Shree Warana Vibhag Shikshan Mandal's

Tatyasaheb Kore Institute of Engineering And Technology, Warananagar

TKIET HANDBOOK

RULES, REGULATIONS AND RESPONSIBILITIES

Version 2.0

2020-21

Shree Warana Vibhag Shikshan Mandal's

Tatyasaheb Kore Institute of Engineering & Technology
Warananagar, Kolhapur 416113

AICTE Approved and Permanently Affiliated to Shivaji University Kolhapur

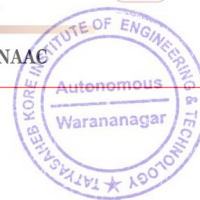|				
2 Times NBA Accredited	**'A' Grade with 3.27 CGPA**	**TKIET**	**Awardee of Best Engg. College 2019**	**4th Times Platinum Category Awardee**

TKIET HANDBOOK
Rules, Regulations and Responsibilities

Version 2.0

Contact Details

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SWVSM'S
T K I E T

Date 24/7/2020

Permission to implement 'TKIET – HANDBOOK' of Rules, Regulations and Responsibilities (Version 2.0) from academic year 2020-21

Dear sir / Madam,

As per the instructions and guidelines from the Hon. Board of Governors of TKIET, Warananagar, the Internal Quality Assurance Cell (IQAC) of the institute has prepared a Handbook named TKIET HANDBOOK of Rules, Regulations and Responsibilities (Version 2.0)by taking expertise/inputs from the all head of departments and other senior faculty members. Moreover, the Handbook elaborates functions of various committees, Staff discipline and other important aspects of Institute's Academic and Administrative work.
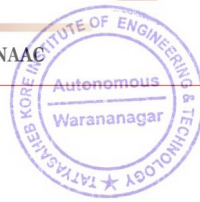
The prepared HANDBOOK was kept in the Board of Governors meeting for approval and necessary recommendations. However as per the recommendations; the all corrections are made by the IQAC in the Handbook. Now, final draft is approved by Board of Governors and has given permission to implement it for the academic year 2020-21. It is also suggested to update this handbook at the beginning of the every academic year.

Hence, IQAC is writing this letter to inform all stake holders about implementation of this draft of TKIET - HANDBOOK for this academic year 2020-21 with effective from 1st August 2020.

Prof. G. B. Kamble	**Prof. G. S. Kamble**	**Dr. S. V. Anekar**
Handbook Editor	IQAC, Co-ordinator	Principal

TKIET

Handbook Preparation Committee

Academic Year 2020-21

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CHAPTER - I

INTRODUCTION

ABOUT TKIET

Tatyasaheb Kore Institute of Engineering & Technology, Waranangar was established in 1983 by a Visionary Leader Late Shri. Tatyasaheb Kore and it is a premier technological institute for last 35 years. The institution is awarded 'A' grade by NAAC (CGPA 3.27) in recognition of its overall academic excellence and infrastructure. The institute is approved by AICTE, New Delhi; DTE, Maharashtra and permanently affiliated to Shivaji University, Kolhapur. The institute offers five undergraduate and four postgraduate programs, and the total student strength on campus is around 2500. The institute's undergraduate programs have been accredited by NBA twice.

VISION

To become an academy of excellence in technical education and human resource development

MISSION

[1] To develop engineering graduates of high repute with professional ethics.
[2] To excel in academics and research through innovative techniques.
[3] To facilitate employability, entrepreneurship along with social responsibility.
[4] To collaborate with industries and institutes of national recognition.
[5] To inculcate lifelong learning and respect for environment.

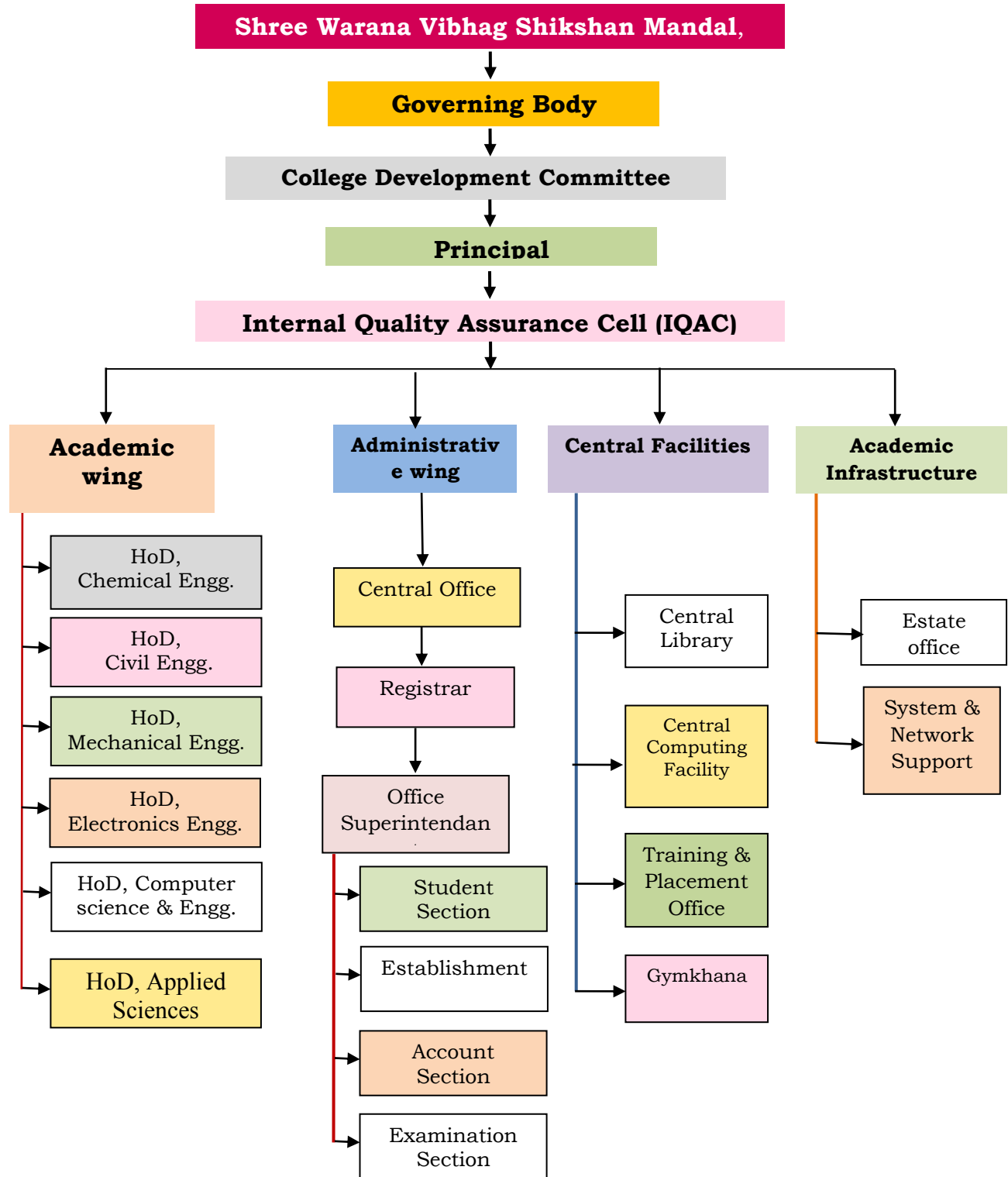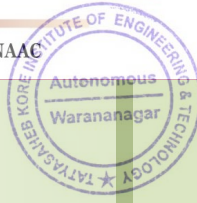## OBJECTIVES

[1] To impart quality technical education by utilizing Information and Communication Technology (ICT).
[2] To inculcate employability skills in the students.
[3] To collaborate with industries and the research institutes of national repute.
[4] To create entrepreneurial environment among the students.
[5] To generate interest about technical education among the students particularly from rural area.

QUALITY POLICY

To promote excellence in academic and training activities by inspiring students for becoming competent professionals to cater industrial and social needs

Present Organizational Chart

Shree Warana Vibhag Shikshan Mandal,

↓

Governing Body

↓

College Development Committee

↓

Principal

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Internal Quality Assurance Cell (IQAC)

Academic wing	Administrative wing	Central Facilities	Academic Infrastructure
HoD, Chemical Engg.	Central Office	Central Library	Estate office
HoD, Civil Engg.	Registrar	Central Computing Facility	System & Network Support
HoD, Mechanical Engg.	Office Superintendant	Training & Placement Office	
HoD, Electronics Engg.	Student Section	Gymkhana	
HoD, Computer science & Engg.	Establishment		
HoD, Applied Sciences	Account Section		
	Examination Section		

CHAPTER - II

STAFF DISCIPLINE

2.1 Reporting for Duties during Instructional Hours

- Institute working hours are, normally from 08.45 a.m. to 04.30 p.m. However, those who have academic, administrative, examination or any other such work shall follow the timing or any other timing as directed by /Principal/Chairman /Administrator.

- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 am to 4.15 pm. On Saturday 09.00 am to 01.15 pm

- All members of the faculty and staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.

- Anyone coming late / leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.

- Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD/Principal/ and register his/her absence (i.e. OUT and IN Moment Register kept at department).

- Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.

- Staff members shall compulsorily submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

- Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.

- Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.

- The College strictly prohibits use of mobile phones in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the HOD.

- All faculty members are advised to wear prescribed professional attire by the institute.

- Faculty shall communicate to each other and students only in English. However, to explain a point better, other languages may be used occasionally.

2.2 The Duties and Responsibilities of a Teaching Faculty

2.2.1 General

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- The teaching-contact hours all the faculty shall be fixed as per AICTE norms
- The utilization of stipulated 34 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

- The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Faculty members must adjust their classes before one day and show the consent of the substitute teacher to the HOD before going on leave.

2.2.2 In Department / Head of the Department (HoD)

Head of the department will be the in-charge of a particular department. All activities within the department will be carried out in supervision of HOD. Followings are Responsibilities of HOD –

- To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- The prime role of the Head of the Department is to provide strong academic leadership.
- To lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities

- Assigns duties to teaching and non-teaching staff of the Department

- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.

- HoD should inform every Faculty Member to maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over.
- To maintain student discipline in the class as per the college policies.
- To ensure that every student is well supported to fulfill his/her learning potential. In order to monitor the progress and quality of students, appraise them and consult their parents. To encourage the students to learn beyond the syllabus contents.
- To lead an effective induction programme and value added course for students' in consultation with HOD.
- To produce the assessment plan for every semester well in advance. To monitor the semester progress regularly based on approved semester and assessment plan

- Form a mechanism to organize PTA meetings and all common functions of the college to represent the class.
- Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- To arrange industrial visits and guest lecturers for students to improve their learning experience and encourage the students to participate in technical competitions conducted outside the college.
- Form a policy to collect a data regarding students' achievements in academics, sports, extracurricular activities etc.
- To monitor and conduct co-curricular activities of the department under the guidance of the Principal.

- To conduct regular meetings with teaching and non-teaching staff of the department as well as the Class Representatives to sort out any issue and queries related to academics.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical /oral examinations
- Identify visiting faculty if needed to teach some subjects in the department.
- To prepare the department requirements and budget needed.
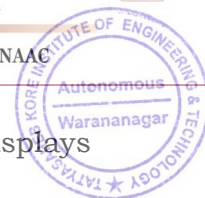
- To prepare academic calendar and get it approved from the Principal and displays the same for information of departmental staff, students and parents.
- Appoint Class coordinators, Subject Mentors etc. for the department and arrange to make teaching-learning student-centric.
- To recommend leave of the departmental Colleagues.
- To guide and assist each member of the department and to utilize the particular skills and strengths of each teacher
- To monitor the quality of teaching in the department and to ensure that it is of the highest possible standard
- To invite guest speakers for interaction and guidance to students

- To build a team of teachers in the department and to involve the whole department in decision-making.
- Encourage faculty to develop new teaching aids, tutorials, Lab exercises extension to syllabus specified.
- To develop best practices to achieve department goals.
- Analyze any department related issues and provide immediate resolutions.
- To promote a positive research environment within the Department and high quality research,

- Carry out any other function as assigned by the Principal

2.2.3 Class Room Teaching / Faculty

- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan. The Faculty Member should get the lesson plan and course file - approved by HOD.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings. The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.

- The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

- In problem oriented subject, regular tutorials have to be conducted. The Faculty Member shall give all questions bank of each unit to the students.

- The Faculty Member should interact with the class counselor/coordinator and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

- The Faculty Member should always outstanding pass results in his / her subjects and work accordingly.

- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

- The Faculty Member should make himself/ herself available for doubt clearance.

- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

- Completing syllabus within the stipulated time

- A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.

- Prepare well each and every aspect of the lesson before the delivery of the lesson

- Link the topic with the previous knowledge of the students

- Use a combination of different methods and techniques of teaching

2.2.4 Duties and Responsibilities of Faculty in respect of Labs.

- Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD
- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

- In order to prevent theft, faculty members are advised to take the following action.
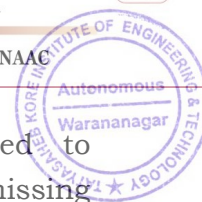
[1] Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.

[2] As far as possible, allot the same PC to the same individual/same group of students (in case of projects).

[3] Students shall not be permitted to carry bags into the labs.

[4] In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.3 Laboratory

2.3.1 Duties and responsibilities of the Laboratory In-charge

- To maintain the Dead Stock Register and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.

- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
- Prepares lab manuals and arrange to get them printed as per the required number.
- Coordinates periodical testing of equipment

- Maintains lab documentation (such as lab descriptions, diagrams, and processes).

2.3.2 In order to prevent theft/damage, the Lab In-charge shall take the following action:

- Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the

missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

- Lab Assistants in turn shall note down the missing items in the respective Lab Register.

- If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

2.3.3 Duties and responsibilities of the Laboratory Assistant

- The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- Lab Assistants in coordination with Lab In-charge should display
  - List of Equipments/software with cost
  - List of Experiments
  - Lab Time Table
  - Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal from time to time

CHAPTER – III

ROLES AND RESPONSIBILITIES OF VARIOUS COORDINATORS / COMMITTEES

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

1. Class Coordinator

Objective: *To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.*

Role of Class Coordinator

- To display the session plan and portion for Class/Unit Tests on the respective Notice Board/College Website.
- To guide the students about rules of attendance (general), Industrial Visits, sports, ASF, JIDNYASA, EUREKA, medical leave etc.
- Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- Address students' queries; meeting the parents of students, especially defaulters.
- To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.(In case of emergency).
- To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.

- Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Identify good students and motivate them to excel.
- Arrange class committee meetings regularly.

- Provide guidance to students on academic goals and educational issues.
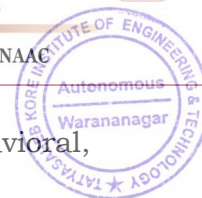
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems.
- Any other duty the Principal may assign.

Weaker student in terms of academic and personal problems

2. Attendance Monitoring Committee

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

Role of Faculty Member

- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated. Faculty shall grant this attendance, only if the students bring this to their notice well in advance in the proper format approved from HoD
- To encourage participation from students in College activities and who participate provided they submit necessary permissions granted by the concerned authorities for the consideration of the attendance.
- Any other duties the Director / Principal may assign

3. Department Attendance Committee

Objective: To maintain and display proper attendance records of students

Role of Department Attendance Committee

- The attendance periods for a semester shall be prepared well in advance.
- The subject teachers shall be intimated as to when Google the attendance sheet is to be updated. Faculty should fill the lecture and practical attendance in the Google attendance sheet before the last date of every month.
- The attendance percentage shall be displayed on the notice board and messaged to the parents in the first week of every month.
- Attendance would be available to the students for changes, if any within three days of display of the attendance list.
- Prepare the defaulters' list and hand over one copy to the HoD so as to send intimation letters to the students and to respective parents /guardians.
- One copy of the same shall be handed over to the respective class coordinator.
- Prepare a subject wise list of the final attendance, practical and lectures together.

Role of Class Coordinator in attendance Monitoring Committee

- To announce defaulters' names in the classroom and collect their signatures as well as the class representative's.

- To meet guardians of students defaulting in more than 50% of heads. Explain the importance of attendance and other college activities and collect the undertaking from.

4. Department Timetable Committee

Objective: Smooth and efficient management of academic programme through the   semester

Role of Department Timetable Committee

- To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- To collect the following information from the HoD:

      a) Teaching load distribution (Individual faculty's teaching load in the department).
      b) Sharing teaching load from other departments.

c) Lab-wise subject allotment.

d) Assigning of classrooms and tutorial rooms.

a) Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).

b) Department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).

- Modification if any, faculty should prepare the desired timetable templates and send to the Time Table Coordinator well in advance.
- With the information gathered, prepare a draft of the class timetables. Prepare the class timetables in the predefined Format.
- Mail the timetables to all the HoDs and staff, giving them three days to correct any discrepancies.
- Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- Display the class timetables on the staff and student notice boards/ college website.

- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Ensures that clashes and conflicts on Staff Timetable are avoided and resolved.
- Any other duties the Director / Principal may assign.

5. Cultural Committee

Objective: to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Role of Cultural Committee

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)

- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

  - ***Procedure to organize cultural events***:

- To prepare the Annual Budget for various cultural events.
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/video system, dais, podium etc).

- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- Events arranged for students in coordination with 'Students Cultural Committee should be displayed on the notice board at the start of academic year.

6. Sports Committee

Objective: *To provide healthy leisure time for every TKIETian.*

Roles of Sports Committee

a) *Coordination with the Physical Director*

- Keeping stock of previous and current years' sports goods.
- Ordering sports goods in consultation with the Principal.
- Arranging the venues for sports events in consultation with the Principal
- Drawing lots for various sports events during an academic year.

b) *Coordination with the Principal*

- Obtaining permission to hold sports events in the college campus or at the Shivneri Ground.
- To recommend students for permission to participate in the intra-or inter- college events.
- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports

- Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- To maintain discipline in all sports events happening in and outside of the college.

- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- Participation in sports events outside the College/University shall be allowed only till the end of ASF celebration.
- The schedule of events for the whole academic year shall be finalised well in advance in consultation with the Students' Sports Committee.
- On working days, sports and games are to be held from 4: 30pm to 7pm. On non-working days, permission from the Director is necessary.

- To plan, conduct all sports in the college including competitions
- Monitor and maintain the discipline in student players
- For scheduling all the related activities without effecting the class/Lab work, examination schedules
- To Organize Annual Sports Fest.
- Monitor and maintain the discipline in student players

- Any other duties the Director / Principal may assign.

7. Training and Placement Committee

Objective: *To help students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.*

The Placement Committee shall organize Campus Placement Programs for various IT and non IT companies visiting our institute during the placement season under the guidance of the TPO. Usually it starts immediately after the 7th semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

Roles and Responsibilities

In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to the committee members. He/She shall also schedule the Placement

Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, HoDs and Principal. The requisition for tea, coffee, snacks, lunch etc. indicating number of guests, shall also be prepared. The same is handed over to the Dy. Director. The Convener shall also prepare a budget for the Placement Cell. The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R. Managers of these firms under the guidance of the TPO. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students with the approval of the Director.

Following are the roles and responsibilities allocated to the members of the Placement Committee:

- **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program in the Assembly Hall. Students shall sign against their names.
- **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.
- Scrolling Board: To welcome the company delegates to SFIT with the date and time.
- **New Seminar Hall/Conference Hall:** To arrange the Assembly Hall for the pre-placement talk and company presentation i.e, sound system, L.C.D. projector, chairs, table etc.
- **Classrooms**: Classrooms are allotted for the aptitude test and group discussion. Table, papers, stationery, drinking water etc. shall be arranged.

- **Interview Rooms**: Usually third floor labs are arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.
- **Final selection**: At the end of the selection activity, names of the short listed students shall be announced by company representatives.
- **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to SFIT canteen. Timings are also specified. Food is served in the Board Room Dining Hall.
- **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained.
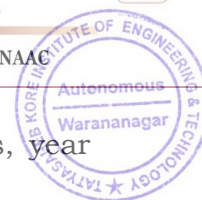
- **Data Updating**: Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.

- During the year, short meetings shall be held to communicate the status on placement and to discuss the comments made by the recruitment team on our students' performance.
- Collects and maintains the students database for the purpose of T&P activities
- Arrange for interaction with industry and bridge the gap between Institute and industry
- Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.
- Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students

- The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills.
- Plan, designs, and imparts Soft skills to the students.
- Any other duties the Principal may assign.

8. Research & Development Committee

Objective: To oversee and supervise Research and Development activities in the Instituteand to ensure performance, by proper monitoring of research projects and engagement in allthe research thrust areas, with the management.

Role of Research & Development Committee

- Exploring possibilities of research collaborations, nationally and internationally for long term development.
- Final assignment of work and fixing linkages and establishing monitoring frame work.
- Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.

- Monitoring quality of dissertations and thesis topics and reports.

- Giving feedback to researchers and management periodically (half yearly).
- Identifying the funding agencies
- Finalize thrust areas for institutional R&D projects
- Identifying the Research projects
- Review the progress of the research projects

- Contributing towards the development of curriculum.
- Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

9. Innovation And Entrepreneurship Development Cell (IEDC)

Tagline: Don't be a job seeker, be a recruiter.

Objective: To develop entrepreneurial zeal among the students on a continuous basis and prepare them to undertake independent technology development or self-employment during the course of their work life.

Scope: Develop necessary knowledge for an entrepreneurial career, assimilate adequate skills in the total project management area of an enterprise and acquire a drive or motivation to pursue self-employment inspired by self-actualization in spite of the elements of the hardship and risk involved in it.

Role of Innovation And Entrepreneurship Development Cell

IEDC will be responsible for conducting various interventions and academic programs to impart knowledge, skill and attributes which will help in innovation, problem solving, technology development, project management, hands-on workshops and entrepreneurial motivation. It will also provide supporting systems including laboratories, innovation kits etc.

Work Environment
Work environment include the innovative mini projects and final year practical assignments undertaken by students, and independent creative projects undertaken by the motivated group of students in their respective technology areas or projects of

multidisciplinary nature. Organizations like National R&D Labs, Defense research Labs, Industry, Dept of Science and Technology, Technology Organizations etc.

The Process

The students who are interested and also have an aptitude for entrepreneurship and self-employment are selected and admitted IEDC. Three modules of academic inputs are given to them during the first two years by qualified internal faculty and external experts.

10. Website Committee

Objective:

- *To ensure that the college website is regularly updated, improved and well maintained.*
- *Maintain an evolving, user-friendly website that promotes College and facilitates College services.*

Roles of Website Committee

- Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- Update all communications, notices, announcements etc on a regular basis.
- Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.
- Implement regular data collection methods

11. NSS/ Social Responsibility Committee

Objective: To inculcate and develop social sensitivity, moral values and professional ethics in TKIET students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.
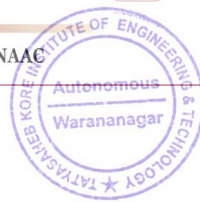
Roles of NSS/ Social Responsibility Committee

- To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

12. Alumni Committee

Objectives:

- To significantly increase alumni interaction with the institution.
- Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
- Inculcate exchange of ideas among alumni and between alumni and students
- To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.
-

Roles of Alumni Committee:

- To maintain an up-to-date and detailed database of the alumni
- To highlight the success of alumni to improve the credibility and reputation of the university.
- Plan and promote a platform for interaction between all stakeholders of SFIT.
- Promote the interests and welfare of alumni association
- Maintain healthy relationship with the alumni body

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.
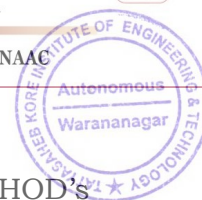
- Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.
- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Host a Web Site for online registration of Alumni as well for funning information
- Forwards information through E-News Letter and update the Yearly Calendar of Events.

- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side. • Indentifies Funding for Instituting Scholarships for deserving meritorious students from Alumni.

13. Grievance Redressal Committee

Objectives:

- *To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.*
- *To comply with the AICTE Regulations to provide for establishment of Grievance Redressal*
- *Committee in each Institute approved by AICTE.*

Roles of Grievance Redressal Committee

- Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
- To maintain the minutes of the meetings and submit the copy of the same to the Principal.
- To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
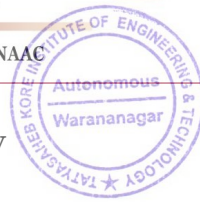
- Ensures that the grievances are resolved on time impartially and confidentially

14. Women Development Cell / Internal Complaints Committee

Women's Empowerment Principles:

The Women's Empowerment Principles were launched on 9 March 2010 in celebration of International Women's Day at a day-long conference in New York for business, civil society, Government academia and the UN to explore the application of the Principles in various contexts.

Objectives:

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / Shivaji University, Kolhapur.
- To provide support from "Women to Women".
- To encourage Government to make Policies and Laws to improve the status of Women.

- To encourage Government in the implementation of Policies and Laws in favour of Women.
- To create a society with "Gender Equality".
- To create a society this doesn't refer to caste and religion.
- To build a Network for Women's Movement.
- To build an awareness on violence and other critical issues on Women.

- To provide awareness of Women's Rights and Laws.
- To distribute creative and required material on Women Empowerment.
- To prevent the misuse of "Women Rights".

Roles of Women Development Cell

To organize workshops affecting women in general and especially in the following areas

- Sensitization and gender equality on campuses
- Issues of women arising from societal concerns
- Any other theme based activities and events concerning significant issues of women

15. Library

Library Advisory Committee is appointed for improving the library services and framing of policies in the college. This coordinates the library services ans help to provide library services.   Library Advisory Committee is formed a group of faculty members, who are there to perform certain duties. The committee advices the librarian the responsibility and carries out inspection. The meetings of the Library Advisory Committee are calling twice in a year to reviews, discuss and decide policy matters, administration and modernization etc. of the college library.

Formation of Library Advisory Committee:

Sr. No.	Designations	Position in LAC
1	Principal	Chairman
2	Librarian	Secretary
3	All HOD's and one faculty member from each dept.	Member
4	Two Student Representatives from each dept.	Member

Terms and Duties of a Library Advisory Committee

Usually the college functions according to the academic calendar. Based on the academic calendar the college for the academic year (twice in a year) the principal is empowered to nominate the member of the committee. In case of any member is discontinued from his/her service, due to various reasons, the principal can conducted periodically is and when required.

The function of the library advisory committee is to support the function of the library so that, it can facilitate the library development activities with the management. The purpose of the library advisory committee is to act as a channel of communication and dialogue between the library and the academic fraternity. The following are the general

objectives/duties of the library advisory committee.

- It shall normally meet the beginning of the academic year.
- To provide general direction to the library.
- To review the functioning of the library with regards to its support to the academic programmes of the institute.
- To outline the library collection (Books and Journals) and development policy as and when requires, in its implementation.
- To monitor and evaluate the trends and developments in information technologies, e-resources, digital library, library automation, library cooperation, library timings, best practices, new arrivals, book bank scheme, reading room facility etc. and to direct the library in their day to day function.

Library Membership / Borrowing Books

To Become a Library Member the procedure is as given below-
- After the confirmation of Roll Calls by the Office, the enrolled student can become a library member. College I-card is mandatory for the circulation of books.
- Two Borrow cards are issuing and Books are issuing on Barcode.
- 2 passport size photograph
- Fee Receipt

Timings

Days	Timings
Monday To Friday	9.00 am– 5.15pm
Saturday	9.00 am – 2.00pm
During Exam Period	Morning 8.00am to 12.00 midnight all days.

Services Offered

- Night Reading Hall facility

- E-journals and E-books

- Free Book Bank Scheme- For Open Category Students, Rankers, SC/ST Students and Economically Weaker Students

- Syllabus, Project Report, Question Papers

- New arrival display

- User oriented programs such as Webinars

- Inter library loan facility (SUK,YCWM Library)

- Reference Sources, Encyclopedia, Dictionaries.

- Internet facility

- Reprographic facility

Rules and Regulations:

- The Borrow card is very valuable. Preserve it carefully. If this card is lost and misused you will be held responsible for the return of the book issue in exchange of this card.

- The book is issued in exchange of this card can be kept with you for a maximum period of 15 days.

- Overdue charges will be collected Rs. 2/- per day per book.

- No dues certificate will not be granted unless the borrow card is surrendered to the library at the end of the year or leaving the college.

- Any damage to the book issued must be brought to the attention of library staff before leaving the counter.

- Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. on the shelves outside before entering the Library.

- Silence shall be observed in all areas of the Library and therefore it shall not be used for group discussions.

- Mobile phones shall be switched off or kept on silent/vibrator mode before entering the Library.

- Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

Borrowing

- Two Book cards are issuing to each student and two books are issuing on Barcode.

- The book is issued in exchange of this card can be kept with you for a maximum period of 15 days.

- Any time issuing and returning of books.
- Books from Book Bank Scheme are separately issuing among the group of 4 students for semester to semester.
- Reference books and journals are not issuing.

Lost books / Library cards

- If a book is mutilated or lost, the user shall replace it with a new book or pay one and half times the amount of the original price of the book along with the overdue charges if any.
- If the borrow cardt is lost, the Library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment of Rs. 50/-.

Guidelines for using the Web OPAC

- There is OPAC Keyosk in the library. Students should Log on to "OPAC Link" to access the Library Catalog online.
- Students can search books on title, author, accession nos., call nos., publisher wise

ICT Infrastructure in Library

- Library Webpage/Sub domain
- Library Automation
- Online Public Access Catalogue
- Barcode technology
- Printers and Scanners
- Computers, Internet and Wi-Fi
- Reprographic Service
- CCTV camera System
- LED display TV
- Power Backup- Genset with 125
- KVA Capacity

Best practices of College Library

- Touch Screen OPAC
- LED display system for Notices and News
- Library Email Id & Library Blog
- Web OPAC

- Conducting Book Exhibitions
- E-Resources Access Facility
- Suggestion Box/ Feedback System

Digital Library

The Carpet Area of Digital Library Section is 48.44 sq. Mts. A well-equipped Digital Library of 30 nodes having internet connectivity is housed in the Central Library for access to e-journals, e-books, NPTEL Video Lectures and other e-resources. As the access facility to journals is multi-user and IP address based; the students and staff can access the e-resources from anywhere in the campus with Wi-Fi facility.

E-Resources Holdings	Count
CD's / DVD's	4112
K-Hub	7665 E-journals 4165 E-books
Delnet	2000+ E-books 1000+E-journals
Inflibnet- N-LIST Program	100000 + E-Books 6000 + e-journals
NPTEL Videos	918 + Subjects 100000 + Video lectures.

Access to the Any Other Portal

There is Web Portal of Library e-resources and   Library Mobile App – TKIET Ekalavya

For the Library Mobile App do registration and login, create yourself username and password, also create MPIN No. and access the same.

Web Opac and all links of e-journals and e-books are available in this mobile app.

Forms
The followings forms are available with the Central Library

[1] Library Borrow Cards

[2] Book Requisition Form

[3] Book Bank Scheme Form

16. Career Development Cell (Create Your Future)

Objective

- *Create the opportunities for our technocrats to plan their Career with bright future in an ethical way by organizing various activities.*

- *Create awareness among the technocrats about the opportunities available after graduation like various competitive exams MPSC, UPSC, IES, C-MAT, GATE, GRE, TOEFL and IELTS Entrance Exams-etc.*

Goal

The goal of Career Development Cell is to plan "Students career with bright future in an ethical way".

17. Admission Committee

The Admissions Committee of Tatyasaheb Kore Institute of Engineering and Technology is responsible for the First year B. Tech student, Direct Second year B. Tech students and M. tech students admissions. This Admissions committee will also develop contacts with 12th science students, polytechnic students and graduate students through the career counselling presentation with the goal of identifying potential candidates who would be more appropriate for above programs. In addition, the admissions committee tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information on the students. This committee reviews admission requirements for the program annually.

Functions of Admission committee

- To improve the admissions quality with well-defined policies.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by AICTE, New Delhi, Govt. of Maharashtra and Directorate of Technical Education, Mumbai.

- To provide best counseling to students and parents who come to seek admission in TKIET.
- To create awareness about the institutes different facilities like T&P cell, CDC, Co-curriculum and extra curriculum activities etc.
- To guide the students and parents in making effective decisions.

- To guide admitted students to complete the admission procedure like required documents, paying fees, fulfilling eligibility criteria, scholarship information, getting hostel admission, getting time tables etc.

Roles and Responsibilities of admission committee

- To prepare attractive brochures and handouts for wider publicity.
- To collect information from the departments and various committees to prepare attractive brochures, leaflet as well as Annual activity report.
- To prepare plan for addressing 12th sciences standard, diploma students as a career counseling activity.
- To place advertisement in news papers regarding available branches and facilities for graduate and post graduate admission.
- To issue notifications for Institute level and Against Cap Admissions with the guidelines issued by DTE, Mumbai.

- To assist the students and interact with the parents during admissions
- To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
- To submit the admissions list to the govt. authorities and seek for their approval.

Admission Committee members

SN	Number of members	Designation	Nature
1	1 member	Principal	To provide the guidance and directions to admission
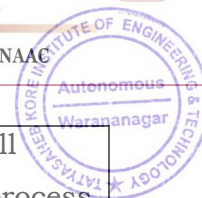
			committee to govern the all activities and admission process smoothly
2	1 member	Admission In charge	To conduct pre and post admission Activities
3	5 members	HOD from each department	To provide guidance to all faculty regarding admission counselling and process
4	2 or 3 members	Senior faculty from each department	To assist the students and interact with the parents during pre and post admissions process.
5	2 members	Admission office administrative staff	To assist to admission Incharge to conduct admission process smoothly.

18. Standing Committee

Role and Responsibilities

- To collect information and maintain records regarding the number of students belonging to SC/ST/DTNT/OBC/SBC categories that are enrolled in the college.
- To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the State Government from time to time.
- To maintain a roster of teaching and non-teaching staff of the college.
- To scrutinize and approve the advertisements that may be issued by the Management for recruitment to both teaching and non-teaching posts.
- To supervise the allotment and distribution of scholarships for various reserved candidates.

- To deal with representations received from the B.C. candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
- To circulate information regarding matter related to B.C. persons to the teaching and nonteaching staff and the students of the college.
- To review the present position of backlog in non-teaching categories. State details of

nonteaching posts filled in, in the reported year.
- To initiate any action or scheme sumo to which is in consonance with the mandate of the State Govt. /U.G.C. reservation policy?

Constitution:

Chairman:	Principal
Members: Member Secretary	One head of the department Two Senior Teachers One Representative of Non-Teaching staff Two Women Representative of Teaching & Non-Teaching Staff Registrar/O.S. / Head Clerk

Procedure

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure and Frequency of Meeting

The tenure of the members shall be three years.
Meeting should be conducted twice in a year.

19. Purchase Committee

Role and Responsibilities

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
- To prepare guideline and devise general system for procurements of materials, equipment and items for the Institution.
- To prepare approved vendors list for items, which are of general use and ensure the
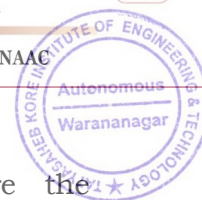
procurement of such items from approved vendors.

- To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
- To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University. AICTE etc.

- To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by BOG.
- To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee.
- To invite quotations for items, which are centrally processed like xerox papers, computer stationary, chalk boxes, students journal material etc. well within time and arrange their procurement after negotiations.
- To arrange for order, inspection and acceptance/ rejection of the equipment received.

- To consider and scrutinize the reports and inspect the items/ equipment for writing off.
- To report to the BOG on all matters mentioned above for approval and sanction.
- To take action on matters incidental or conducive to the attainment of the objects of the Institute by appointing committees, experts, consultants, if necessary.

Constitution:

Chairman:	The Chairman of BOG or his Nominee
Members:	One nominees of BOG Principal Senior Faculty Member / Registrar Dean – Infrastructure Finance Officer
Member Secretary	Purchase Officer

Procedure:

- The Member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
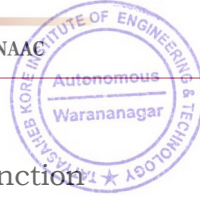
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Chairman, Purchase Committee
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for items of purchase, with the help of department.
- Carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- Arrange for sending the purchase order, inspection and acceptance/ rejection of the equipment received, with the help of department.

Tenure and Frequency of Meeting

The tenure of the members shall be three years.
The committee shall meet at least four times in a year.

20. Anti-Ragging Committee

Roles and Responsibilities

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counselling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace

Procedure

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Tenure and Frequency of Meeting

The tenure of the members shall be Three years
The committee shall meet at least two times a year.

21.Student Council Committee

Roles and Responsibilities

1. **Academic:** The Council shall suggest from time to time ideas to improve the academic atmosphere of the Institute. For this purpose, it will organize debates, quiz, essay competitions, poem writing, extempore presentation, and other extra-curricular activities at the Faculty and Institute level. Any grievance from students side regarding academic matters may also be considered by the Council for its amicable solution.

2. **Sports:** The Council may suggest the facilities to be provided to the students to improve sports and games activities. The Council shall motivate the students to participate in different sports activities. Any grievance from students pertaining to sports and games may also be looked into by the Council for its timely redressal.

3. **Cultural Activities**: The Council shall help in organizing cultural activities at the Faculty as well as University level. The Council shall motivate the students to participate indifferent cultural activities.

4. **Hostel Development**: With a view to providing family atmosphere, the Council shall prepare proposals for improvement of the basic facilities and plans for improvement in living conditions in the hostels.

5. **Students Welfare**: The Council shall suggest ways and means for providing financial assistance, special library facilities and hostel accommodation to the needy students.

6. **Health & Hygiene:** The Council shall take care of the medical facilities and address to the grievances for betterment of the health and hygiene conditions of the students.

7. **Law and Discipline**: The Council shall take steps to maintain discipline among the students. It shall consider and attempt to resolve the grievances of the students.

8. **Social Activities**: The Council may suggest from time to time ways and means to promote various social activities by the students in and around the campus such as literacy, cleanliness, health & hygiene and other such activities, which may be deemed appropriate.

Procedure for Constitution of committee
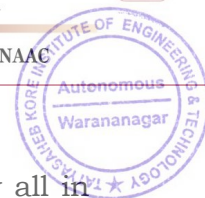
- Due decorum shall be maintained and respect to the Chair shall be paid by all in the meeting of the Council.
- A member wishing to take part in the discussion shall rise in his place and address himself to the Chair.
- When a point of order is raised or when the Chairman, rises in his place the member speaking shall at once resume his seat.

Constitution

Chairman:	The Principal
Members:	01faculty, Cultural Activities 01 faculty, Physical Director 01 Students for each Course (UG, PG) 04 Students / Sports, NSS, NCC, Cultural Activities

Tenure and Frequency of Meeting

The student members of the Council shall hold their offices till end of academic year from the date of formation of the Council.

Frequency of Meeting

- There shall meet at least twice in a year.
- In case of exigency, the Vice Chairman can call a Council Meeting with due permission of the Chairman.
- There shall be a notice for the requisition of meeting.

22.Hostel Committee

Roles and Responsibilities

- To constitute a Students' Committee selected from each floor of every hostel.
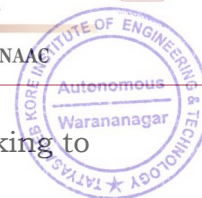
- To frame clear-cut disciplinary norms and come out with a format of undertaking to be taken from every student seeking admission to the hostel.
- To keep the record of the students admitted in the hostel and to keep keen vigilance to avoid parasites.
- To carry computerization of hostel records and update them time to time.
- To prepare a list of students who breach the discipline of the hostel mentioning the action taken.

- Circulate the list of the blacklisted students to respective Departments.
- To prevent outside interference into hostel
- To prepare a tentative expenditure budget and forward it to Finance Committee for approval
- To draw comprehensive plan for better water management, electrical supply and housekeeping
- To provide better communication facility.

- To create an anti-ragging squad.
- To draw norms for Mess Contractors.
- To invite tenders from Mess Contractors and select those who provide best mess facilities.
- To devise a system to check the quality of food in mess and provide suggestions to contractors for improving the quality.
- To carry out routine inspections to check water leakage, hygiene condition in mess and hostel campus, water tank and carry routine maintenance.

- To provide recreation facilities – TV room, Reading room, Indoor- Games facilities like Table – Tennis, Badminton, Carom and Chess.
- To provide a well-equipped Gym for students
- To provide medical facility for students in the hostel campus.
- To have a tie up with good hospitals of adjoining areas and treat student in case of emergencies or acute illness.

- To prepare a list of eminent doctors with their phone nos., Ambulance service and display it in all hostel blocks.

- To prepare a record of mischievous elements, problems in hostels and forward to the Director.
- To conduct periodic raids in hostel to check – ragging, alcoholics etc.
- To arrange the meeting of advisory committee every month to give feedback and seek suggestions for giving better services

Procedure to constitute the committee

:
- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

- **Tenure and Frequency of Meeting**

  The tenure of the nominated members shall be three years.
  The committee shall meet at least two times a year.

23. Disaster Management Committee

Roles and Responsibilities

- Overall planning and coordination and supervision of the Disaster Management initiatives including Disaster Management Programs like Bomb Threat, Natural Calamities like Fire, Flood, Thunder Storm/Tornado, Tsunami, Earthquake, etc. i.e. to conduct mock exercises and evacuation to build up courage and confidence in our employees.
- To review the threats of disaster.
- To take protective steps to minimize the impact of disasters.

- Programmes on Personal Safety viz. Electrical Safety, Hazardous Materials Management, etc. to be organized.
- To teach lifesaving and rescue techniques to all the employees of the institution.

- To make aware of the UGC guidelines with regard to procurement, usage and disposal of radioactive materials in coordination with the Radiation Safety Officer.

24. Magazine Committee

Objective:

To provide the platform to the students for showcasing their writing, painting and other skills

To touch and combine all the activities happening in the institute in various aspects like Technical, Cultural , Social , Economic , Human resources, Placement, Academic and sports sector & to be the central point of representation for organization at global level.

Horizon an Annual college magazine

Horizon an Annual college magazine stated publishing from 1985-86. By 2020 we are reaching its 35th edition with the excellence. It is combine efforts of Students and Faculty to present the glance of academic year under monitoring of Students General Secretary. This is solely student running activity covering all the things running in the institution with their creativity.

25. Lead College Activity Committee

Objective

It is activity carried under the guidance and supervision of the Shivaji University, Kolhapur. Lead college active is established due to following objective

A homogenous cluster of 10 to 15 colleges within an area fostering inter institutional co-operation
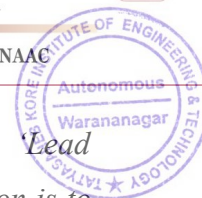
for overall development of all of them is the basic principle behind the concept of the 'Lead College'. The concept is based on the belief, "Efforts of each and welfare of all". Our mission is to make our colleges and the institutions of HE (Higher Education) achieve nationally and internationally acceptable standards

Role of Lead College Activity Committee

This college committee is working with university to fulfill the following role

- A Lead College should have all the necessary information about the HE system and the changes that take place in this regard. A Lead College should collect and update such information and provide it to the other colleges in the cluster.
- Designing Research Projects/ Educational activities with mutual cooperation with other colleges. The joint efforts make such programmes successful and thus the aim of quality assurance is achieved.
- Collective actions/ programmes with respect to NSS, NCC and sports activities.
- Encouragement to Vocational Courses.
- Organization of students' cultural activities.
- Organizing international collaboration. Here national / international Seminars, workshops / Conferences can be arranged with collaborative efforts.

Constitution

Chairman:	The Principal
Members:	01faculty, Co-odinator 04 Members from faculty of different department 01 Member secretary (Registrar of the Institute)

- **Tenure and Frequency of Meeting**

  The tenure of the nominated members shall be one year.
  The committee shall meet at least two times a year.
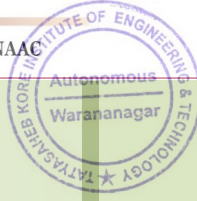
CHAPTER- IV

GENERAL GUIDELINES

4.1 Consultancy, R&D and Teaching Assignments

- The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal.
- A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

  - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

4.2 Incentives for Publishing Papers

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines.

Rate of Incentives

- National conference – Rs 1000/-
- Internationals conference – Rs 2000/-
- National Journal – Rs 2000/-
- International Journal – Rs 3000/-

- International Journal with an impact factor more than 3 – Rs 5000/-

- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of TKIET has to be submitted along with the application.
- Prior permission shall be obtained from competent authority for sending papers.
- Faculty members who are pursuing PhD on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as research scholar.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weight age and hence the incentives for poster presentation in national and international conferences will be Rs500/- and Rs1000/- respectively.
- In case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.

- In any case the number of authors per paper shall not exceed four to claim this incentive.
- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs10000/- per year.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs 5000 for which shall be return to the college within 12 months.

4.3 Mobile Phone Policy

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

a. Students are not permitted to use mobile phones within the campus.
b. The mobile phones shall be kept in silent mode / off while in the campus/classrooms/labs.
c. All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
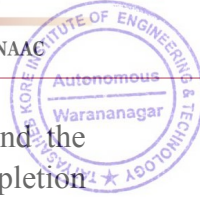
d. Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.

4.4 Biometric Attendance Policy

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

- The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
- The term staff used in these rules would include all the teaching non-teaching and other staff of TKIET.
- All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
- The office timings are from 09:00 AM to 05:30 PM with 60 minutes of lunch break from 01:15 PM to 02:15 PM and these are to be scrupulously observed.
- The Academic timings are from 09:00 AM to 04:30 PM with 60 minutes of lunch break.

- Arrival in the office after 9.00 AM or departure from office before 04:10/ 5.00 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
- In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.

- Further, a consolidated monthly statement in this regard would be sent from the office by the end of every month to the HoDs.

4.5 Budget and Procedure for Procuring Lab Consumables, Valuables And Stationery

4.5.1 Budget

Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for the next academic year to the management and submitted to Management through principal

4.5.2 Non-Consumables

- The HOD as soon as realizing the need for the equipments (including furniture) for the next year/SEMESTER has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget.
- After the approval, the Management will call for quotations.
- On receipt of quotations the HOD has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the Management.
- The purchase order will then be issued to the selected vendor by the Management.
- A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.

- After purchases are over and received by the Department, HOD has to certify that the items are received in good / working condition.
- The details should be entered into the consumables / no consumable stock register as the case may be and HOD may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Chairman through the Principal.

4.5.3 Stationery

- Soon after the last working day of an academic year, HoDs' should assess the requirements of stationery needed for the administration of their Department.
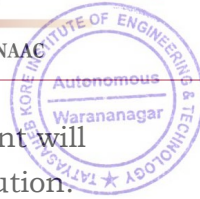
- After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- After procurement, the stationery required for each Department will be distributed by the Store keeper.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department.

4.5.4 Maintenance of Stock

- In case of laboratory, the following stock registers have to be maintained:
    1. Consumables stock register
    2. Non-consumables/valuables stock register
    3. Other register(s) based on the requirement of the Department concerned.

- The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, Lecturer in charge of verification and the HOD concerned.

- The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department.
- Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately though the HOD to the Principal.
- If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.

- Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees.

  For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

- Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
- After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
- If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
- No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
- Periodic service and maintenance of equipments / machineries is a must.

4.5.5   Academic Audit

Guidelines for Conducting the Academic Audit

General Instructions

- Academic Audit (AA) should not be taken to find the faults of faculty, students and teaching –learning process. In fact, it should be conducted to find the gaps and opportunities to enhance the quality of the teaching learning process.
- The academic audit should be taken on or before 5 th day of every month.

- Head of department / Class coordinator should make arrangement to provide Standard Academic Audit sheet of the respective classes to the auditors.
- Auditors will collect the audit sheets from HOD cabin of respective departments.
- For Academic Audit, consider the students having more than 40-50% overall attendance.

- Auditor should take care that minimum 25 - 30 students should present during audit.
- Before audit, give the required instructions to the students and make aware them about seriousness of the process and the real objective of the audit.
- During audit, auditor should take students into his confidence and make them to speak freely.
- Auditor should ask questions brilliantly to find difficulties / problems of the
- Students about teaching learning process and not to discourage the faculty or to damage the dignity of faculty.

- Auditors should write the suggestions in report without biasing, in appropriate manner so that, faculty take it as opportunity to improve his/ her teaching and finally students will get benefit from this process.
- Auditors should also mention the some appreciable remarks about the subject faculty (Strengths), if any.
- Auditor must submit the audit report to the Head of respective departments' in presence of the respective class co-coordinator.
- If require, auditor may discuss some points confidentially with subject teachers also.
- Class coordinator and subject teacher should prepare some action plan on audit to resolve the gap.

- Auditor should observe the effect of the action plan in the next audit session.
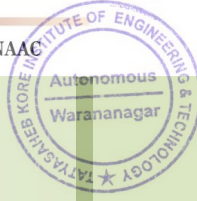
CHAPTER- V

CAMPUS CODE OF CONDUCT

Campus Code of Conduct

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.15 p.m. All the students are expected to be seated in the class room/lab by 8.55 AM.

- All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour and shall be added to the student records.

- Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.

- Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.

- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.

- Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.

- In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.

- Students are not allowed to leave the campus during college hours.

- All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.

- No students shall wander or gather in verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank should be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.

- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid Medical Certificates.
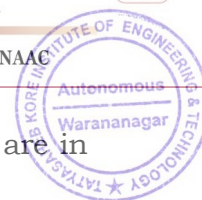
- Students shall come to the college in approved uniforms. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
- All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of TKIET academic values will be referred to the discipline committee.

- As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
- Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.

- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to Property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of Replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
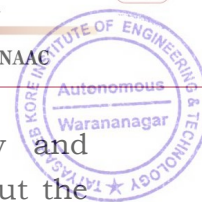
- Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.

- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

- During internal examinations (UTs)of1Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.

- Appearing in all the internal examinations is mandatory for all the students.

- Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.

- Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

- Pay fees, mess bills etc. in advance or in time to avoid fines.

- Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

- Expulsion from the College is enough for expulsion from the hostel.

- In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
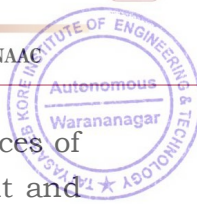
- Fine policy of TKIET: The money collected from the students as fine on instances of Non compliance with the rules and norms will be kept in a separate account and will be Utilized for purposes such as charity, scholarship, student co-curricular activities and Renovation/ maintenance in case of damage to property.
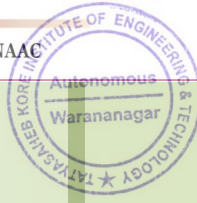
CHAPTER- VI

FORMS AND FORMATS
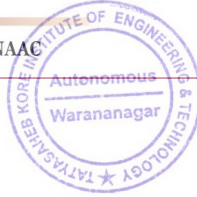
1. **Faculty Appraisal Report**

   Faculty Appraisal Report as per the Guidelines from UGC- PBAS

   See Annexure –I for the PBAS format

2. **Students Feedback Form of Faculty Members**

   See Annexure –II for the Students' Feedback form for leaching learning process

3. **Academic Audit Format and Guideline**

   See Annexure –III for Academic audit format

4. **Student Mentor and Counseling Form**

   See Annexure –IV for counseling form
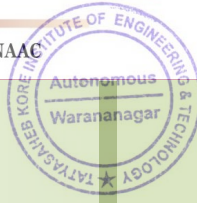
CHAPTER- VII

Annexures
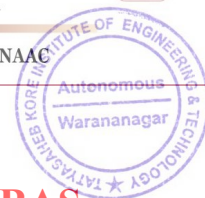
Annexure – I
Faculty Appraisal Report as per the Guidelines from UGC- PBAS

Tatyasaheb Kore Institute of Engineering and Technology, Warananagar

Revised PBAS Proforma as per UGC's 4th Amendment Dated 11th July, 2016

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(ACADEMIC YEAR_____)

(For Teachers, HOD and Principal)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Name of College :-

1. Name (in Block Letters) :-

2. Father's Name / Mother's Name :-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. Address for correspondence (with pin code):-

7. Permanent Address (with pin code) :-

   Telephone No :-

   E mail :-

8. Whether acquired any degree or fresh academic qualification during the year?

9. Academic Staff College Orientation/ Refresher Course/ISTE -AICTE Sponsored STTP/ SBP attended so far in the academic year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
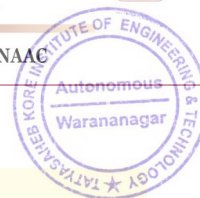
INDEX

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Point No	Page No		Total Page	Remarks
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I				
II-A				
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III-C				
III-A				
III-B				
III-C				
III -D				
III-E				
III -F				
IV (a+b+c)				

PART B: ACADEMIC PERFORMANCE INDICATORS

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/ selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Note: Please attach relevant documents in support to above details.

a. **Direct teaching** Maximum Score **70** for Assistant Professor, Maximum Score **60** for Associate Professor & Professor.

a. **i. Class room teaching lectures, seminar** (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	No. of periods / Hours allotted		No. of periods/ Hours engaged per annum	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75) **	API Score Verified	Page No. of relevant document
				Per Week	Per semester / annum				

* Lecture (L), Seminar(S) ** (Assistant Professor/ Associate Professor/ Professor)

a. **ii. Tutorials and Practical's, Field work, Project Supervision** (Actual as per student attendance register)

Sr. No.	Course / Paper	Tutorials/ Practical/ Field work/ Project supervision	Hours/ Periods per Semester/ academic year engaged	Actual Score hours (Actual spent per academic year ÷7.5/ 7.75/7.75) **	API Score Verified	Page No. of relevant document

** (Assistant Professor/ Associate Professor/ Professor)

Sub Total a. Direct Teaching Max. Score 70/ 60. **Actual Score – a.i + a.ii =**

Sr. No.	Course/Paper	Actual Score (As mentioned Above)	API Score Verified	Page No. of relevant document
a-i	Class room teaching lectures, seminar			
a-ii	Tutorials and Practical's, field work, Project Supervision etc.			

b. **Examination duties** - Maximum Score: **20** for Assistant Professor & Associate Professor, Maximum Score: **10** for Professor.

Sr. No.	Type of Duties	Dates from– to	Actual Hours spent	Actual Score (Actual hours spent per academic year÷10)	API Score Verified	Page No. of relevant document
1	Question paper setting,					
2	Invigilation/ supervision					
3	Flying squad					
4	Custodian					
5	CAP Director/Assitt. Director					
6	Unfair menace committee					
7	Lapses committee					
8	Internal assessment					
9	External assessment					
10	Re-valuation					
11	M. Phil, Ph.D. Thesis evaluation					
12	M.E./M. Tech. Dissertation evaluation					
13	Any Other…					
14	Total Actual Score					
15						
16						

c. **Innovative Teaching**-Maximum Score **10** for Assistant Professor, Maximum Score **15** for Associate Professor, Maximum Score **20** for Professor.

Sr. No.	Nature of Activity	Max Score	Actual hours spent per academic year	Actual Score (Actual hours spent per academic year ÷ 10)	API Score Verified	Page No. of relevant docum
1	• Learning Methodologies-CD, Models, Videos etc. • Software • Use of innovative methodologies for teaching • Use of ICT, PPT, CD Interactive courses • Updating of subject content, Course improvement • Preparation of study material • Interaction with entrepreneur/social worker • Mentoring • Participative teaching • Role playing etc					
2	**Subtotal (Max Score)**	10/15/20				
3	**Total of Category I. Max score**	100/95/90				
4	**Minimum API score required for Category I***	80/75/70				

** (Assistant Professor/ Associate Professor/ Professor)

Note for Consideration of hours:
1. Actual working hours are considered.
2. Meeting, visits, conference, talk, guest lecture etc activities' period will be considered for five (5) hours.
3. Travelling period will not be considered for attending any meeting, visit, lecture etc
4. Actual working hours should be required on concern certificate
5. HOD/concern Authority should be certified the actual hours spend/consumed.

Note: *Assistant Professor Stage 1 to 2= 80, Stage 2to3 =80, Assistant Professor to Associate Professor Stage 3 to4 = 75, Associate Professor to Professor Stage 4 to5 = 70 Professor Stage 5 to6 = 70

1. University/ Institute may prescribe minimum cut-off, say75%, below which no scores may be assigned in these sub-categories.
2. In consonance with established academic and teaching traditions, and with a view to reinforcing a student- centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching.

Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are never the less important and significant activities that could be carried out by teachers.

3. Student Feedback is an integral part of the institutional and academic development to higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

Summary of CATEGORY I: Teaching, learning and evaluation related activities

Sr. No.	Nature of Activity	Maximum Score				
	ESSENTIAL	API score allotted			Self-apprai sal score	API score Verified
		Assistant Professor	Associate Professor	Professor		
A	Direct teaching: i. Classroom teaching lectures, seminar (As per allocation) ii. Classroom teaching (including lectures, seminar)in excess of UGC norms(as per allocation) iii. Tutorials and Practicals, Fieldwork, Project Supervision (Actual as per student attendance register)	70	60	60		
B	Examination duties	20	20	10		
C	Innovative Teaching	10	15	20		
	Total Score	100	95	90		
	Minimum API Score required	80	75	70		

Note: 1. API claimed without relevant document will not be considered.
2. Teaching work load as per UGC/AICTE guidelines.
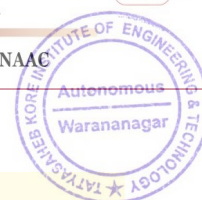
CATEGORY II- CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Year wise)

Category II	Nature of Activity	Minimum required API Score	Actual score	Verified API Score	Page No.
a	**Student related co-curricular, extension and field based activities.** **i. Discipline related co-curricular activities organized** • Field work, field studies study tour • Student seminar • Remedial classes • Career counseling • NET/SET/GATE/Workshop (1week) Quiz, debate, elocution, (on subject) • Essay competition on subject • Exhibition • Subject/ faculty day celebration • Survey conduction • Subject association activity • Avishkar /Aswamedh/Anweshan etc. **ii. Other co-curricular activities** • Cultural prog. coordinator • NSS, NCC officer/ Assit officer • Eradication of superstitions • Tree plantation • AIDS Awareness • Blood donation camp • Student Welfare Officer • Placement officer • Sports Committee etc. **iii. Extension and dissemination activities** • Positions held/Leadership role played in organization linked with Extension work • Community work such as—National Integration, Human Right, Peace, Scientific temper, Flood/Drought relief • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest General awareness activities • Organizing subject related event like lecturer on special topics • Popular writings not covered under(III) (iv) Student Induction, etc	15	Actual hours spent per academic year ÷ 10		

| b | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

i.   Administrative responsibility
• Dean, Principal, management council member
• Director of school/institute
• IQAC coordinator,
• Refresher/orientation coordinator
• Head of Department
• Chairperson/ Convener
• Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty etc

ii.   Participation in
• BOS /Faculty/Academic Council
• Senate/any other University Committee   Chairman for subject related event like.
• Ph.D. Open Defense Session.
• Various Scrutiny meeting
• Resource Person/Speaker for subject related event
• Referee/Judge for subject related event etc.
• Administrative Committees
• Editorial Board
• Local management committee
• Admission committee
• Campus development
• Library committee
• Standing Committee
• Sexual Harassment Prevention Committee etc.
• Membership /participation in State / Central bodies/committees on education research
• Exam reforms
• AAA Committee
• Internal Assessment Monitoring | 10/15/15 | Actual hours spent per academic year ÷ 10 | | |

9

c	Professional Development activities: • Participation in seminars, conferences, • Short term training courses, • Industrial experience, Talks, • Lectures in refresher / faculty • development courses, • Dissemination and general articles and any other contribution	15	Actual hours spent per academic year ÷ 10		
Minimum API score required for Category II(for Assessment period)		*50/50/50 /50/80			

*Stage 1to 2 =50, Stage 2 to 3= 50, Stage 3 to 4 =50, Stage 4 to 5= 50, Stage 5 to 6 =80

*Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+III.

VERIFIABLE CRITERIA: 1) Academic Dairy, 2) Bio Metric Generated Slips.3) Attendance sheets, 4) Certification by HOD/ Principal, 5) Supporting Documents

CATEGORY: III

RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

IIIA) (i) Published Papers in Refereed Journals as notified by the UGC *(25 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/corresponding author/Guide	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total A(i)									

Published Papers in Other Reputed Journals as notified by the UGC* (10 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/corresponding author/Guide	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total A (ii)									

III B) Publications other than journal articles (books, chapters in books)

(i)Text/ Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (30 Points per Book for Single Author)
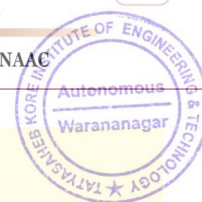
Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B(i)									

(ii) Subject Books, published by National level publishers, with ISBN/ ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B(ii)									

(iii) Subject Books, published by other local publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher &ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B(iii)									

(iv) Chapters in Books, published by National and International level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (International– 10 points per Chapter National– 5 Points per Chapter)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher &ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B(iv)									

Total B (i+ ii+ iii+ iv)	

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points; (ii) papers with impact factor between 1 and 2 by 10points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above10 by25 points. The API for joint publications shall be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/ corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III C) Research Projects:

III C (i) Sponsored Projects

A) Major projects: grants above Rs.30 lakhs for Engineering/sciences & above Rs.5 lakhs for others, **20** Points per project,

B) Major project: grants above Rs.5 lakhs up to Rs.30 lakhs for Engineering/ science and Rs.3lakhs minimum to Rs. 5 lakhs for others, **15** points per project,

C) Minor project: grants above Rs.1 lakhs up to Rs.5 lakhs for Engineering/ sciences & above Rs.1 lakhs up to Rs.3 lakhs for others, **10** points per project,

D) Credit should be given to PI and Co-PI as per UGC provision.

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C(i)								

III C (ii) Consultancy Projects (Amount mobilized with minimum Rs.10 lakhs for Engineering/ sciences & minimum of Rs.2 lakhs for others, **10** points for every Rs 10 lakhs & Rs.2 lakhs. respectively). Credit should be given to all Consultants as per UGC provision.

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents

	Sub Total C(ii)						

III C (iii) Projects Outcome/ Output:

Patent/Technology transfer/Product process

Major Policy document prepared for international bodies like WHO/ UNO/ UNESCO/ UNICEF etc. Central/ State Govt./ Local Bodies (**30** for each International/ **20** for each national level output or patent. Major policy document of International bodies – **30** Central Government -**20**, State Govt. -**10** Local bodies - **5**)

Credit should be given to Product Development, IPR, Royalty, Lab to Land Activity, Trademark Development as per UGC provision.

Sr. No.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified	Page No. of relevant documents
	Sub Total C(iii)						

Total C(i+ ii+ iii)	

III D Research Guidance (In the case of joint supervision points are to be equally shared)

(For M. Phil. Degree awarded **5** points per candidate, Ph.D. degree awarded **15** points per candidate. Ph.D. thesis submitted **10** points per candidate)

Sr. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M .Phil or equivalent						
Ph. D. or equivalent						
Sub Total D						

III E Fellowships, Awards and Invited lectures delivered in conferences/ seminars

III E (i) Fellowships/Awards

A. International Award/ Fellowship from academic bodies/ associations- **15** per Award/**15** per Fellowship.

B. National Award/ Fellowship from academic bodies/associations -**10** per Award/**10**per Fellowship.

C. State/ University level Award from academic bodies/associations -**5** per Award

Sr. No.	Fellowship /Award	Year	Level International/National/State/University	Awarded Academic Body/Association	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
Sub Total E(i)							

III E(ii)Invited lectures/papers:

(The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.)

Invited lectures: International level 7 per lecture, National level 5 per lecture, State/University level 3 per lecture

Sr. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international/ National	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E(ii)							

Papers presented: International level 5 per paper, National level 3 per paper, State/ University level 2 per paper.

Sr. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international/ National/ State or University level	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E(ii)							

Total E(i+ ii)	

15

III F Development of e-learning delivery process/material: 10 per module

Sr. No.	Title of e-delivery process/Module	Number of Module(s)	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total F					

SUMMARY OF CATEGORY III

Details	By Candidate	By Committee	Remark
Total A			
Total B			
Total C			
Total D			
Total E			
Total F			
Grand Total			

List of Enclosures:

(Please attach, copies of certificates, and / or letters sanction orders, papers etc. wherever. Necessary)

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

CATEGORY –IV

FEEDBACK, ACADEMIC AUDIT AND RESULT ANALYSIS

a   Feedback

Students feedback (Feedback of students who have attendance more than 70 %)   Marks   5

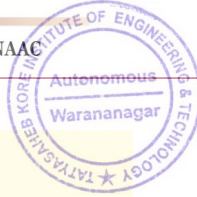| Sr. No.	Semester -I	SSI	Average SSI	Claimed Marks	API Score Verified	Page No. of relevant documents
1						
2						

Sr. No.	Semester -II	SSI	Average SSI	Claimed Marks	API Score Verified	Page No. of relevant documents
1						
2						

Marks- Excellent -5, Good-4, Fair-3, poor - 0

b   Academic Audit   Marks   5

Average of Teaching Index of All the audits Conducted in Academic Year

Sr. No.	Semester	Teaching Index	Average	Claimed Marks	API Score Verified	Page No. of relevant documents
1	I					
2	II					

Marks- Excellent -5, Good-4, Fair-3, poor - 0

c   University Result   Marks   10

Sr. No	Name of Subject	Class and Division	Last 3 Yrs avg Result	Current year Result	Average of Sem -1 / 2	Claimed Marks	API Score Verified	Page No. of relevant documents
	Semester - I							
1								
2								
	Semester - II								
1								
2								

Total of Category – IV (a+b+c)		

17

UNDERTAKING

I_____ undertake that the information provided is correct as per records submitted by me to College/ Institute/ university and/or documents enclosed along with the duly filled PBAS pro-forma.

My PBAS based APIs score carries

Place:

Date: Signature of the faculty with
                                                                  Designation
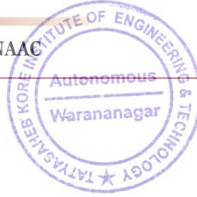
Place:

Date: Signature
                                                             Head of the Department

Place:

Date: Principal/ Director /Vice- Chancellor

N.B. : The individual PBAS pro-forma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the college/ Institute/ university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/ verification.

Annexure – II
Students Feedback Form of Faculty Performance

Tatyasaheb Kore Institute of Engineering & Technology, Warananagar

STUDENT FEEDBACK FORM (Faculty Performance)

Name of the Teacher : _____ Date : _____

Class : _____

Subject : _____

Institute is committed to achieve high standards of excellence in education of engineering and technology. For many years students have assisted the faculty to improve their performance. This evaluation is to be totally anonymous. You are kindly requested to give your feedback regarding the performance on various parameters given below on a scale from 1 to 4. Please (✓) Mark at appropriate column. This will help us to improve our system.

Sr. No.	Attribute	Performance Level	Students Assessment				Remarks / Suggestion
			1	2	3	4	
1.	How are the classes engaged	1. Irregularly 2. Some time irregular 3. Generally regular 4. Always regular					
2.	Are you satisfied with the progress of the syllabus	1. Totally unsatisfied 2. Stratified to some extent 3. Satisfied 4. Totally Satisfied					
3.	Do you understand the Subject ?	1. Not at all 2. To some extent 3. Good enough 4. In all respects					
4.	Is the teacher capable of controlling the class ?	1. Poor control 2. Fair control 3. Adequate control 4. Good control					
5.	Does the teacher involve students during lectures	1. Never 2. Rarely 3. Usually 4. Always					
6.	Is your teacher proficient in English ?	1. Poor 2. Average 3. Good 4. Excellent					
7.	Is the teacher audible	1. Poor 2. Average 3. Good 4. Excellent					
8.	How is his teaching in general ?	1. Boring 2. Monotones 3. Good 4. Interesting					
9.	How do you rate the overall performance of your teacher	1. Poor 2. Fair 3. Good 4. Excellent					

What are the specific expectations from your teacher for the improvement of result in the subject ?

Any additional comments on the performace of your teacher ?

T.K.I.E.T., Warananagar
Firt Year Engineering
Feedback Analysis, A.Y. 2019-20
Sem.- I/II, Mid Term/ End Term

Name of Teacher				
Subject		Division		

Sr. No.	Performnce level	No. of ticks	No. of students	SSI	Rating
1	Column No 4(X1)				
2	Column No3 (X2)			#DIV/0!	
3	Column No 2(X3)				
4	Column No 1(X4)				

$$SSI = \frac{X1+ X2+X3+\ldots\ldots\ldots+XN}{0.36 \times N}$$

Where, X1 = (4 x No. of ticks in column 4)   X2 = (3 x No. of ticks in column 3)

X3 = (2 x No. of ticks in column 2)   X4 = (1 x No. of ticks in column 1)

N=Total number of the students paticipants in the feedback.

SSI	80-100	60-79	40-59	Below 40
Ratings	Excellent	Good	Satisfactory	Poor

Strengths	1	
	2	
	3	

Weaknesses	1	
	2	
	3	

Coorective Action Taken _____

_____

Sign. of Faculty   Sign. of HOD / F.E. Chief Coordinator

Annexure - III
Academic Audit Format and Guideline

Tatyasaheb Kore Institute of Engineering and Technology, Warananagar

ACADEMIC AUDIT REPORT

Academic Audit No _____   **Class & Div:** _____

The academic audit of the class _____ is held on _____.

Following is brief report of the same

Class strength: _____

No of students present during audit: _____

Sr. No	Subject	Teaching Index	Strengths	Remarks for Improvements
1				
2				
3				
4				
5				
6				
7				

Any other suggestion(s) from students: _____
_____
_____

Academic Auditor's name & Signature   **HoD**

Tatyasaheb Kore Institute of Engineering and Technology, Warananagar

Academic Audit Rubric

Sr. No.	Criteria	Quality Outcome Measuring Parameter			Remark
		Scope for Improvement 5-7	Average Performance 7.1-8	Good Performance 8.1-9	
1	**Subject Knowledge**	Fulfills the requirements of syllabus	Fulfills the requirements of syllabus along with application based knowledge	Fulfills the requirements of syllabus along with application and Provides the recent trends of subject	
		Syllabus completion (first month 25%, second month 50%, third month 75%)			
2	**Planning and Delivery**	Syllabus is not completed as per guideline	Syllabus is completed as per guideline	Syllabus completion is more than the expected	
		Plans the lecture and its delivery does not suit students grasping power	Plans the lecture and its delivery by considering the level of students	Plans the lecture and its delivery by considering the level of students + use innovative ideas to convey subject contents	
3	**Class Management**	Poor level of attendance, attention and discipline during class.	Average level of attendance, attention and discipline during class	Students are Enthusiastic about attending, paying attention and maintaining discipline during class	
4	**Communication and English**	Communicates mostly in Marathi and rarely in English with unprofessional attitude	Communicates partially in English with less professional attitude	Communicates in English only with professional attitude	
5	**Practical Conduction and explanation**	Explain lab work monotonously and is not available for students' queries for full duration	Explain lab work properly and is available for students' queries for full duration	Explain lab work effectively and actively participates with students to perform lab work/ simulation/ live examples	
6	**Continuous evaluation methodology**	Assigns work but still it is not assessed	Assigns work but assesses irregularly	Assigns work and assesses it on Regular basis	
7	**Accountability and concerned for student learning question**	Unconcerned about students problems such as attendance, slow learning and personal	Concerned about students problems such as attendance, slow learning and personal	concerned and counseling about students problems such as attendance, slow learning and personal	

- **10 Marks performance:** In very exceptional case, auditor can give **10 marks** to the faculty. But in this case, auditor has to attach separate proper justification sheet along with audit report.
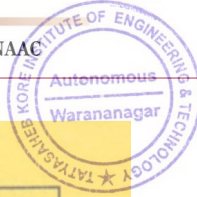
Annexure - IV

Student Mentor and Counseling Form

Tatyasaheb Kore Institute of Engineering and Technology, Warananagar

Students' Counseling

Personal Information

Year of Admission : 20 .... - 20...............   Branch : ....

PRN No. : ....

Name of the Student :				
Date of Birth :		Blood Group :	Sex : M / F	Student Photo
Category		Scholarship Type :		
Local Address :				
Mob.No.:	1)		2)	
E-mail :				
Father's Name :			Occupation :	
Mother's Name :			Occupation :	
Parent's Permanent Address :				
Landline No. :			Parent's Mobile No. :	

Academic Record :

Class	10th Std.	12th Std.	CET	Diploma
Marks (%)		Aggrigate % :	CET Score :	Branch :
		PCM % :	JEE Score :	Aggrigate % :

Academic Record

Academic Year :			Name & Sign of Counsellor :			
Class : FE Semester - I			Division :		Roll No. :	

Attendance (%)			Test Marks out of			University Exam. Result
			Subject	I	II	III	
July		1				
August		2				
Sept.		3				
Oct.		4				
Average Att.		5				
		6				
					Percentage Marks :	

Academic Year :			Name & Sign of Counsellor :			
Class : FE Semester - II			Division :		Roll No. :	

Attendance (%)			Test Marks out of			University Exam. Result
			Subject	I	II	III	
January		1				
February		2				
March		3				
April		4				
Average Att.		5				
		6				

Aggregate FE Result : Pass / ATKT / Fail   Percentage Marks :

University / Institute Rank -

Academic Year :			Name & Sign of Counsellor :			
Class : SE Semester - I			Division :		Roll No. :	

Attendance (%)			Test Marks out of			University Exam. Result
			Subject	I	II	III	
July		1				
August		2				
Sept.		3				
Oct.		4				
Average Att.		5				
		6				
					Percentage Marks :	

Academic Year :			Name & Sign of Counsellor :			
Class : SE Semester - II			Division :		Roll No. :	

Attendance (%)			Test Marks out of			University Exam. Result
			Subject	I	II	III	
January		1				
February		2				
March		3				
April		4				
Average Att.		5				
		6				

Aggregate SE Result : Pass / ATKT / Fail   Percentage Marks :

University / Institute Rank -

2

Academic Record

Academic Year :	Name & Sign of Counsellor :		
Class : TE Semester - I	Division :	Roll No. :	

Attendance (%)		Test Marks out of			University Exam. Result
		Subject	I	II	III
July		1			
August		2			
Sept.		3			
Oct.		4			
Average Att.		5			
		6			
				Percentage Marks :	

Academic Year :	Name & Sign of Counsellor :		
Class : TE Semester - II	Division :	Roll No. :	

Attendance (%)		Test Marks out of			University Exam. Result
		Subject	I	II	III
January		1			
February		2			
March		3			
April		4			
Average Att.		5			
		6			

Aggregate TE Result : Pass / ATKT / Fail   Percentage Marks :

University / Institute Rank -

Academic Year :	Name & Sign of Counsellor :		
Class : BE Semester - I	Division :	Roll No. :	

Attendance (%)		Test Marks out of			University Exam. Result
		Subject	I	II	III
July		1			
August		2			
Sept.		3			
Oct.		4			
Average Att.		5			
		6			
				Percentage Marks :	

Academic Year :	Name & Sign of Counsellor :		
Class : BE Semester - II	Division :	Roll No. :	

Attendance (%)		Test Marks out of			University Exam. Result
		Subject	I	II	III
January		1			
February		2			
March		3			
April		4			
Average Att.		5			
		6			

Aggregate BE Result : Pass / ATKT / Fail   Percentage Marks :

University / Institute Rank -

3

Co-Curricular Activities	1)	
	2)	
	3)	
	4)	
Extra Curricular Activities (Sports, NSS, Cultural etc.)	1)	
	2)	
	3)	
	4)	
Membership of Professional Bodies (ISTE, IE etc.)	1)	2)
	3)	4)
Placement Details :	1) Company :	
	2) Package offered :	
GATE / CAT / CMAT / Score :		
Special Achievements :		
Recent E-mail ID :		
Contact No. :		
Remarks	1)	
	2)	
	3)	

Signature of Student   **Signature of Counsellor**   **HOD**

TKIET HANDBOOK

Rules, Regulations and Responsibilities

Version 2.0

Tatyasaheb Kore Institute of Engineering & Technology

Warananagar, Kolhapur 416113

Contact Details

Tel.: 02328-224012/224013/223506(O), 02328-223502(R).

Email-id: principal@tkietwarana.ac.in