gujarat Technological University Act” & disqualify him/her for examination.
- Any issue not dealt here-in above will be dealt with, when arising, fully & finally by the Competent Authority.
- Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

4.4 OTHERS

- The medium of instruction for degree courses is English.
- The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the affiliated University & AICTE. Admission of the candidate will be treated as finally confirmed only on production of the first obtained letter or admitted student list published by ACPC.



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DISCIPLINE POLICY



INSTITUTE POLICY

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1.0 INTRODUCTION

- Good Student Discipline is customary in the campus life at the Vidyabharti Trust's Institutions. We believe that discipline is essential to prepare our students to be useful and responsible citizens of our countries, useful members of our societies and eminent leaders of the future.

2.0 OBJECTIVE

- Its aim is to create a safe and conducive learning environment in the classroom. College discipline has two main objectives:
 - (1) Ensure the safety of staff and students, and
 - (2) Create an environment conducive to learning.

Effective discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying college experience as well as to discourage misconduct.

3.0 SCOPE

- This policy shall apply to all college students.
- Encourage all students to achieve and maintain the college standards of conduct and ensure that all alleged failures of discipline are handled, fairly, reasonably and consistently.

4.0 PROCEDURE

4.1 Campus Discipline rules

- Students are expected to conduct themselves in a worthy manner in their dressing, demeanor and sense of discipline. Students are expected to be seated in their respective classrooms during class hours, stand or roaming in the campus, corridors will not be appreciated.
- Students must carry and wear College Identity Cards; the ID cards must be verified at the College gates, whenever asked for.
- Code of conduct on the campus includes safeguarding the Institutional property, keeping the campus clean & tidy.
- Smoking is strictly prohibited.
- Defacing any part of the campus is treated as an offence.
- Use of mobile phones inside the classrooms, library and laboratories is strictly banned, if student break the rules then strict action will take against them and take mobile in custody.
- Students are expected to make use of the library services of the institute during free hours. Parking space is provided for students and the same can be utilized on 'first come first' basis. The



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College management is not responsible for the safety (including damage and/or theft /loss) of vehicles in the premises. Students may utilize the limited parking space outside the college campus at their own risk. Students must ride/drive their vehicles into & at the campus at a slow speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.

- Important Notices/Notifications/Circulars etc. are displayed at separately allocated Notice Boards in the campus; students are expected to make it a practice to regularly read such displayed information.
- For any certificate that is to be collected from the Admin Office(s), request letter(s) must be submitted well in advance,
- Parents/guardians may visit the campus upon prior intimation/request and are expected to kindly adhere to the security requirements if & as prescribed by respective authorities. Parents or Guardians who wish to meet the respective Principal may meet him with prior permission.

4.2 Discipline Policy

- Students who violate a College administrative policy or behave in a manner inconsistent with the above Statement on Student Conduct will be subjected to disciplinary sanctions appropriate with the seriousness of the infraction.
- Record will be kept of all the major Infractions. The Discipline Committee will maintain records in case of expulsion or suspension, and provide this information to security so they can ensure compliance. Records will be kept of all disciplinary action and may form part of the student's permanent record with the College. Students may be required to compensate for damage or to perform remunerative services.

4.2.1 Inappropriate Behavior

Students are not to use the classroom or online environment to;

- Unmitigated Insulting, disrespectful, or abused language.
- Make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory.
- Engage in behaviors or make remarks that could reasonably be interpreted as threatening.
- Attempt to divert the class in support of any personal, political, religious, or social agenda; or
- Encourage, by inaction or intimation, the development of a learning environment that is irritable, disrespectful of others.

4.2.2 Minor Infraction

A minor infraction refers to such matters as being disruptive and disrespectful of others on College property by aggressive behavior, shouting, pushing, shoving, and smoking in restricted areas, loitering on College property or by disruptive classroom behavior.

4.2.3 Major Infraction



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A major infraction refers to such matters as disruption of the academic environment; theft on College premises; making threats to the safety and security of others; harassing other members of the community; promoting racism or hatred of others; breach of trust in work, field, or clinical placements; and damage of College property.

Generally, an infraction is considered major when;

- There is immediate danger to individuals or property.
- There is a criminal act.
- The action is utterly disruptive to the academic environment.
- The action constitutes a breach of trust between a student and college or client.
- There has been an act of physical or sexual assault;
- There is dissemination of insulting, offensive, or libelous material regarding any member of the College community.
- There are repeated or continuous minor infractions.
- There is an act of academic dishonesty.
- Superficial and frustration legal proceedings against the College or any of the College staff are commenced.
- College property (e.g., educational resource materials, computers, laboratory equipment, or any other teaching aid) is stolen or vandalized.

4.2.4 Reporting Offences

- Students: If a student sees or has been informed of anyone committing a major infraction, he/she should report it immediately to any academic employee, administrative staff member, or security.
- Support Staff: If a support staff member observes or has been informed of a major infraction, he/she should report it immediately to any administrative staff member or to security, as appropriate.
- Academic or Administrative Staff: If an academic employee or administrative staff member sees anyone committing a major infraction or responds to a report, he/she should immediately:
 - Intervene by ordering the student(s) to stop; and
 - Report the infraction to the Chair and/or Designate who is responsible for the student, program, or area in which the infraction occurred.
 - Prepare a full written report, describing the alleged infraction, providing information to support the allegation that an infraction took place, and describing any action taken to date.

4.2.5 Review and Decision

Within two days of receiving a report of a major infraction from discipline committee, the principal will;



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1. Familiarize himself/herself with the surrounding circumstances and provide the student with;
 - A description of the alleged infraction
 - The information in support of the allegation that the infraction took place.
2. Give the student an opportunity to;
 - Present their side of the story to the principal in person and to share any information they believe is relevant to the conduct under consideration.
 - Principal obtains or receives information from others who were present or who have relevant information for some other reason.
3. Obtain all of the information relevant to the incident. All interviews should occur as soon as reasonably possible and in a confidential manner.
 - If the incident involves a violation of the Prevention of Discrimination & Harassment Policy of the College, (involving Harassment, Diversity, Equity, Disability or Security,) inform the appropriate area of the incident.
4. Convene a meeting with the student and the principal to share with the student, the recommendation that has been made by the principal and the reason(s) for that recommendation.
5. Give the student an opportunity at that time to present his/her side of the story before deciding what action, if any, should be taken in relation to the alleged infraction.
6. Interview any other parties who may be able to provide information about the relevant circumstances.
7. Advise the student and the Chair of that decision in writing, including the reasons for the decision and the sanction to be imposed.

4.2.6 Sanctions/Suspensions:

- The principal may recommend a sanction or combination of sanctions commensurate with the seriousness of the infraction, including suspension of up to ten instructional days.
- The principal may impose suspension for a period longer than ten days, expulsion from the program, or expulsion from the College.
- A copy of the suspension letter must be sent to the Management and Security needs to be informed. There are no fee rebates as a result of a suspension.
- If the Principal, or designate determines that the only appropriate response to a major infraction is expulsion from the College, he/she will recommend that action to the Management. The Management will provide the students with formal written notification of the expulsion, with a summary of the evidence leading to the decision, and inform security of the expulsion so that compliance can be assured.

4.2.7 Attendance

Students are not permitted in class or on College premises during a suspension, or following an expulsion. If



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students wish to appeal the expulsion, their presence on campus must conform to the conditions specified at that time by the Management.

4.2.8 Time frame for Expulsion

The time frame for an expulsion is a period of 6 calendar months (one semester) or more from the date of the expulsion.

4.2.9 Admittance after Suspension or Expulsion


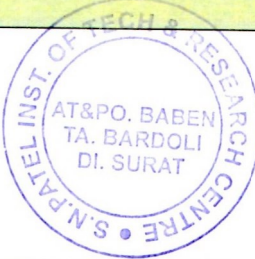
Students who have been suspended or expelled will be re-admitted to a class or program only:

- After the time frame specified, and
- After entering into a written agreement as a undertaking to comply with College policy and to behave in an appropriate manner at all times

4.2.10 Permanent Academic Record

The following disciplinary actions will be reported to the Management and become a part of the permanent academic record and appear on bonafide certificate, Leaving Certificate and transcripts.

- Suspensions of more than ten days,
- Expulsions,
- Debarred in participation of any campus placement activity.

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**STUDENT'S
ATTENDANCE
POLICY**



INSTITUTE POLICY

TITLE : STUDENTS ATTENDANCE POLICY

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1.0 INTRODUCTION

A regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. The College recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Accordingly, the College is an attendance taking institution that requires student attendance in order for students to remain enrolled in a class. The College also requires that instructors take and timely report student attendance. An absence is defined as non-attendance for any reason, whether illness, emergency or official leave.

2.0 OBJECTIVES

- The aim of this policy is to encourage regular attendance at college by all students.
- To help students get the most out of their education and graduate prepared for their profession.
- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To ensure consistent policy & practice in relation to recording, monitoring & improving attendance & punctuality across the whole college.

3.0 SCOPE

This policy shall apply to all college students. Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class coordinator defines circumstances under which an absence may be excused. The teacher is responsible for the maintenance of standards and quality of student work in his or her classes and absences are generally an individual matter between the student and teacher. Attendance is important for the students to make them day to day regular and for carrier output of student.

4.0 PROCEDURE

4.1 ATTENDANCE RULES AND REGULATIONS

- Attendance in classes as per university norms is strictly enforced and is a prerequisite for appearing for Final/University exams. Students are expected to adhere to the prescribed rules strictly.
- A student is required to put in at least 75% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.
- A Student will be granted leaves for valid reasons only and he/she will have to fill student leave form



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- In case of medical leave, a student has to submit a medical certificate to his/her class coordinator. Students having attendance on below 75% in two or more subjects were asked for the reason and if the reason found genuine like health problem, social issue etc. than they are allowed to appear in Internal exam with condition to remain regular in upcoming days of Current semester by taking consent of students and parents. If reason is not satisfactory, then disciplinary actions will be taken by Head of the Institute.
- If their attendance found less than norms in final attendance review of current semester, they have to accept that they might be restricted to appear from external examination & also if they do not fulfill conditions given.

4.2 ATTENDANCE MONITERING SYSTEM

Attendance monitoring system includes all class teachers respectively. The role of the Attendance monitoring system is to look out the attendance of the student so that it can facilitate regularity of the students and carrier development of the students.

Duties and responsibilities of the Attendance Monitoring System

- To prepare the policy for attendance.
- To assist Subject Coordinator in formulating general rules and regulations which are needed to maintain attendance.
- To prepare attendance using ICT Tools.
- To identify students having shortage of attendance.
- To do attendance review meeting in each semester.

Function of Attendance Monitoring System:

- Collect the attendance from Subject Coordinator and isolate students who have low attendance in each course.



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- Take consent of students and parents.
- Allow the Students to appear in university examination after follow respective action taken.

Inform review of low attendance to students, mentors and Parents.

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**EXAMINATION
POLICY**



INSTITUTE POLICY

TITLE : EXAMINATION POLICY

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1.0 INTRODUCTION

Continuous evaluation and assessment is an integral part of teaching learning process. It will provide the direction for delivering the quality education to stakeholder. Hence to improve in the process of assessment and evaluation, following reforms shall be implemented for the students.

Following Terms used in this policy and the associated procedures are consistent with the SNPIT managed by VBT.

- End term examination means any examination conducted by the Gujarat Technological University.
- Midterm examination means any examination conducted by an Institute.
- Examination adjustment means a change to examination conditions that take account of an ongoing medical or personal condition or temporary disability.

2.0 OBJECTIVE

The objective of this policy is to achieve coordinated and consistent examination practices in SNPIT managed by VBT.

3.0 SCOPE

This policy is applicable to all qualified applicants, interested in admission at First Year Full Time under Graduate and post graduate Course in engineering programs.

4.0 PROCEDURE

4.1 Schedule of Examination

- Mid Sem Exam/Class Test shall be conducted for each Course as per the schedule fixed by the college.

4.2 Pattern of Examination

- Sessional exam for all semester shall be conducted according to guidelines of GTU as shown in table below:

Sr. No.	Syllabus Pattern	Marks of Internal Sessional Exam	Marks of University Exam	Total Marks
1.	Theory	30	70	100
2.	Practical	20	30	50



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Question paper pattern for theory sessional examinations 2018 pattern

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	Mid Semester Exam Month- 20			
	Mechanical Engineering Department			
	BE Semester			
	Subject Name: (Subject Code)			
Date: 00-00-20	Time: (00:00AM–00:00AM) 1 Hour	Total Marks: 30		
Instructions:				
1. Attempt all questions.				
2. Draw neat and clean diagram wherever necessary.				
3. Figures to the right indicate full marks.				
Q. 1(A)		03	CO-	R/U/A/N/E/C
Q. 1(B)		07	CO-	R/U/A/N/E/C
Q. 2 (A)		03	CO-	R/U/A/N/E/C
Q. 2 (B)		07	CO-	R/U/A/N/E/C
	OR			
Q. 2 (A)		03	CO-	R/U/A/N/E/C
Q. 2 (B)		07	CO-	R/U/A/N/E/C
Q. 3 (A)		03	CO-	R/U/A/N/E/C
Q. 3 (B)		07	CO-	R/U/A/N/E/C
	OR			
Q. 3 (A)		03	CO-	R/U/A/N/E/C
Q. 3 (B)		07	CO-	R/U/A/N/E/C

-Best Luck-



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4.3 Responsibility Chart

4.3.1 Role and Responsibilities of Examination Committee

4.3.1.1 Midterm Examination

- Preparation of internal examination timetable;
- Assigning invigilation duty to teaching and non-teaching faculty for smoothly conducting of examination;
- Depute peon and waterman to supply supplementary, attendance sheet and others for smoothly conducting of examination;
- Examination committee shall be take out the print out of submitted question paper and placed it in lock and key;
- Prior 15 min. of starting of examination, member of examination committee shall be giving question paper to junior supervisor from Examination section;
- After completion of examination, member of examination committee shall be counting the total answer books and disburse it to Subject Coordinator for evaluation;
- After evaluating answer books examination committee shall be collecting the answer books of continuous assessment and Internal assessment from the course coordinator;
- After result declaration, mentoring committee will be analyses the result and take necessary steps to improve their result.
- Publication of semester wise internal theory and practical examination mark sheet on notice board by exam department.
- Verification of marks by students
- If any discrepancy found in marks, exam department will verify the marks again and displayed to notice board

4.3.1.2 End Term Examination

- Examination committee shall publish the University schedule for University examination, form filling and committee shall verify and approve the examination form of students



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- Preparation of end term practical examination timetable and conduct it as per university guideline.
- Assign Center in-charge, GTU Co-ordinator, Senior Supervisor and stationary supervisor for smoothly conducting of examination.
- Assigning junior supervisor duty to teaching and non-teaching faculty for smooth conduction of examination.
- Depute peon to supply supplementary, attendance sheet and others for smoothly conducting of examination.
- GTU Co-ordinator shall be verified all course internal examination marks entered by respective Subject Coordinator in online marks entry portal of GTU.
- Examination committee shall be taken out the print out of GTU provided question paper and prior 15 min. of starting of examination; member of examination committee shall be given question paper to junior supervisor from Examination section.
- After completion of examination member of examination committee shall be count the total answer books, pack the bundle with proper labeling and sealing and kept it in a exam section.
- Submit answer books bundle to Observer deputed by GTU and he/she will submit it to the zonal office of GTU.
- After End term result declaration Mentor shall be analyses the class wise result.
- Mentor shall be guiding the failed students for applying in Rechecking/reassessment in University.
- Implementing any examination adjustments for students as required in accordance with GTU guideline.

4.3.2 Role and Responsibilities of Course Coordinator

- Preparation of quality-assured examination papers.
- Submission of examination papers to Examination Department in timelines as per notification.
- Subject Coordinator should be remaining present in college during their course examination.
- Collection of exam answer books after completion of their respective course exam.



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- Evaluate answer books qualitatively and submit the Result in timeline as per notification.
- Analyze result of examination and identified Weak and Bright student and design proper practices for result improvement of Weak Student.
- Enter their respective course marks into Online marks entry portal of GTU.

4.3.3 Role and Responsibilities of Students

- Students are required to be available to undertake examinations throughout the periods designated for Midterm and End term examinations as published in the common academic calendar.
- Students are required to familiarize themselves with the provisions of this exam policy.
- Mobile must not be used in an examination room. If a mobile is brought into an examination room, it must be switched off and submit it to supervisor.
- All materials and beg left outside to examination room and college accepts no responsibility for the security of any materials left outside an examination room.

4.3.4 Examination Supervision

- Examination supervisors are responsible for the conduct of examinations and for ensuring compliance with this policy. A student must comply with all directions given by the examination supervisor and the supervisor's decision is final.
- A supervisor may inquire any students in the examination room to;
- Confirm their identity to be in the examination room through provision of College Identity card.
- Show that they are not in possession of any unauthorized device, mobile or material.
- Answer any question relating to their behavior at the same time as under examination supervision.
- Debarred from an examination room if a supervisor considers that a candidate's behavior is such as to disturb or distract any other candidate.
- Take custody of any device or material, which the supervisor considers to be unauthorized, for the duration of the exam.
- Examinee should follow all instruction of the supervisor to ensure the proper and efficient conduct of the examination.



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4.4 REFERENCE

- Examination Pattern of Gujarat Technological University, Ahmedabad.

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LIBRARY POLICY



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1.0 INTRODUCTION

A Library serves the informative source for one and all. The resources and services of the library have been gathered to meet the specific needs of the members of college. The mission of the library is based on the goals of providing access to the information while preservation of library resources and collections of study material.

2.0 OBJECTIVES

- To provide general direction to the Library.
- To outline the library collection and development policy as and when required, in its implementation.
- To observe and evaluate the changes and developments in information tools, networking, library automation, library cooperation, Library timings etc., and to direct the library in their day to day function.
- To frame design for the development of library infrastructure, facilities, products and services.
- To evaluate the suggestions offered by the library users.
- To formulate the policy for library use and procedure to be followed.
- Estimating the procedure of procurement of library assets and allocation of budget accordingly.
- To assist in stock verification, weed out/Write off from the library stock.

3.0 SCOPE

A library is an important source of knowledge to students and staff members. Library develops habit of reading among the students and it provides very healthy environment for learning as well as making notes or completing an assignment. This Policy applies to all library staff and users.

4.0 PROCEDURE

4.1. LIBRARY RULES AND REGULATIONS

4.1.1 Library Working Hours

On Working Days:

Generally, the college library shall remain open to the students and staff

- Monday to Saturday: 9:30 AM to 4:30 PM.
- The library will remain closed on Sunday and General Holiday



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4.1.2. General Rules & Regulations of the College Library

- The Students must carry their College Identity Card/library membership card with them at all times inside the Library. Show the Identity Card compulsory at the time of books check- out/check-in.
- A Student must record his/her name and other details in the “Library Visit Register” before entering in the Library.
- All the students would be required to keep their respective bags outside the space provided by the Library and should be kept in their respective bags with their own risks.
- A Reference book and Magazine will not be issued. Use only in the Library.
- The library staff shall ensure that no students should carry books without issuing from librarian.
- All readers are required to maintain silence and discipline in the library.
- Reference books, rare books, unbound periodicals may not be issued generally except with the written permission of the Head of Institution.
- The books may be renewed if the same are not in demand or are not reserved by other readers. The renewal will be done generally on the basis of its proper condition and maintenance by the users.
- A librarian has the power to refuse the issue of book to any member or he may recall any book without assigning any reason.
- Student and Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation from the college. (While leaving the college, students and faculty should return books and library borrower’s card without fail, thereafter NOC will be issued.)
- Library audit should be conducted by administrative head after completion of each year.

4.1.3 Limitations of Books for Faculty and Students

- Bachelor of Engineering Students can borrow three (3) books at a time for Fourteen (15) days.
- Master of Engineering Students can borrow four (4) books at a time for Fourteen (15) days.
- Full-time teaching faculty can borrow at a time any required number of books.
- The discretionary powers are given to the librarian by the Library Committee.

4.1.4 Charges of Lost Books (Fine & Penalty):

In case of loss of books, the following procedure will be followed;



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- If any students' losses the book/damage the book/ pages are missing from the book or periodical, he/she will have to replace the same book with the latest available edition (or pay the current cost of the book).
- If the book is rare or out of print, amount decided by the principal, must be paid.

4.2. LIBRARY COMMITTEE (LC)

To follow smooth work library committee is constituted and it may be revised whenever required. The Library Committee is responsible for the performance of its responsibilities and the workout of its rules. The role of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by supporting the library development activities with the organization.

4.2.1 Formation of a Library Committee

The formation of the Library Committee is an important task in any library. The Principal has the discretionary powers in nominating the members for the committee. In case of absence of the Principal, the in-charge Principal acts as Chairman of the committee. The following members may be nominated by Principals as a member of the library committee. The Committee shall meet at least Two times in an academic session.

Sr No.	Member	Designation
1	Principal	Chairperson
2	Senior Faculty	Coordinator
3	Librarian	Coordinator
4	Assistant Librarian	Assistant to Coordinator

4.2.2. Duties and responsibilities of the Library Committee

- To prepare the policy for library.
- To assist a Librarian in formulating general rules and regulations which govern the functioning of the library
- To prepare budget proposals for the development of the Library.
- To suggest the Librarian on the distribution of funds made available for the purchase of books, journals and another library requirement.



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- To seek feedback on Library functioning from readers.
- To consider policy matters regarding the library including the policy for procurement of books and journals and render advice to the library for procurements.
- To supervise the allocation and utilization of funds for different departments for Purchase of books and journals for the library
- To maintain coordination between the library and the various Academic Departments.
- To consider and put forward the views of faculty members regarding books/journals Selection etc.
- For the selection of books or journals, views of students, faculty members, research scholars are to be considered.
- Library Committee meetings should be informed to all faculty members.

4.3 LIBRARY BUDGET

Budget is an important document for planned and successful operation of a library. It is coordinated about the policies, finance and administrative functions. Preparation of budget provides an opportunity for timely review and revaluation of the changed needs of library consumers and its resources.

4.3.1 Library Budgeting Procedure

- The budget received under different heads of accounts/funds are to be planned to purchase for the same, it is released.
- A Librarian and Library committee has to play a vital role in planning and allocation of funds provided to the library.
- On the basis of budget received for the study materials, it is divided into different subjects or departments.
- A librarian will prepare budget and give quotation to the LC for review.
- After reviewing the quotation by LC, librarian will send the quotation to the Institute head for the approval.
- After approval by Institute head, quotation will be sent to the admin for the procurement of recommended list of materials needed for the library.

4.3.2. Acquisition Procedure and Invoice Processing

Acquisition is a process of requisitioning books and other documents for library. This is a process; it needs



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timely review and should be implemented with consent and co-operation of higher authority and the facility of funds.

4.3.2.1 Acquisition Method

A Library can procure books and other documents through the following methods:

- Purchase
- Gifts

4.3.3. General Rules for Acquisition/procurement of books/materials

- The librarian should be nominated as one of the members in the IQAC committee to avoid duplication of books/documents and unused syllabus books.
- Requirement of books list are to be collected from department members and heads on demand of the university prescribed/suggested text/reference books.
- Finalization of required subject-wise books lists should be made available to procure with quotation.
- Librarian should aware of quotation and procurement procedure in link with principal.
- While placing purchase order of library books / materials discounts least quoted prices without sacrificing quality of books/materials should be taken care of.
- Price of books as per bill is to be verified properly and further make entry to the accession process and for shelving into library stack.
- The verified bills should be submitted to the office accountant for their needful action.
- The E-library software may procure to facilitate the function of library.

4.3.4. Accession Register and Invoice/Bills Processing

4.3.4.1. Accession Register

The books and non-book materials purchased are to be cross check and tally with bills and handed over to the Librarian who has been assigned the job of accessioning. A stock register is maintained in the library in which all the reading materials purchased/received in exchange or as gift are entered. Each book is given a consecutive serial number is called accession number. This register is known as accession register.

The library may purchase various materials for the users. In this process the steps involved are;

- Accession Register will be maintained with continuous accession numbers.
- Unique Accession number will be mentioned in the Accession register
- Maintain the stamping on books/Journals/ magazines etc.



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- Maintain the standardization in secret page accession number in the books.
- Maintain the standardization in classification system. (i.e., Dewey Decimal Classification by Melvil Dewey)
- Maintain the arrangement of books by subject wise separately.

4.3.5. Bill Processing procedure

- A Librarian checks the total bill amount and conversion rates and verifies it.
- Put a stock stamp containing accession number and class number of books on bills.

4.3.6. Librarian Processing Work

The processing work of a library is the pivot round which all its activities revolve. The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

- Accessioning: Enter the details of the Invoice and Books in Accession Register
- Classification
- Stamping: Library Accession Stamp; Textbook/ Reference/Book Bank/Donated Book; Stamp to be put on Title page, on Secret page and on the Last page.
- Label pasting: Spine label, Due Date Slip, Book Pockets etc.
- Arrangement of processed books into shelves on order of Subject wise classification.

4.3.6.1 Arrangement of Library Collection

The library consists of a collection of books. These resources have been arranged in the library by Library Classification system. The book in the library has a number called “Classification Number/ Call Number/ Class Number” that tells you where it is. This number is printed on a label on the spine of each book in the library. The books are shelved in sequence according to their class numbers or subjects.

4.3.6.2 Arrangement of Other Materials

- Newspapers Rack
- Journals/Magazine Rack
- Bound journal Cupboard



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4.3.7. Subscription of Journals

4.3.7.1 Subscription Process and Approvals

4.3.7.1.1 Budgetary provision: Adequate recurring/annual funds are available for the approved Journals subscription/renewals etc. as required.

4.3.7.1.2 Beginning of Renewal Process: The process of renewals begins at least one month prior to its expiry. All the renewals are done and the subscriptions are continued without any issues.

4.3.7.1.3 Journals & e-journal: Journals & e-journal are subscribed directly from the publishers who are usually working in institutions, govt. agencies, societies, etc. Approval can be taken by direct subscriptions.

4.3.7.2 Subscription Process Workflow

4.3.7.2.1 Recommendation: Faculties can recommend new journal with proper justification.

4.3.7.2.2 Approval: For the approval process, list of journals are to be checked for exact details like price/publisher and approved by Librarian/Librarian Committee/HOI. If they are unable to approve the journals due to any difficulty or lack of time, the journals can be approved by the Principal.

4.3.7.2.3 Performa Invoice: Performa Invoice is a certificate that contain price in accordance with the publisher's price list prior to order.

4.3.7.2.4 Ordering: Librarian can issue the journals renewal and subscription orders directly to publisher.

4.3.7.3 Non-Supply of Journal Issues

4.3.7.3.1 Reminders: Reminders are sent by Librarian for the missing issues of journals and magazines once every month if needed.

4.3.7.3.2 Replacement of missing issues: Supplier must replace missing issues of journals and magazines by replacement copy/ publisher certified reproduced copy. Supplier can refund the amount by Demand Draft/Cheque or extend the subscription period equivalent to corresponding period.

4.3.7.4 Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's website, the print volumes of these journals also are considered for archiving in less active storage area. Passable space is provided for archival storage to Library, if not available.

The following categories of materials are considered for weeding out;



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- Duplicate issues of the journals after checking that no other campus wants to have them in their Collection.
- Material (Books, journals) that library received as gifts/complementary by individuals/institutions and Organizations which have no relevance to SNPIT Managed By VBT users.

4.3.7.5 Non-Book Materials

A small collection of Non-Book Materials is being maintained at the periodicals section and necessary record should be kept. These materials are open to all our Library users.

4.3.7.6 Maintenance of Records

The transactions of all the activities/procedures in the periodicals section is carefully and properly recorded for the relevant information and documentation. In this regard, apart from the automated system, the section maintains the following documents:

- Journal Subscription Register
- Bills File
- Subscription Orders
- Approvals

4.3.8 Circulation Section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and Students to the library. Effective Circulation counter leaves a lasting impression on the user and therefore it is very important section of the library. Major Activities of the Section are:

- Issue and returns of Learning Resources (Primarily Books)
- Registration of new members
- Library Orientations/Information

4.3.9 Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

1. Reference Section (Consisting of Encyclopedias, Dictionaries, etc.)
2. General Stack Area



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3. Newspaper Display Area

4. Journal/Magazine Display Racks

- Books available in stacking area of library are maintain and audited regularly at the end of academic year under the guidance and observation of assigned administrative faculty or by Principal.

4.3.10 Preservation and Conservation

Preservation and Conservation policy is to preserve the library materials against insects, usage, temperature, fire, rain etc. The Library system has the essential set up for the preservation and conservation for the Library materials.

4.4. LIBRARY FURNITURE AND FACILITIES

The following items are included in the category of furniture and equipment in our library.

Furniture

- Book Rack/Book Display Rack/Newspaper rack/Periodical display Rack
- Computer table/other equipment tables
- Circulation Desk
- E-resources equipment's (Computer, Printers, Scanner, etc)
- Filing Cabinet
- Reading Tables & chairs
- Stools for stack room

Facilities

- Cleanliness
- Fan
- Lighting & Ventilation

4.5. STOCK VERIFICATION AND AUDIT

Stock verification is an annual process which will be conducted after completion of each academic year. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost. Stock verification provides opportunities to weed-out unused and very old editions of the library. It helps in planning the method to provide adequate safeguards to check future losses. Stock verification should be carried out by the responsible faculty appointed by the Principal.



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Newspapers and unused magazines shall be auctioned with the approval of the library advisory committee every year and the amount shall be remitted to the College Reserve Fund.

4.6. LIBRARY SERVICES AND FACILITIES

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information for the need and meet the users' requirement.

The following are the important services:

- Book Bank Facilities/
- Circulation Service/ Reading Room Facilities/ Reference Service/Referral Service
- Digitization & Internet Service (e-library)
- Library Orientation, New arrivals Display & News Paper Clippings
- Open Access System & Periodical Lending Service
- Soul 3.0 Software is available for Library management.

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**SUBJECT/COURSE
COORDINATOR
POLICY**



INSTITUTE POLICY

TITLE : SUBJECT/COURSE COORDINATOR POLICY

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1.0 INTRODUCTION

As per guidance given by premier universities and institute, an academic member of teaching staff must be designated as a Course Coordinator for each Course. The duties may be specified from time to time by the Head of the Department. A Course/Course Coordinator will deliver the quality education to student.

2.0 OBJECTIVE

To define role and responsibilities of Course Coordinator

3.0 SCOPE

This policy is applicable to all faculty and students of institute

4.0 PROCEDURE

4.1 Appointment

A Course/Course Coordinator is appointed by Head of the Department, for fixed-term and mostly based on course handled by them.

4.2 Roles and responsibilities of all Course Coordinators

- A Course Coordinator is responsible for planning and coordinating the teaching and assessment arrangements for a course, and upholding its academic quality and integrity, in consultation with the Principal.
- Manage the Course for completion of syllabus, number of lecture/practical as assigned, timely Submission.
- Preparing lesson plan, Course file, continuous assessment, preparing Study materials, learning materials and textbooks so that students can access materials in timely manner.
- Maintaining and using a Course website, sharing with respective students, faculty, HOD, Head of Institute and updating site regularly.
- Informing students of the Course aims, objectives and requirements by the completion of a Course Outline.
- Teaching the Course content, coordinating other staff involved in teaching the course, inducting, mentoring and meeting regularly with casual teaching staff, liaising with staff who teach the same Course at different times.



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- Developing and implementing Course assessment, coordinating other staff involved in Course assessment.
- This policy contains an extensive list of responsibilities on Course Coordinators, related to
 - Informing students about Examinations and examination procedures.
- Course Coordinator should be present during Semester Examination, Midterm Examination and Continuous assessment of the respective Course he/she is assigned.
- Maintaining overall attendance, informing to HOD for absence of the student more than three consecutive lecture or practical.
- Providing guidance students in the course.
- Monitoring student participation in the Course, including following up enrolled students who have stopped attending classes or submitting work.
- A Course Coordinator is responsible for submission of question paper of all types of examinations pertaining to Course. (Except Semester End Papers)

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MENTOR POLICY



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1.0 INTRODUCTION

It is commonly observed that entry to college level is a major turning point of career of any student in his or her professional life. From many students, it may first instance to stay away from family restrictions and living an independent life. During this educational phase of life many times a learner gets diverted towards wrong activities and confused with an actual goal of life. Mentoring system is just like continuous support system created to help them in this educational phase to achieve great goals of life. Also, to give the wide range of technical, professional guidance to build career of their choice and direction. Mentoring Policy and its success at institute helps to identify learning strength of individual student and could them to great career path.

2.0 OBJECTIVES

- To provide the platform to the students for sharing their problems related to academic and non- academic matters.
- To monitor the academic progress of the students.
- To provide assistance and support to the learners to achieve their actual growth and development.
- Assists in problem solving and improves self-confidence of students.
- Helps to identify student's interests and create opportunities of growth in relevant areas.
- Develops a supportive relationship between students and staff.
- To provide an opportunity for overall development to all learners.

3.0 SCOPE

This policy shall apply to all the learners, faculties and mentors of the college and for the purpose of this policy 'mentor' are defined to include.

- All staff are active in counselling or motivation of students.

4.0 PROCEDURE

- The head of the institution assigns a group/batch of 20-30 students per semester to individual faculty members.
- Collect details like personal details, parents/guardian's details and academic details, academic scores etc.
- Share information of academic calendar and e-learning resources.
- Mentors have a meeting with the students periodically (Three meetings throughout the semester) for their academic progress and counselling.
- Identify students with less attendance and counsel.
- Focus on academically weak students, by providing them with additional reading materials, model questions along with solutions and special classes to cope up.
 - Encourage academically bright students for further improvement.



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- Counsel students who are irregular in course work/laboratory classes to attend regularly and complete pending work/experiments during specified extra hours.
 - Arrange extra lecture/lab coaching for these students.
- Motivate students to participate in expert lectures, seminars, webinars, workshops, finishing school, Industrial visits, industrial trainings (One or two week) to enhance professional skills.
- Encourage and support students towards all round development through participation in literary, social, cultural and sports activities which help to develop leadership qualities, decision making abilities, team spirit, socio psychological awareness, and to shape the student into an intellectually integrated person.

Efficacy of the Mentoring system

- Reduction in risk of failures and drop-outs.
- Cordial relationship between faculty and students.
- Improvements in academic performance in terms of pass percentage, number of University rank holders and number of placements.
- Huge involvement and participation received from students in co- curricular, extra-curricular and extension activities.

5.0 ANNEXURE (formate)

Annexure I: Form M.

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ANNEXURE : 1

Form :



SHRI SITARAMBHAJ NARANJJI PATEL INSTITUTE OF TECHNOLOGY, MANAGED BY VIDYABHARTI TRUST, UMRACKH – BARDOLI

Mentoring Data

Collection of Student data in GR Form (EXCEL)	
ENROLMENT NUMBER	
STUDENT NAME	
MOTHER NAME	
CURRENT ADDRESS	
PERMANENT ADDRESS	
STUDENT CONTACT NO.	
GUARDIAN CONTACT NO	
E-MAIL ID	
GENDER	
CATEGORY	
RELIGION	
NATIONALITY	
BIRTH DATE	
BIRTH PLACE	
ACPC FEES	
QUOTA TYPE	
HSC SCHOOL NAME WITH ADDRESS	
GUARDIAN NAME	
GUARDIAN ADDRESS	
ADHAR CARD NO	
BANK NAME	
BANK A/C NO.	
STUDENT PHOTO	
ACPC Merit Rank	

S. N. Patel Institute of Technology & Research Centre, Umrah

Mentor list of Mechanical Department

Year	Semester	Academic Year		
		2019-2020	2020-2021	2021-2022
1	1			
	2			
2	3			
	4			
3	5			
	6			
4	7			
	8			
Sign of HOD				



**SHRI SITARAMBHAJI NARANJI PATEL INSTITUTE OF TECHNOLOGY,
MANAGED BY VIDYABHARTI TRUST, UMRAKH – BARDOLI**

PROFESSIONAL / CO-CURRICULUM / ACADEMIC GUIDANCE FORM

Date: __/__/__

1. Name of Department: _____

2. Name of faculty mentor: _____

3. Year/Semester: _____

4. **Type of mentoring:** Professional Guidance, Co-curriculum guidance, academic guidance (Tick the one provided)

5. **Points discussed:** Motivate them to participate in sports events, problems they faced in mid sem., SSIP, and its Advantage.

6. **Details of students**

Sr. No.	Enrolment No.	Name	Present/Absent	Problem Identify

7. **Details of points raised by Students**

Sr. No.	Details of problem/issue/suggestion	Action taken

8. **Mentor Remark's (if any):**

Sign of mentor:

List of students participated in various events

SR.NO	PEN NO.	DATE	NAME OF EVENT	Organizer	LEVEL
1					
2					
3					
4					



PURCHASE POLICY



INSTITUTE POLICY

TITLE : PURCHASE POLICY

Policy No.	Effective Date	Page No.
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1.0 INTRODUCTION

To fulfill essential requirements of goods such as varieties of chemicals, glass wares, plastic wares, instruments, equipment, stationeries, book, journals, educational-aids and their various services (Annual maintenance, training etc.) for smooth functioning of every department as well as progressive work of entire institute, purchase policy plays an integral part of the S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk-Bardoli.

As a matter of policy institute encourages the adoption of established procedure, wide publicity, fair competition and efficient delivery of the desired objectives for which the purchases/orders are made in the institute.

S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk-Bardoli being primarily an academic institution, the requirements are scientific with limited vendors. The procurement is time as well as project specific. The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/works and find out the details of possible bidders for purchases.

This policy outlines the procedures to be adopted for the purchase of various kinds of goods and their maintenance by all Departments from Institute's respective account.

2.0 OBJECTIVES

- To govern entire organization with economic quality goods according to curriculum requirements of all department of the institute.
- To exercise annual financial control over the purchasing process.
- To clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased employee confidence in the procedures followed in purchasing.

3.0 SCOPE

The scope of Purchase Committee of the institute is to purchase any goods according to the departmental budget of the institute at economic rate with highest grade/quality from authentic vendors to fulfill the desired goal of the educational program.

4.0 RULES FOR PROCUREMENT OF GOODS

- Purchase of all goods as mentioned in introduction should be strictly under the power of purchase committee of the institute.



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INSTITUTE POLICY

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- Purchase committee's approval is essential for procurement of any goods and their services.
- Head of department (HOD) of the institute is responsible to submit proposal of goods to be purchase of all goods every year to the Head of Institute with specifications, model number and name of manufacturer.
- Store in-charge will be responsible to invite quotation of all goods/items with co-ordination of faculty who wants such goods in desired duration of time.
- The goods whose cost below Rs. 5000/- will be purchased directly using Requisition form without any invitation of quotation from vendor but with prior permission of HOD and Head of Institution (HOI) on Requisition form.
- For the purchase of costly equipment/ instruments, minimum three quotations must be invited by the store in-charge under the supervision of faculty as well as HOD who require such goods.
- A document showing comparative cost, specification, terms and condition of payment with brand and sale after service following information brochure of goods after receiving quotations of the same will be prepared by store in-charge under the supervision of head of PCM and HOI and will be submitted to the Administrative Office of Vidyabharti Trust for final permission.
- After getting approval from the member of Administrative Office of VBT, Purchase Order (P.O.) will be prepared by Store in-charge with supervision of Clerk of S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli for the vendor who has quoted lowest for the specific goods according to invited quotations.
- All goods will be verified according to raised P.O. with invoice by the Head of Purchase Committee and HOD of each department following their sign on each document.
- Any goods will be rejected by the Head of Purchase Committee and HOD of each department during verification with reason on document if the goods not comply with the specification according to quotation.
- Inventory record should be maintained by Store in-charge for each goods under the supervision of the Head of Purchase Committee, HOD of each department and finally HOI.
- Lab-equipment in-charge of each department is solely responsible for maintenance of allotted equipment/instruments.
- The faculty working on any sanctioned research project (Principal Investigator) will solely responsible to identify his/her project's requirements as well as submission of the proposal of same goods to the Purchase Committee with minimum three different quotation of the same goods with all specification, terms and



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condition from the vendor/manufacturer according to duration of project in order to benefit of Institute's department.

- Verification of stocks such as chemicals, Coal, Scrape of Steel, Building Materials, Wires, Glass wares, plastic wares, and miscellaneous items for each laboratory will be carried out by laboratory assistant with the help of laboratory attendant. The stocks required to be purchased for the next session that will be processed for quotation from known firm (Vendor/Supplier/Manufacturer).

4.1 COMPOSITION OF PURCHASE COMMITTEE (PCM)

- Head of Purchase Committee Member
- HOD of each Department
- Store In-charge
- Laboratory Assistant of each Department

4.2 APPROVAL OF ITEMS / GOODS AND FUNDS

Items and funds for purchase may be approved by the Competent Authority as defined below;

Competent Authority:

- For the purchase of any goods up to Rs. 5000/- cost through requisition form is made by HOD and HOI.
- For the purchase of any goods up to Rs. 50,000/- is made by Head of Institute.
- For purchases from more than Rs. 50,000/- is made by the Head of Institute, Purchase Committee and Management.
- The annual maintenance/service contract has to be given to the vendors as per the norms of Vidyabharti Trust, Umrahk by Management.
- The repair work, spare parts, calibration from the original equipment manufacturer/manufacturer's authorized supplier, by Chairperson of Purchase Committee/ Managing Trustee.

4.3 TYPE OF PURCHASE

- Purchase upto Rs. 5000/- may be made without calling quotations.
- Purchase of any goods of cost more than Rs. 5000/- may be made through invitation of minimum three quotations from different vendors/manufacturers according to required specifications.



INSTITUTE POLICY

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4.4 RATE CONTRACT

Rate Contract can be approved for the purchase of chemicals, Coal, Scrape of Steel, Building Materials, Wires, Glass wares, plastic wares, and miscellaneous items in the benefit of institute as and when required.

4.5 PROCEDURE FOR INVITING QUOTATION

The following procedure should be observed for inviting quotations for purchase of any goods having cost more than Rs. 5000/-

- The PCM will prepare the specifications of the required items and also, prepare the list of suppliers. However, the needy faculty as well as HOD can also identify vendors in addition to the list provided.
- In the indent the PCM should duly mention the quantity of proposed items, copy of the approval of funds (with allotted grant code, if application in case of any sanctioned research project or Financial assisted scheme of any organization) for the required item, complete specifications as well as requirements of warranty, training/technical support, after sales service, AMC, packing etc. The indent should be submitted to PCM along with the hard and soft copies of the addresses of the likely suppliers and precise and accurate specifications.
- The PCM will examine the indent/documents and initiate the purchase process by inviting quotations. Technical/Techno-commercial comparative statement will be prepared by the department's faculty / PI (applicable in case of Sanctioned Project Work of department).
- In case of inviting quotations by sending enquiry letters, a minimum period of 15 days' notice should be given to each vendor.
- In case of inviting quotations through e-mail, a minimum period of 15 days' notice should be given. All the terms, conditions, stipulations and information to be incorporated the bidding document are to be shown in the appropriate head in final record.
- Approximate quantities may also be mentioned and firms should be asked to give samples along with the quotations, wherever possible/necessary. The descriptive literature, if available, should be enclosed with the quotations.
- All enquiries should be sent through e-mail as a scan copy of authorized request letter duly signed by HOI & Head of Purchase Committee after entry in outward muster and same original copy via either speed post, registered post, courier services or through personal local delivery on official addresses as deemed suitable.



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4.6 PROCEDURE FOR PURCHASE ORDER, RECEIVING GOODS AND TRANSFERRING TO LABORATORIES

- The Store In-Charge will prepare and submit the purchase proposal in the prescribed format according to requirement of each faculty with the help of HOD and the same will be audited through Purchase Committee. After auditing the case will be submitted through HOI to Admin office for final approval.
- The Purchase Order (P.O.) will be prepared by Store in-charge on the basis of duly approved Purchase proposal by the department of institute. It will be submitted to the vendor/manufacturer as a scan copy via email with covering letter and original copy via registered post/ courier.

4.7 GOODS RECEIPT AND PROCESSING OF BILL

- On receipt of goods by the concerned Indenter as per Purchase order along with packing slip, Invoice bills in duplicate/triplicate etc.), Store in-charge will invite the head of Purchase Committee as well as HOD for verification of all received goods. After verification of all goods as per Purchase order along with packing slip, Invoice bills in duplicate/triplicate, etc.), the necessary entries will be made by the Store in-charge in the respective stock register after verified signing documents. The bill for payment along with necessary documents, installation certificate etc., will then be sent by the Store in-charge to the clerk of admin office of the institute for necessary checking and forwarding to the Finance & Accounts section for payment at Admin office of the Management.
- In case of short supply/any damage/supply is not found as per Purchase Order, the department/ center/ office will inform in writing to the HOI and same to the head of Purchase Committee of the institute who will request the firm to rectify it within a suitable time otherwise the matter will be referred to Legal Cell for further necessary action.
- After proper entry of received equipment/instruments in dead stock muster with sign of HOI, they will be handed to respective lab-equipment in-charge and transferred to respective laboratory according to request form. It's all qualification should be followed by the lab-equipment in-charge within 15 days after receiving equipment in laboratory such as IQ (installation qualification), OQ (Operational Qualification) etc.

4.8 PAYMENT OF RECEIVED GOODS AND TERMS

In purchase generally the payment is done after delivery and installation (Wherever installation is required for instruments/ equipment).

- PAYMENT TO FOREIGN SUPPLIER



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- All letters of credit will be opened by the PCM against the purchase orders and grant (plan/project/miscellaneous) allocated to the concerned department.
- Payment can also be made by sight draft/Bank Transfer/Wire transfer, after receipt of material in good condition.
- PAYMENTS TO GOVT. /PUBLIC SECTOR UNDERTAKING/ ORGANIZATION
- The terms of payment to the Govt./Public Sector Undertakings/Organizations/Company will be as per the terms and conditions given by them in their quotation/ Performa invoice/rate list/rate contract. Payment in advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.

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PLACEMENT POLICY



INSTITUTE POLICY

TITLE : PLACEMENT POLICY

Policy No.	Effective Date	Page No.
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1.0. INTRODUCTION

Training and placement cell, an integral part of the S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli under Industries-Institute Interaction Cell (IIIC), plays a vital role to identify suitable post for all our Engineering graduates and postgraduates at various Engineering companies, Industries of Engineering areas. The cell is constantly in communication with reputed Employers for Engineers. The placement cell operates round the year to facilitate contacts between companies and all students of last Year. The cell maintains a very cordial relationship with all the recruiting Engineering - industries and also prepares the Aspiring candidates to face the competitive world.

The cell keeps on inviting various Engineering -industries and reputed firms for campus recruitment. Through training activities according to program curriculum, the cell tries to improve technical and communication skill of all students for the campus selection programs. The cell is sensitized to function all through the year towards generating placement and Engineering -Industrial training opportunities for the students. The number of students placed through the campus interviews is continuously rising. On invitation, many reputed Engineering -industries visit the institute to conduct campus interviews.

We have been successful in maintaining our high placement statistics and the fact that our students bear the recession blues with Good Numbers of placements itself is a testimony to our quality.

The placement cell organizes career guidance Programmes for all the students starting from first year. The cell arranges training Programmes, communication skills workshop, seminar etc. and every year it also organizes for our Engineering -students towards competitive exam training like Mock GATE and Higher-study in India. Placement Cell plays a vital role through MoU between S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli and various Engineering-Industries to uplift the career of everyone.

2.0. OBJECTIVES

- To build our students to meet the various Industries recruitment process as well as their departments / plant's requirements.
- To encourage all students by providing scientific and technical knowledge of Engineering-field as well as soft skills in terms of career planning, goal setting.
- To motivate students aspire for higher studies in India and abroad and guiding them to take competitive exams such as GATE, TOEFL, GRE, CAT, GPSC, UPSC, etc.



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- To fulfill the goal of all students through proper placement either on campus drive (interview) or off-campus interviews by approaching various Engineering companies.

3.0. SCOPE

- The placement policy is applicable to all Full time Regular registered students of Final Year Bachelor of Engineering and Master of Engineering (all specialization) for Campus Placements Drive of S. N. Patel Institute of Technology Managed by Vidyabharti Trust, UmraKh- Bardoli and is to be followed during last two years of graduation.

4.0. PROCEDURE

Placement Cell of S. N. Patel Institute of Technology Managed by Vidyabharti Trust, UmraKh- Bardoli governs Training and Placement Cell (TPC) to regulate all types of training and placement related activities through regular meeting and co-ordination to various Industries of India.

Students of Final Year Bachelor of Engineering and Master of Engineering, all HOD and faculty members of S. N. Patel Institute of Technology Managed by Vidyabharti Trust, UmraKh- Bardoli are informed about new rules and regulation as well as entire process of Training and Placement Cell activities. TPC invites proposal for campus interview and circulates the recruitment of companies through modern tools of ICT such as Google spread sheet, whatsapp message in group, and via email to all students of final year. TPC maintains the following flow path to fulfill the procedure of placement of our Engineering students;

- Receiving an Invitation for suitable recruitment for our Engineering-students via telephonic/email communication to various Industries.
 - Communication to Students who are interested for Recruitment.
 - Preparation of Campus interview based on receiving application of interested students.
 - Organizing Campus drive according to requirement.
 - Placement Cell informs the students after received the selected student list from the industry. The Placement Cell also guides them about the joining Formalities of the Industry.
- Preparation of Campus Drive report with statistics.



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**STAFF APPRAISAL
SYSTEM POLICY**



INSTITUTE POLICY

TITLE : STAFF APPRAISAL SYSTEM POLICY

Policy No.	Effective Date	Page No.
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1.0. INTRODUCTION

Performance Appraisal (PA) is a process in which the achievement of set objectives is verified. The demonstration of good behavior and values are appreciated and necessary action is taken to ensure the development of individual faculties working in the organization. Here, appraise is the employee whose performance is assessed while appraiser is the one who assesses the performance. The objective against which the performance is assessed has to be conveyed to the employee and necessary resources should be provided to achieve the set objectives. The performance appraisal system is a part of talent management and successor planning of the organization. It is a step taken by the organization to know about aspirations of the employees. The performance appraisal policy is the ability, potential, and designed to ensure the proper conduct of performance appraisal of all the faculties working in the organization. The purpose of the performance appraisal policy is to make faculties aware of the organization's performance appraisal system, framework and participation process.

2.0. OBJECTIVES

The Performance appraisal is a formal evaluation of the performance of faculties. This evaluation will determine whether the incumbent's performance meets the required standards of the post he/she temporarily or permanently occupies.

This will assess each teacher's performance in an effort to identify training needs and to assist with career development. The emphasis of the system is developmental, aimed at assisting and motivating individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of entire educational system. The system is designed to:

- Encourage continual professional growth.
- Identify both strengths and challenges among teachers.
- Provide remedies for deficient performance that fail to contribute to productive professional and educational environment.
- Identify among teachers, those areas where good quality needs to be maintained or where improvement is desirable

3.0. SCOPE

- The performance appraisal system provides a robust way to discuss, plan and review the performance of existing staff of the institute. The scope of performance appraisal is wider and applicable to each and every staff member.

4.0. PROCEDURE

4.1 Appointment

- Performance Appraisal Review committee was constituted to assess teacher's performance as follows:



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Member	Designation of PA review committee member
1	Secretary
2	Co-Secretary
3	Principal
4	Senior teaching faculty member

- Each reviewer has a vital role to play in ensuring that the evaluation process is conducted accurately and objectively and to assist in realization of the objectives of this programme.

4.2 Roles and responsibilities

4.2.1. The Head of institute and PA review committee are responsible for ensuring that the Faculty Performance Appraisal policy and procedure is fully implemented.

4.2.2. The departmental head is responsible for appraising faculty, and for providing constructive feedback and access to resources to faculty in order that they can develop their teaching skills and abilities.

4.2.3. The faculty member is responsible for meeting the expectations to support effective learning by students and a positive learning environment by accessing the appropriate resources to develop and enhance their teaching skills and abilities.

4.3. General Procedure

- The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development.
- Appraisal activities shall encourage faculty to continue professional development initiatives and to identify potential feedback.

4.3.1. Annual Appraisal system

Performance appraisals for regular faculty will be conducted an academic year by the PA review committee.



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4.3.2. Various Evaluation criteria (Elements) included in the faculty performance appraisal process but are not limited to; Student Feedback Questionnaires (SFQs), review of professional development completed in past academic year by faculty. Self-appraisal form which includes,

- Category I- Teaching, Learning and Evaluation Related Activities,
- Category II- Co-Curricular, Extension and Professional Development Related Activities
- Category- III Research and (Related) Academic Contributions.

4.3.3. A signed copy of the Faculty Performance Appraisal Summary document (as per standard format) will be provided for the faculty member and a copy will be retained in the PA file in office according to the Common Records Schedule and then destroyed.

4.3.4. Student Feedback Questionnaires (SFQs) for faculties will be collected using the college approved Survey tool and the student feedback will be analyzed by Head of Institute and records are kept in file. If it is required counseling of faculty, is done by HOI.

4.3.5. All faculty will be appraised on a scale of 1-3 (whole numbers only) based on student feedback questionnaires.

4.3.6. Numerical ratings should be supported by reviewing officer's comments for faculty appraisal recommendation.

5.0 ANNEXURE

- Table 1: Faculty appraisal Performa- Sample copy

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❖ Faculty Performance Appraisal Form

Name	
Present Position	
Department	
Academic Year	
Teaching Process	
Qualification	
Date of Joining	

A. Teaching Process

Sr. No	Exam	Semester	Course Code/Name	No. of Scheduled Classes	No. of actually held Classes	Students Appeared	Students Passed	Result (%)
1								
2								

B. Departmental Activities

Sr. No	Semester	Activity
1		
2		

C. Institute Activities

Sr. No	Semester	Activity
1		
2		

D. STTP/FDP Organized/Attended

D.1 Workshops/FDP/Conference approved by AICTE/UGC/GTU Attended as a Participant

Sr. No	Workshop/FDP/Conference Name	Organizing Institute	Duration	No. of days
1				
2				

D.2 Workshops/FDP/Conference approved by AICTE/UGC/GTU Conducted as Coordinator/Organizing Member

Sr. No	Workshop/FDP/Conference Name	Role	Duration	No. of days
1				
2				

E. Academic Research

Publications in SCIE/Scopus/UGC/Repute Conference/book chapter approved by AICTE/ISTE/GTU etc.

Sr. No	Title	Category	Author	Journal/Conference Name with volume article page etc
1				
2				

F. Research Guidance

Sr. No	Title of Project/Dissertation	BE/ME/Ph.D./DE
1		

G. Contribution to Society

Sr. No	Year	Activity
1		

H. Research Projects Funded By Any Government Body

S. No.	Research Project title	Sanctioned Organization	Amount	Remarks
1				

I. Any Award/Recognition/Fellowship by Any Government Body

S. No.	Award/Recognition/Fellowship	Organization	Date and Details	Remarks
1				

Faculty Sign: _____ HOD sign: _____ Principal sign: _____

5.9 Visiting/Adjunct/Emeritus Faculty etc

Details of participation and contributions in teaching and learning is shown in Table 5.9(1)

Sr. No.	Name	Designation	Education Qualification	Teaching/ Industry experience	Subject Taught/Modern Tools	Details
1	Dr. Hitesh Sudhirbhai Jariwala	Visiting Faculty	Visiting Faculty	17.5 Teaching	CAD Software/ Composite materials	2 hr. Per week. Total of 52 hr. Per academic year Interaction in A.Y. 2019-20, 2020-21 and 2021-22



**LABORATORY IN-
CHARGE
POLICY**



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INSTITUTE POLICY

TITLE : LABORATORY IN-CHARGE POLICY

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1.0 INTRODUCTION

The main purpose of laboratory work in engineering education is to provide students with conceptual and theoretical knowledge to help them learn various Engineering concepts. As per guidance given by affiliated universities and institute, an academic member of staff must be designated as a lab in-charge for each laboratory. The duties may be specified from time to time by the Head of Department/ Head of Institution.

2.0 OBJECTIVE

The objective of this policy is to define role and responsibilities of Laboratory In-charges.

3.0 SCOPE

This policy is applicable to all Laboratories in charges, Laboratories Assistants, Laboratories Peon and students of institute.

4.0 PROCEDURE

4.1 Appointment

Laboratory in charges are appointed by the HOD.

4.2 Role and Responsibilities of Laboratory in-charges

- Checking of cleaning and Maintaining lab records of the Laboratory.
- Display of academic lesson plan of practical and lab equipment list on notice board.
- SOP of equipment and validation of sophisticated equipment reports maintenance and their log books.
- Raising file for repairing and new equipment and other matter along with Head of the department.
- Reporting of any misconduct observed to the competent authority with formal documentation.

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**RESEARCH &
DEVELOPMENT
POLICY**



INSTITUTE POLICY

TITLE : RESEARCH & DEVELOPMENT POLICY

Policy No.	Effective Date	Page No.
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1.0 INTRODUCTION

To improve high-quality scientific research is a necessary requirement for creating successful applications. The research policy of the college aims to create and support a research culture among teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realizing the vision and missions of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

2.0 OBJECTIVES

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college.
- To create and administer a research fund for supporting and facilitating research initiatives and Projects of faculty members and students.
- To develop rules and procedures for fetching research support, institutional awards, and supporting all other related activities.
- To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported.
- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organization.
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project.
- To identify and establish linkages including MOUs for long term relationships with national and international research organization for widening the scope of research opportunities and funding options available to the teachers and students of the college.
- To identify and establish linkages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships.
- To encourage and facilitate the publication of the research work/projects in reputed academic journals.



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INSTITUTE POLICY

TITLE : RESEARCH & DEVELOPMENT POLICY

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- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lecturers or the media.
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year.
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.
- To develop prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the rules applicable and regulations.

3.0 SCOPE

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include;

- All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the college;
- All students registered with the college;
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college
- All academic and administrative departments of the college;

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will include;

- Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems.
- Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies.
- Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
- Research projects of students undertaken as part of the curriculum or for enriching it.
- Publication, presentation and communication of the research outcomes and related activities.

4.0 PROCEDURE

4.1 Composition of Research and Development (R&D) Cell:

4.1.1 The Research and Development (R&D) Cell will be established or amended as per the decisions taken by the academic committee of the institute every year.

4.1.2 Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.



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4.1.3 The R&D cell will meet once a year. The responsible for Chairman/Coordinator is determining if more meetings are required.

4.1.4 The R&D cell will report to the Head of Institute by way of its minutes

4.2 Research Policy Implementation Mechanism

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

- To facilitate the faculty in undertaking research and will management to set up a research fund for providing seed money work with the college.
- To provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- To encourage and promote a research culture (e.g. teaching work load remission, opportunities for attending conferences etc.)
- To encourage the faculty to undertake research by collaborating with other research organization /industry.
- To create suitable procedures for giving due recognition for guiding research.
- To facilitate the establishment of specific research units/centers by funding agencies/university.
- To organize workshops/training Programmes/sensitization Programmes that is conducted by the institution to promote a research culture on campus.
- To prepare budgets for supporting students' research projects.
- To invite industry to do projects and use research facility of the college.

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PLAGIARISM POLICY



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1.0 OBJECTIVE

The objective of this policy is to set out the principles behind S. N. Patel Institute of Technology Managed by Vidyabharti Trust, UmraKh- Bardoli expectations in relation to academic integrity, and for ensuring a fair and reliable approach in dealing with plagiarism.

2.0 SCOPE

This policy is applicable to all undergraduate and graduate students as well as faculty members.

3.0 DEFINITION

Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of sentences, phrases, claims, paragraphs or longer extracts from published or unpublished work (including web materials) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

4.0 ACCOUNTABILITY



It is the responsibility of students to fulfill with this policy and procedures, and to ensure that they do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be original and genuine. It is the responsibility of staff to ensure that subject outlines give clear guidelines on S. N. Patel Institute of Technology Managed by Vidyabharti Trust, UmraKh- Bardoli policy and procedures on plagiarism.

5.0 PROCEDURE

- Complaint related to plagiarism is submitted to grievance Redressal committee via online portal. The panel will evaluate the level of plagiarism.
- Head of Institution will provide appropriate decision after evaluating explanation given by accused person and recommendation of the committee. The decision of the HOI shall be final and binding.
- Depending on the severity of crime the punishment could be:
 - Fine or warning
 - Rustication for limited period or permanent
 - Withdrawal of degree

6.0 REFERENCE

- UGC Guidelines: NoF1-18/2010(CPP-II)

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**INFORMATION &
TECHNOLOGY (IT)
POLICY**



INSTITUTE POLICY

TITLE : INFORMATION & TECHNOLOGY(IT) POLICY

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1.0 INTRODUCTION

Information Technology (IT) policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the institute. This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the institute. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

College information technology resources are provided to enable faculty, staff and students to advance the mission of the college in their academic and administrative activities.

Information technology resources are to be accessed and utilized in an ethical manner that does not compromise the integrity of the system. All users of information technology are to adhere to high moral, legal and professional standards, and to act in the best interests of the college.

2.0 OBJECTIVE

- The purpose of this policy is to outline the acceptable use of computer equipment and related information technologies at S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli
- Confidentiality – data and information assets must be confined to people authorized to access and not bedisclosed to others.
- Integrity – keeping the data intact, complete and accurate and IT systems operational.
- Availability – an objective indicating that information or system is at disposal of authorized users whenneeded.

3.0 SCOPE

This policy applies to all information, information systems, and other tech infrastructure owned or leased by college, student, and employee or a third party.

4.0 GUIDELINES AND RESPONSIBILITIES

- No one will use any of the college’s technology resources (information systems, computers, network devices, computer hardware, software, email, information resources, intranet and Internet access facilities) without proper authorization, nor will anyone assist in, encourage, or conceal from the college any unauthorized use or attempt at unauthorized use of any of the college’s technology resources.
- Each user will take steps to ensure the confidentiality of his or her password or user ID and to protecthis or her files, data, printouts and electronic mail from unauthorized users.
- No one will give any password or user ID for any of the college’s technology resources to any unauthorized person.
- No one will obtain, possess, use or attempt to use anyone else’s password or user ID, regardless of how the password or ID was obtained.



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- Any user who determines that someone has made an unauthorized use his or her account, password or user ID, will report that breach of security to the college's head of Information Technology.
- No one will use the college's technology resources for illegal, commercial or profit-making purposes.
- No one will use any of the college's technology resources to attempt an unauthorized use, or to interfere with anyone else's legitimate use, of any computer or network facility anywhere.
- No one will attempt to obtain system privileges to which he or she is not entitled.
- No one will access or attempt to access anyone else's account, system, files or data without proper authorization.
- No one will use the college's technology resources to engage in any form of academic dishonesty, such as plagiarism or cheating.
- No one will attempt to endanger or breach the security or operation of any of the college's technology resources. No one will run nor distribute a program on any of the college's technology resources, unless the user is confident that the program will not harm or endanger the system.
- No one will knowingly create, install or distribute a computer virus or any other type of destructive program on any of the college's technology resources, or otherwise damage or destroy any equipment, software or data belonging to the college or any other user.
- No one, without proper authorization, will modify or reconfigure the software or hardware of any of the college's technology resources.
- No one will use any of the college's technology resources in a manner that violates the privacy of other users.
- No one, without proper authorization, will access, read, copy, alter or delete any other person's computer files, electronic mail, or account information.
- No one will attempt to intercept or otherwise monitor any network communications not explicitly meant for them.
- No one will use any of the college's technology resources to access or transmit images, messages, communications or other materials that can be deemed to be obscene, threatening, harassing, annoying, defamatory, fraudulent or unlawful.
- No one will use the college's technology resources to access, download or send material that is damaging to the college, including but not limited to obscene or sexually explicit material.
- Anyone who has received, in his or her opinion, a threatening, obscene, harassing, annoying, defamatory, fraudulent, unlawful or unwanted message, communication or other material will report that to the Head of Institute.
- No one will misrepresent his or her identity or his or her relationship to the college when obtaining computing or network privileges, or when using any of the college's technology resources or in any electronic communication with anyone else.
- No one will install copy or otherwise use any software or data in violation of applicable copyrights or license agreements.
- No one will make nor distribute unauthorized copies of software or data contained in the college's technology resources, nor will anyone install or use unauthorized or pirated software on any of the college's technology resources.



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- Users of the college's resources will only communicate or distribute electronic mail to clearly identified groups of interested individuals who may reasonably be expected to want to receive the transmission, and will not engage in the mass broadcasting of electronic mail or the distribution of chain letters (messages asking the recipient to distribute further copies).
- No one will send electronic mail to unwilling recipients, nor participate in the distribution of unsolicited commercial advertising ("spam") through electronic mass mailings.

5.0 DISCIPLINARY ACTION

- Suspected violations of this policy are to be reported to the HOD of Computer Science & Engineering. Depending on the nature of the violation, the HOD of Computer Science & Engineering may refer the matter to the principal of institute. The College will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any prohibited activity as described above may be subject to disciplinary action, including the loss of college privileges and/or dismissal from the College, and to criminal prosecution under the applicable.

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ANTI-RAGGING POLICY



INSTITUTE POLICY

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1.INTRODUCTION

- ‘Merit’ and ‘Ethics’ being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student’s population coming from different parts of the country with most diverse cultural and social backgrounds, becomes a matter of prime importance. ‘Ragging’ a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced ‘anti-ragging policy’ to be adopted by the Institute.
- Hon’ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.
- The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in “ragging” so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon’ble Supreme Court on this issue has also been stressed by the Ministry.
- Ragging is a criminal offence and lowers the standards of education. The ‘anti-ragging policy’ adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon’ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

2.ANTI-RAGGING POLICY

- This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration.

The ‘anti-ragging policy’ adopted by the Institute therefore is aimed at:

- Creation, development and nurturing a conducive, socio-academic environment within the student population.
- Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
- Keeping in place an integrated system to discourage and prevent any negative acts like ‘ragging’ by the seniors, which disrupts socio-academic integration of new entrants.
- Prescribing deterrent measures for any violation of the “Anti-Ragging Policy” by way of disciplinary measures.

3. DEFINITION

- For the purpose of this policy the following are defined as under: -
- ‘Institute’ means the S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli.
‘Student’ includes any person who is enrolled for any course, whether full time or part time with the Institute. This also includes research associates/scholars or a visitor, and / or a repeater.
‘Hostel’ includes the place/(s) where students are accommodated through institutional arrangement. ‘Ragging’ constitutes one or more of any of the following acts:



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- A conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
- Indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- Asking a student to do any act which the student will not carry out in the ordinary course 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 student(s);
- Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
- Exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;
- 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;
- Any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);

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

4. PREVENTIVE ASPECTS OF RAGGING

4.1 Systemized Efforts for Socio-Academic Integration of New Entrants.

Address by the Competent Authorities of the Institute: The Principal, HOD of various department faculty, Chairperson Admissions, Chairperson Academic Programme and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/fresh entrants/ students at the time of counseling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the Institute. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit-oriented environment of mutuality and trust of the Institute.

- New batch inaugurals: The Principal and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioral norms wherein a mention to the Anti-ragging policy may be made.
- Welcome Party: for New Entrants Senior students shall be encouraged to organize a "Welcome Party". For the said purpose an organizing committee should include Anti-Ragging committee members.



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- Mentoring Cells: ‘Mentoring Cell’ shall function under the guidance of a Senior Faculty and in direct supervision of the ‘Proctor, Anti-Ragging Committee’. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the ‘mentoring cell’ by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis. The senior student mentor will also monitor ‘Psychological Behavior / behavioral aberration of new students. If any abnormal behavior or environmental adjustment problem observed, the same shall be reported to the ‘Proctor, Anti-Ragging Committee’.

- Social, Cultural, Sports Activities: The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students’ clubs and committees will be organized in line with the proposed anti-ragging policy.

- Watch and Ward arrangements: The Institute has identified following vulnerable locations;
- Hostel blocks and mess
- Vacant class rooms
- Auditorium
- Canteen
- Playground
- All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating ‘Joints’ (Canteens, Mess etc.), Hostel/accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

4.2 Wide-dissemination of Anti-Ragging Policy Prospectus and Admission forms

- All prospectuses should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”

- All students and guardians/parents are required to sign an anti-ragging declaration forms at the time of admission to the institute. Institute may put up posters in prominent places within the campus to exhort students to prevent or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”. The same needs to be displayed on the website of the institute.



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5. MONITORING ASPECTS OF RAGGING

5.1 Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from ‘ragging’

5.2 Anti – Ragging Committee (ARC) at the Institute Level

Anti-Ragging Committee (ARC) should be constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee can be nominated by the Proctor (of which one has to be necessarily a female member).

6. PROCEDURAL AND PUNITIVE ASPECTS OF “RAGGING”

6.1 First Information Person (FIP)

- ‘First Information Person (FIP)’ would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of “ragging”. Class teacher of respective class will serve as a FIP
- FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the Proctor of ARC, aiming to create a “ragging free environment”
- FIP will be responsible for taking steps to ensure that cases of “ragging” within the institute are brought to the notice of the Proctor of ARC as soon as possible.
- FIP is empowered to deal with informal complaints of “ragging” and/or take suo motu cognizance of any such incident.

6.2 Ragging Reporting Procedure

- If any individual believes that he or she has been subjected to ‘ragging’ or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed/known about “ragging”) shall have option to file a complaint with the Proctor of ARC. This may be done in writing only.
- FIP or member/s of the ARC will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- All formal/Informal complaints of “ragging” may be made to the FIP within the constituent unit or directly to Proctor of ARC as stated above.

6.3 ARC as Enquiry Committee

- ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances.
- The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will



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be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson of ARC may grant extension to the time limit under information to the complainant and the accused.

6.4 Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Sexual Harassment Policy' adopted by the Institute. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

6.5 Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Proctor ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- Withholding scholarships or other benefits
- Debarring from representation of events.
- Withholding results
- Expulsion from Institute.
- Debarring from examination/s.
- Suspension from the institute or class for a limited period.
- Fine with public apology
- Prosecuting for criminal offence.
- Filing FIR with the local police
- Cancellation of admission

6.6 Appeal

- Appeal with regards to any action taken against the accused at any level and/or against the punishment awarded under this policy, shall lie with the head of Institute, which should be filed within a period of two weeks from such an action or award of punishment.

7. SAVING AND REPEAL CLAUSE

Head of Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. She/he will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy.



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8. REFERENCE

UGC Guidelines: F.1-16/2007 (CPP-II)_17062009

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SC/ST POLICY



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1.0 INTRODUCTION

In line with the affirmative policy of Government of India, our institute has resolved that the affirmative policies, programme, schemes, facilities would be provided to the persons belonging to socially and economically weaker sections of the society.

- The college is committed to provide an environment that promotes diversity and respects everyone regardless of colour, religious belief or cultures. While maintaining diversity of all kinds, it also commits to ensuring protection of everyone including Scheduled castes/Scheduled Tribes and acting as per the provisions of constitution of India in such matters. In order to create a living and working environment where all students feel safe and respected and with a view to ensure implementation of the affirmative policy of the Government of India/UGC and related orders issued by such authorities from time to time for the benefit of SC/ST, S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli established the SC/ST Committee according to Scheduled castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, 33 of 1989, dated 11.09.1989.

2.0 OBJECTIVES

- To guide the candidate of SC/ST category students to optimally utilize the benefits of the schemes offered by the State Government, Government of India and UGC.
- To bring the students belongs to SC/ST community at par with the main stream student body.
- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- To monitor the implementation of reservation policy in the institution.

3.0 SCOPE

- The goal of the cell is to enhance the psychological wellbeing of SC/ST students at S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrahk- Bardoli, so they can take full advantage of the educational opportunities at the college. This policy shall apply to all the SC and ST students and faculties of the college.

4.0 PROCEDURE

4.1 Roles and responsibilities of SC/ST Committee

- Ensuring Reservation policies in regard to SCs/STs.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favors of SC/ST.
- To ensure provisions for an environment where all such students feel safe and secure.
- To provide prompt counseling for any emotional emergencies arising on account of any events at the campus.
- To communicate with the UGC/ MHRD/University etc. with respect to supply of required information, answering queries and clearing doubts with respect to reservation's data and information.



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Vidyabharti Campus, Bardoli Mota Road, At & Po Umrakh, Gujarat- 394 345

INSTITUTE POLICY

TITLE : SC/ST POLICY

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- To arrange for special opportunities to enhance the career growth of SCs/STs students.
- To communicate with Office of the Commissioner for SC/ST in response of representations/complaints.

4.2 Procedure to file a complaint

Any student and employee (including contractual, casual and temporary) of the institute can approach the Cell. A written complaint may be submitted to the SC/ST cell. The member of cell often meets the concerned students and staff, to understand their problem and takes necessary action and/or renders them necessary advice/help to resolve the matter.

REFERENCE

As per Policy of Gujarat Technological University, Ahmedabad

Verified and approved by Principal, SNPIT Managed By VBT, Umrakh.	Seal of Institute

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**ANTI-SEXUAL
HARASSMENT
POLICY**



INSTITUTE POLICY

TITLE : ANTI-SEXUAL HARASSMENT POLICY

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1.0 INTRODUCTION

- Anti-Sexual Harassment Committee is established as per section 4 of AICTE (Gender sensitization, prevention and prohibition of sexual harassment of women employees and student and redressal of grievances in technical institutions) regulation, 2016 vide no. F.AICTE/WH/2016/01 dated 10th June 2016 and Approval process Handbook 2021-22(AICTE), at S. N. Patel Institute of Technology Managed by Vidyabharti Trust, Umrakh-Bardoli .

2.0 OBJECTIVES

- To ensure protection of girl students, women teaching and non-teaching staff working within the premises.
- To provide and raise honorable environment for working women employees and girl students.
- To create awareness about health and hygiene.
- To make them aware about their social and legal rights.
- To empower them to take stand against gender discrimination.
- To make women aware about their role in the society.
- To organize seminar, talk and guest lecture for overall personality development of women.
- To promote general well-being and prevent sexual harassment of girl student and women employee in the premises.
- To raise working environment that is safe and secure.
- To encourage involvement of NGO in activities related to women empowerment.
- To provide a conducive environment for easy sharing of ideas and to redress the grievances if any.

3.0 SCOPE

Anti-Sexual Harassment Committee is constituted to have a forum, to approach in the event of instances of sexual harassment to ensure justice and fair play. This policy shall apply to all the girl students and women employee of the institute.

4.0 PROCEDURE

4.1 Roles and responsibilities of committee

- Once the committee is being framed committee members shall be responsible for setting up and adapting protocol for resolution of the grievances.
- The committee members shall be approachable for addressing any issues related to gender biasness or sexual harassment.
- Committee is responsible for maintaining the confidentiality of any grievances being noted and redressed.
- In no circumstances committee members shall violate the rules being framed by the committee.
- The committee should meet once a year and additional meetings may be arranged as and when necessary for resolution of issues and complaints.
- The committee is responsible for arranging gender awareness program through seminar, guest, lecture, etc.



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4.2 Procedure to file a complaint

- Any grievances arising from gender discrimination and sexual harassment of women employees and girl student should be brought to the notice of the committee.
- Any complaint received shall be forwarded to the committee members on immediate basis, this shall be notified to all the members within two days of the receipt of the same.
- The committee shall discuss and decide on the case or reject the issue on prima facie basis if no further action needs to be taken.
- On receipt of any complaint the committee shall resolve the complaint within a week and submit the report of same to the higher authority.
- Any member of the committee may request the committee in charge to call an emergency meeting where a notice of two days in prior shall be given for such meetings.
- Minutes of all the meeting shall be recorded.

Verified and approved by Principal, SNPIT Managed By VBT, UmraKh.	Seal of Institute

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