



Bharati Vidyapeeth's
Jawaharlal Nehru Institute of Technology (Poly.)
Katraj Dhankwadi Pune- 43

The students taking admission in Bharati Vidyapeeth's Jawaharlal Nehru Institute of Technology (Poly.) should abide by the rules mentioned below.

GENERAL RULES

1. If any of the statement made in application form or any information supplied by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal. An appeal against the order of expulsion, however, may be preferred within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final.
2. The 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.
3. Notwithstanding anything contained in these Rules, if the Govt. takes any policy decision pertaining to Diploma admissions, then the same shall be brought in to effect at that point of time as per the directives from the Govt. from time to time.
4. Students should not invite outsider to address any meeting or to participate in any institute activities without the prior permission of the Principal.
5. Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.

6. The students should not collect any fund from other students or from outsiders without any written permission from the Principal.
7. Students are expected to check up notices being displayed on the respective Notice Boards.
8. Students are requested to take care of their personal belongings such as calculator, journals, files, books notes etc. The institute authorities will not be held responsible for the loss.
9. Every student must preserve original fee receipt (students copy), Identity card and Library card. Loss of the same has to be duly reported to the concerned authorities.
10. Every student should take utmost care of the institute property and try to keep the institute and its premises neat, clean and tidy. Any Intentional damage done to the institute building, furniture, and equipment by the students shall be treated as breach of discipline and the students will be punished.
11. Any student disturbing classroom discipline will be suspended from the class with immediate effect and is required to give an undertaking regarding his / her good behavior in future. If the same misbehavior is repeated, the student may be expelled from the institute.
12. As per MSBTE norms, the students appearing for the final examinations should satisfy at least 75% attendance in respective theory lectures, practical and term work.
13. Absence of student on valid grounds at lectures / practical / term work / examinations must be communicated to the institute authorities immediately in writing, with the necessary supporting documents viz. medical certificate etc.
14. The required documents should be submitted as and when required.
15. Each student shall conduct herself/himself, both within and outside the campus of the institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the institute, and to the visitors of the Institute, and good behavior to fellow students.
16. Any act of indiscipline of a student reported shall be discussed in a Disciplinary Action Committee of the institute. The committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated

17. If a student is found guilty of malpractice in examinations then he/she shall be punished as per the rules of MSBTE
18. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.
19. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act 1999, which is in effect from 15th May 1999.
20. Students are required to be dressed in the college uniform on the days fixed and to be neatly and decently dressed on the other days of the week when in campus.
21. All the students must carry I-card every day to college and shall show the same on demand by any faculty/official of the Institute.
22. Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another, student shall be subjected to disciplinary action.
23. The students should not involve in any activity such as common off. If they are found to be involved in common off, are liable to disciplinary action.
24. Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only when students will report at the institute with his/her parent.
25. Students will not operate any machinery / equipment without the permission of the instructor.
26. It is hereby instructed to all students to handle Laboratory Equipment's, Machines and Computers in the institute with proper care.
27. It is advised to all students to use internet facility to the maximum extent ethically. The library facilities shall be properly used without violation of rules and regulations of Library.
28. It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, and Annual Day, etc. whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.

29. The students will compensate damage to institute property/furniture caused by neglect or willful damage. Defacing the walls or institute property will be viewed seriously.
30. Students must pay their fee/dues on or before the prescribed deadline. Student once admitted in the institute shall follow instructions issued from time to time
31. All applications must be addressed to the Principal through proper channel.
32. No student should try to install any software on any machine within the institute.
33. Access of Facebook is punishable.
34. The institute machine in public machine & using it for confidential online transactions is an offence.
35. Only safe, secure, authentic & trusted web sites should be accessed.
36. The Principal reserves the right to modify any of the institute rules as and when necessary.
37. Use of tobacco, alcohol and smoking within the institute premises is strictly prohibited.

ACTION AGAINST RAGGING

- 1) Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.
- 2) Ragging within or outside of any educational institution is prohibited.
- 3) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- 4) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- 5) Whenever any students or, as the case may be, the parents or guardian or a teacher of an educational institution complaints, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final. If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

As per the Appendix 12 of the AICTE Approval process hand book "Prevention and Prohibition of Ragging" is given below:

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

What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- 1) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- 2) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- 3) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- 4) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

- 5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 6) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- 7) 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;
- 8) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- 9) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions:

Ragging constitutes one or more of any of the following acts:

The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,

- 1) Cancellation of admission
- 2) Suspension from attending classes
- 3) Withholding/withdrawing scholarship/fellowship and other benefits

- 4) Debarring from appearing in any test/examination or other evaluation process
- 5) Withholding results
- 6) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 7) Suspension/expulsion from the hostel
- 8) Rustication from the institution for period ranging from 1 to 4 semesters
- 9) Expulsion from the institution and consequent debarring from admission to any other institution.
- 10) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

PLANNING

HUMAN RESOURCE PLANNING

- a) The Principal will consider appointing a Head for every department, besides the number of teaching faculty required in accordance with the student faculty ratio.
- b) The faculty student ratio shall be maintained as per AICTE, New Delhi norms.
- c) As per curriculum workload and student-faculty ratio, Head of the department should prepare the staff requirement one month before every semester and submit the same to Principal.
- d) The Principal will obtain the staff requirement list from all the Head of department and decide the number of faculty members as per student faculty ratio.
- e) The Principal shall appoint a selection committee for short listing / recruitment of teaching and non-teaching faculty in each department. The selection committee composed of the HOD, one senior staff of concerned dept. and two inter-department staff members.

RECRUITMENT

- 1) The committee shall augment candidature from any or all of the following sources:
 - 2) Advertisement in the Newspapers
 - 3) Applications received by Post / Courier / Email (online) / Personally
 - 4) Through Direct Reference by Current Employee
 - 5) The committee deems it fit, may also conduct "Walk in Interviews" for augmenting the required candidates, in case of urgency.
- 6) The committee shall short list the candidates in the following processes:
 - 7) Personal Interviews
 - 8) Class room demonstrations
- 9) The educational qualification and experience for the various teaching posts will be as per the norms declared by AICTE, New Delhi from time to time.
- 10) The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal. Further; the Principal and Hon. Secretary BharatiVidyapeeth's Pune- 43 (M.S.), can discuss with the shortlisted candidates and decide the appointment/s.

- 11) An “Appointment Letter” shall be released by Hon. Secretary in prescribed format. The format is mentioned in Annexure-1 appended to this manual.
- 12) ME/ M.Tech. completion criterion- After completion of ME/ M.Tech.; The faculty shall be appreciated by Management.

ORIENTATION FOR NEW FACULTY

- 1) Every appointed faculty shall be given a brief introduction about the Institute either by the Principal or Concern Head of Department on the day of his/her joining.
- 2) The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 3) He / She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the Institute.
- 4) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are completed by obtaining the assistance of the administration office team.
- 5) The HOD will introduce the new faculty member to the class first time he/she is going to handle in every section of his assignment.

ORIENTATION FOR NEW STUDENTS (FY & DSY)

- 1) After successful admission process of FY & DSY students; Welcome function is organized for fresher students.
- 2) Invitation is given to all the newly admitted students & their parents after admission confirmation.

POSITIONS AND PAY SCALES

ORGANIZATIONAL STRUCTURE

The Institute will have the following positions of hierarchy in the teaching departments:

- 1) Principal
- 2) Vice Principal
- 3) Head of Department
- 4) Selection Grade Lecturer
- 5) Senior Lecturer
- 6) Lecturer

In addition, each department shall have supporting staff like, Lab Assistants and Lab Attendant.

The Institute Office will have the following positions of hierarchy in the administrative department.

- 1) Office Superintendent
- 2) System Admin
- 3) Student Section Clerk/s
- 4) Accounts Officer
- 5) Cashier
- 6) Peon/s

The Scales of pay for various teaching/ non-teaching positions will be as follows:

As per AICTE/ DTE/ State Gov. norms, commensurate with the qualifications and experience

Benefits Extended to Faculty and Non-Teaching Staff / Dearness Allowance / Yearly

Increments / Incentives As per AICTE / DTE / MSBTE / Government / Institute's Management

norms from time to time

LEAVE

CASUAL AND MEDICAL LEAVES

Every employee shall eligible to avail up to a maximum of **12[Twelve]** Casual Leave and **10 [Ten]** Medical Leaves in a calendar year.

COMPENSATORY LEAVE

- 1) In general, prior approval of Principal should be obtained by the staff, for carrying out works on holiday and then compensatory leave will be sanctioned to the staff.
- 2) Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed during the same academic year.
- 3) Compensatory leave will not be granted to any staff for special/extra classes, educational tours, MSBTE practical examinations, inspection of AICTE/MSBTE, other bodies, emergency works and special working on Saturday, etc. In short, for the day wherein staff received remuneration, the Compensatory leave will not be granted.

ON DUTY

On Duty permission regarding institute/departmental work will be granted only on the prior permission in writing from the Head of the Department and an approval by the Principal eg. Industrial Visits, Trainings, Workshops, Conferences, Seminars etc.

VACATION LEAVE

- 1) Only Teaching Staff members (HOD, selection grade lecturer, Sr. lecturer and lecturer) and Non-teaching staff (excluding Library and Office Staff) are eligible to avail vacation leave.
- 2) Vacation can be availed only during the vacation period declared by DTE, Mumbai.
Generally the semester end vacation period is as follows:
 - (i) Winter Vacation – 20 days
 - (ii) Summer Vacation – 40 Days
- 3) For both Odd and Even semesters the Vacation Period starts as per the MSBTE circular from the date of commencement of MSBTE Theory Examinations.

- 4) Vacation Leave may be availed in two spells in each vacation.
- 5) CL, EL, C-OFF, DL etc. cannot be combined with Vacation Leave.
- 6) Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- 7) Vacation Leave may be curtailed or refused depending upon the emergency of works.

CONVERTING VACATION LEAVE INTO EARNED LEAVE FOR TEACHING AND NON-VACATIONAL STAFF

- 1) Teaching staff those who are working in Vacation (in case of urgency); can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.
- 2) Earned Leave should be applied in advance and get sanctioned, before being availed.
- 3) CL, C-OFF, DL or other leave cannot be combined with Earned Leave.
- 4) For Non Vacational Staff Earned Leave is provided.

MATERNITY LEAVE

The leave can be granted to all married lady staff subject to the following conditions:

- (i) Should have completed the minimum of two years of satisfactory service.
- (ii) The maternity leave is limited to a maximum of 3 (Three) months only.

RETIREMENT

- 1) All teaching and non-teaching staff shall retire on completing the age of superannuation, as per AICTE/DTE/ State Govt. norms declared time to time.
- 2) The Institute will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.

DEPARTMENT AND GRIEVANCE PROCEDURE

CODE OF CONDUCT FOR FACULTIES

- 1) Faculty may be appointed as a class coordinator
- 2) Every faculty shall take attendance during the teaching hour.
- 3) Every faculty shall start and close the lecture punctually.
- 4) A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action,
- 5) Taking corrective action if it is within his/her power, or reporting the matter to the HOD/Vice Principal/Principal.
- 6) Every faculties and staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 7) Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the Department and the Institute.
- 8) Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 9) Faculties shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's Classes, with latest information added to earlier course content.
 - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.

- iv. Assignments and tests need to be given to students, evaluating in time and discussing with students for performance.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of peon/s.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

10) Faculties shall observe good personal conduct in terms of:

- i. Not using any abusive language towards students, faculties, parents and other members of public.
- ii. Not entering into quarrels, fights or any act of disrespectable nature.
- iii. Not engaging any activity of business inside the institute premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.