



"a journey of Aspiration to Inspiration"

SHREE CHANAKYA EDUCATION SOCIETY'S

INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

Approved by All India Council of Technical Education (AICTE), New Delhi Govt. of Maharashtra and
Affiliated to the University of Pune

**CODE OF CONDUCT, HANDBOOK EXISTS FOR
STUDENTS, TEACHERS, GOVERNING BODY,
ADMINISTRATION INCLUDING PRINCIPAL
OFFICIALS & SUPPORTING STAFF**

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1. General 1.1 About the Society and Institute

Society:

Shree Chanakya Education Society's(SCES) "**Indira Group of Institutes**", Pune was established in 1994, with the explicit vision to provide sustainable impetus to the corporate and entrepreneurial abilities in the youth.

The realization that robust framework of education is indispensable for the growth of global leaders, the visionary, **Dr. Tarita Shankar**, Chairperson at **Indira Group** integrated her pursuit of excellence and articulated educational institutions which is known as **Indira Group of Institutes (IGI)** with the motive to imbibe human excellence and demonstrate strong social values with a single minded pursuit of developing the youth to become business leaders.

Unrelenting initiatives by the management team at Indira led to adding of multi-disciplines such as Management, Information Technology, Pharmacy, Architecture, Commerce, Science, Engineering and Mass Communication to the group and growth has been as deep as it has been wide. With 12 institutions, **IGI** now offers education right from Kindergarten to Doctorate level studies. **IGI** believes in the economic independence of individuals. In this endeavor we aim to inspire our post graduate students to create a niche for them in the Indian Economic order first, and then compete globally. We owe our gratitude to the Indian Industry for consistently collaborating with us in this endeavor. Renowned industrialists have visited us and tremendously enhanced the morale of our students by sharing their vast knowledge and experience about entrepreneurial opportunities and foster a spirit of entrepreneurship amongst students. Having traversed the journey of twenty-five years we have ourselves made certain significant achievements, which, we are aware, are but the building blocks for achieving further heights.

Institute:

Indira College of Engineering and Management(ICEM), established in 2007, is a venture of SCES. The institute is approved by All India Council of Technical Education (AICTE), Government of Maharashtra and affiliated to the Savitribai Phule Pune University (SPPU) formerly known as University of Pune.

The post globalization era in India has resulted in fast pace development activities, shaping mighty economic developments. Infrastructure developments are meeting the industrial needs and making India a promising destination. This has created a need for professionals with expertise in multiple disciplines to spearhead the growth momentum. Engineering is an instrumental branch that defines the future course of these lofty development plans.

At Indira College of Engineering and Management, we are committed to nurture the required expertise under one roof by creating competent and motivated technocrats and managers of tomorrow, who will use their technical knowledge and managerial qualities to lead the organization confidently and successfully.

It is a state of the art campus, situated in the serene and picturesque settings of Maval Taluka, few minutes' walk away from the Mumbai-Pune Express way.

Growth of ICEM in the past **ten** years is exemplary & is at par with the commitment, which we ensure to continue in future. It is a result of teamwork by the dedicated & committed staff under the stewardship of the management.

1.2 Our Vision:

The institute envisions to develop itself into a center of academic excellence in the field of Engineering and Management education in order to develop future technocrats and managers having right knowledge, skill and attitude to serve the society and industries to fulfill their ever changing requirements.

1.3 Our Mission:

- To train our students to become best Engineering Entrepreneurs today, who will lead the organizations successfully into the future; locally, nationally and globally
- To provide an environment which fosters continuous improvement & innovation with related technical support & facilities to enhance student and faculty effectiveness
- To provide programs focusing on the holistic development of the individual with the emphasis on personality grooming, physical fitness and a strong sense of social and environmental responsibility.
- To improve logic & scientific reasoning and to develop global mindset amongst the students and prepare them to work in heterogeneous environment

1.4 Approval and Affiliation:

Indira College of Engineering and Management (ICEM), established in 2007, is a venture of SCES. The institute is approved by All India Council of Technical Education (AICTE)/ Directorate of Technical Education (DTE), Government of Maharashtra and is affiliated to the Savitribai Phule Pune University (SPPU) formerly known as University of Pune.

1.5 Academic Programmes:

At Undergraduate (UG) Level:

Institute offers 4-year full time, B. E. Degree courses in branches like Computer Engineering, Civil Engineering, Mechanical Engineering and Mechanical Sandwich Engineering. All the programmes are approved by AICTE and are affiliated to the Savitribai Phule Pune University.

At Postgraduate (PG) Level:

Institute offer 2-year, full time M.E. Programme in Computer Engineering, Electronics & Telecommunication (Communication Network) Engineering, Mechanical Engineering (Heat Power), Master of Business Administration (M. B. A.) and 3 years programme Master of Computer Application (MCA). All the programmes are approved by AICTE and affiliated to the Savitribai Phule Pune University.

2. Role of different authority's

2.1 Governing Body:

Governing Body is the Board of Trustees of the “Shree Chanakya Education Society’s Pune” that established “Indira College of Engineering & Management “ in 2007 and is registered under the Societies Registration Act, 1860 under Registration No. Maharashtra/8100-93/PUNE and the Bombay Public Trust Act, 1950 under Registration No. F/8988/Pune.

The Governing body reserves the final decision making rights, including points recommended by the College Development Committee, both the committees includes some of representatives from/of Industry, Research, Social Service, Alumnus, Student, Teachers, Women , University, DTE along with Management and Principal.

2.2 Local Management Committee (LMC) /College Development Committee (CDC)

Local Managing Committee/ College Development Committee is the body consisting of the Chairman of the Society, Director, Principal, Heads of Departments and a few Staff representatives who discuss, propose/suggest day to day governance of the college including budget, allocation of funds, administrative matters, staff/students issues etc.

2.3 Chairperson

2.4 Trustee Director

2.5 Director Admin

2.6 Director Project

3. Role and responsibilities of Institutional hierarchy

3.1 Principal:

Role: Principal is the academic, financial & administrative chief executive of the institute.

Responsibilities:

1. Principal being a Head of Institute is answerable to the director AICTE, University, DTE head for all academic, financial and administrative/personal activities of the institute.
2. Responsible for Academic, financial administrative, human resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by AICTE/DTE/University time to time.
4. Assessing the curriculum implementation process (including Planning, scheduling, coordination and monitoring) pertaining to various departments of the institute and take corrective action if necessary.
5. Assessing the requirement of the material, financial and human resources for effective institutional operational inclusive of academic and supportive operation.
6. Advising the required resources for institute operations.
7. Development and implementation of strategic plan for short term and long term development of institute and sustainable quality improvement.
8. To lead various accreditation (NBA ,NAAC, Autonomy,2(F)&12(B) activities of institute for various quality standard.
9. Plan and Facilities guidance and counseling and other student service at institute level.
10. Responsible authority for financial control, transition, academic, personal and security functions and to maintain necessary record financial assets and academic record of the institute in stipulated time.
11. To Plan & organize faculty and supporting staff development program.
12. Promoting interaction with all stake holders (Industries, AICTE, DTE, NAAC, NBA, etc) facilitating students placement and students development programs.
13. Provide motivation and guidance to facilitate and other staff in the institute.
14. Participate, motive, guide and facilities professional development through continuing education, training testing consultancy and industry, sponsored projects, entrepreneurship development and research.
15. To act as chief officer in charge of examination.
16. Evaluate the performance of the faculty and supporting staff.
17. To plan and implement the activities to take care of hygiene, safety and housekeeping in institute.
18. Create, maintain and motive cordial relation and team spirit in the institute and provide impartial and equal opportunities for contribution to faculty and staff for Upliftment of institute's image in the society.

3.2 Vice Principal:

Vice Principal of the institute takes care of day-to-day activities in the absence of Principal.

3.3 DEAN Research & Development:

Role: Act as a primary point of contact for Researchers requiring financial / administrative assistance during the post award management of their research funding.

Responsibilities:

1. Set and promulgate research policy
2. To develop an active research culture that fosters the highest achievements encourages originality and innovation among students and faculty.
3. To capture detailed information of alt research undertaken in the Faculty and to identify funding and knowledge transfer opportunities.
4. To identify new research opportunities that have potential for significant growth and to liaise with departments on associated grant and contract submissions.
5. To leverage internal peer review mechanisms, to strengthen the quality of the Faculty research base and to nurture environments that promote research at the interface of different disciplines.
6. To encourage academics to engage in multi-disciplinary research within the Faculty, students and, more broadly and externally with other organizations
7. To coordinate and plan the development of research infrastructure across the faculty
8. To Develop and coordinate strategies for maximizing the faculty's Success in gaining external research funding.
9. To establish R&D Laboratories sponsored by industries at the institute
10. To provide guidance in establishing "Incubation Cell" of Institute

3.4 DEAN Industry Relation

Role: Act as a primary point of contact for industrial exposure to faculty members and students.

Responsibilities:

1. To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
2. To assist the departments in organizing workshops, conferences and symposia with joint participation of the industries.

3. Encouraging Engineers from Industries to visit institution to deliver lectures
4. Participation of experts from industries, in curriculum development
5. To organize industrial visits for faculty members and students
6. To encourage faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy.
7. Industrial testing by faculty and technician at site, or in laboratory
8. To organize in-plant training for the students
9. To assist the departments in establishing rapport with industries for taking up mini projects and projects
10. To coordinate/identify industrial partners for proposing 'Centre for Excellence'.
11. Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
12. Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer

3.5 DEAN Talent Development & Corporate Relation

3.6 Role and Responsibility of Head of Department:

Role: Act as a Department Manager/executive responsible for all academic & administrative processes.

Responsibilities:

1. Head of Department is answerable to the Principal of the Institute for all academic and Administrative/personnel activities of the department.
2. Academic and administrative management of the department
3. Assessing the requirements of the material, financial and human resources for effective implementation of prescribed curricula of program offered by the department.
4. Planning, scheduling, coordinating and monitoring the curriculum implementation pertaining to the department.
5. Responsible authority to perform academic, personnel and security functions and to maintain necessary records (like DSR) of the departmental assets in stipulated formats.
6. To act as facilitator for the departmental faculty in laboratory development, laboratory set-up, and laboratory maintenance
7. Provide motivation & guidance to faculty and other staff in the department.
8. Participate, motivate, guide & facilitate professional development through continuing education, testing and consultancy & research.
9. Identify and organize faculty and supporting staff development programs.
10. To act as authority for coordinating and conducting examinations / test examinations.

11. Maintaining students attendance record submitted by lecturers and students evaluation record
12. Development and implementation of short term and long term plan for department development and quality improvement.
13. Preparation of timetable and mobilization of teaching-learning resources
14. Provide guidance & counseling and other students' services at department level.
15. Plan, organize and facilitate industry visits and expert lectures.
16. To plan and implement the activities to take care of hygiene, safety and housekeeping in the department
17. Take teaching load prescribed as per the norms.
18. Evaluate the performance of the faculty and supporting staff
19. Create, maintain and motivate cordial relations and team spirit in the team working under him/her & provide impartial opportunities for contribution to faculty & staff.
20. Promote, guide, facilitate and participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development..
21. Assist Principal in institute level activities.
22. Keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through articles, books, journals etc.
23. Self-development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies
24. Participate in non-formal mode of education for benefit of society/ Community.
25. Certify and recommend the vouchers/bills of department/ related expenditures for further processing.
26. To develop and maintain inter departmental relation for effective working in the institute.
27. Motivator and facilitator for carrying co-curricular and extra-curricular activities for developing overall personality of students

3.7 Department Academic Coordinator:

Role: Act as a supporting person to HOD in all department level academic activities.

Responsibilities:

1. Academic coordinator is answerable to Head of Department for all academic activities of the department.
2. To plan academic management of the department
3. Assessing requirements of the human resources for effective implementation of prescribed curricula of program offered by the department.

4. Planning, scheduling, coordinating and monitoring the curriculum implementation pertaining to the department.
5. To distribute academic load to faculty based on their interest, choice and experience in presence of HOD.
6. To measures academic strength and weakness in department and communicate to HOD.
7. Take regularly AMC meeting with faculty and prepare AMC reports.
8. Should monitor direct and indirect faculty feedback from student.
9. Any other work assigned by HOD.

3.8 Teaching Faculty:

Role: The primary role of the teachers in the academic system is the development of the potential of the students and their professional growth.

Responsibilities:

1. Lecturer is answerable to the Head of concerned Department
2. Effective implementation of curricula of the concerned course/ subject.
3. Planning and delivering class room and laboratory instructions.
4. Student's assessment and evaluation including tasks related with mid-term tests and term-end examinations.
5. Design and Development of learning resources.
6. Planning, setting of laboratories.
7. Guiding the concerned Lab Assistant in maintenance and repairs of laboratories and equipment's concerned with the course/subject. Laboratories and academic facilities development.
8. Preparing and maintaining student's records for the academic term.
9. Plan and execute students development activities Guidance and counseling to students.
10. Participate in professional activities through interaction with industries, consultancy, testing continuing education and trainings, industry sponsored projects, entrepreneurship development, research.
11. Assist Head of department in departmental activities and providing students services Keep abreast of the newer knowledge, skills and technology through self-up gradation and dissemination of knowledge through articles, books, journals and seminars etc.
12. Self-development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.
13. Participate in non-formal mode of education for benefit of society / community.
14. To plan and implement the activities to take care of hygiene, safety and housekeeping in institute
15. Motivator and facilitator for carrying co-curricular and extracurricular activities for developing overall personality of students.

4. Laboratory

Role: To help students to prove and confirm for themselves through experiments, what they learn in the classroom

4.1 Duties and responsibilities of the Laboratory In-charge:

1. To maintain the Dead Stock Register and Consumable Registers
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term
3. To plan for the procurement of equipment for the coming term well in advance
4. To see that the infrastructure facilities in the labs are adequate so that each batch has many opportunities to complete practical is satisfactorily.
5. To organize the laboratory for oral and practical examinations
6. To identify those who are responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use
8. Requisition of consumables to be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
10. 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.

4.2 Duties and Responsibilities of Lab Assistants

1. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. 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.
4. Lab Assistants in coordination with Lab In-charge should display
 - a. List of Equipment's/software with cost.
 - b. List of Experiments.
 - c. Lab Time Table, Cost analysis of major equipment.
 - d. Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
 - e. List of related subject 1st and 2nd sem.
 - f. Lab organization chart.
5. Any other assignments as given by HOD/Principal/Director.

5. Statutory 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 are expected to 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.

The procedure followed for constituting a committee is as follows:

1. A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same. In case of any tie or any mismatch, the team reassigns the staff member.
2. However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Director.

ROLES & RESPONSIBILITIES OF VARIOUS COMMITTEES

5.1 Internal Complaint Committee

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.

3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.

4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)

5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.

6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.

7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.

8. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.

9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.

10. The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.

11. As an interim measure, ICC may recommend

a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.

b) grant leave to the aggrieved woman upto a period of three months or :

c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.

d) grant such other relief to the aggrieved woman as the case may require.

12. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.

13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.

14. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.

15. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.

16. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.

17. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

18. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.

19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

20. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.

21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.

22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

23. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.

24. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.

25. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.

26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. **The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.**

27. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.

28. Amicus Curie can be called for helping the committee if and when required.

29. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.

30. If the Committee finds no merit in the allegations, it shall report to the Institute.

31. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:

- a. A written apology
- b. Warning
- c. Reprimand or censure
- d. Withholding of promotion
- e. Withholding of pay rise or increments
- f. Undergoing a counseling session
- g. Carrying out of community service
- h. Terminating the respondent from service
- i. Any other punishment according to the service rules applicable to the respondent

32. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.

33. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.

34. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:

- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- ii. The loss of career opportunity due to the incident of sexual harassment.
- iii. Medical expenses incurred by the victim for physical or psychiatric treatment
- iv. The income and financial status of the respondent
- v. Feasibility of such payment in lumpsum or in installments

35. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.

36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.

37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or

made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.

39. The Committee has the powers of a civil court in the following cases

- i. Summoning and enforcing the attendance of any person related to the incident.
- ii. Requiring the discovery and production of any documents
- iii. Any other matter relating to the incident as decided by the Committee from time to time.

40. The aggrieved woman or respondent may prefer an appeal to the competent authority.

5.2 R&D Committee

Role & Responsibilities:

1. To set and promulgate research policy
2. To develop an active research culture that fosters the highest achievements encourages originality and innovation among students and faculty.
3. To capture detailed information of all research undertaken by the faculty and to identify funding and knowledge transfer opportunities.
4. To identify new research opportunities that have potential for significant growth and to liaise with departments on associated grant and contract submissions.
5. To leverage internal peer review mechanisms, to strengthen the quality of the Faculty research base and to nurture environments that promote research at the interface of different disciplines.
6. To encourage academics to engage in multi-disciplinary research within the Faculty, students and, more broadly and externally with other organizations
7. coordinate and plan the development of research infrastructure across the faculty.
8. Develop and coordinate strategies for maximizing the faculty's Success in gaining external research funding.
9. To establish R&D Laboratories sponsored by industries at the institute.
10. To provide guidance in establishing "Incubation Cell" of Institute.

5.3 Incubation Committee

Role & Responsibilities:

5.4 Industry Relation Committee

Role & Responsibilities:

1. To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture.
2. To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries.
3. Encouraging Engineers from industries to visit institution to deliver lectures.
4. Participation of experts from industries, in curriculum development.
5. To organize industrial visits for Faculty members and students.
6. To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy.
7. Industrial testing by faculty and technician at site, or in laboratory.
8. To organize in-plant training for the students.
9. To assist the Departments in establishing rapport with industries for taking up mini projects and projects.
10. To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
11. Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories.
12. Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer.

5.5 Alumni Committee:

Role & Responsibilities:

1. Coordinating Alumni related activities like Alumni Meets/Alumni Lectures....etc.
2. Calling Meetings for discussion on Alumni Events.
3. Preparing Minutes of Meeting of Alumni related meetings.
4. Maintaining file of Alumni
5. Updating the events of alumni on website.
6. Planning for Alumni related activities for each semester.
7. Maintaining ICEM Alumni Database year wise
8. Updating Alumni's with the latest College updates & achievement

5.6 ERP Committee:

Role & Responsibilities:

1. Coordinating ERP related Academic activities in College
2. Calling Meetings for discussion on ERP Status/Issues/Modules
3. Preparing Minutes of Meeting of ERP related meetings
4. Maintaining file of ERP with required Documents

5. Maintaining Uniformity in ERP related formats across all the departments of ICEM through respective departmental Coordinators
6. Ensuring that all the initial level data goes through me to ERP vendor to avoid the conflicts

5.7 Student Affair Committee:

Role & Responsibilities:

- 1) Formation of student council as per the guidance of SPPU and Maharashtra university act 1994 section 40 (B).
(New insertion in this law Maharashtra University act 2019 section 99).
- 2) Smooth conduction of different programs in college with the help of student council.
- 3) Nomination & settlement of different problems of institute for Improvement College in all sectors like academic, administrator work with the help of student council.
- 4) Inauguration of Technical Festival (TechFest) with the help of Student Council.
- 5) Implementation & Conduction of K.B.P. Earn & Learn scheme under the guidance of SPPU.
- 6) Arrangement & Conduction of Disaster Management camp in the institute for the development of student in terms of social work.
- 7) Arrangement & conduction of Nirbhay Kanya Abhiyan in the institute for girl's student for their betterment.
- 8) Celebration of Mahatma Gandhi Jayanti & Sardar Vallabhbhai Patel Jayanti in the institute.
- 9) Sending different reports which university (University Circulars)

5.8 Academic Monitoring Committee:

Role & Responsibilities:

1. Committee objective is to improve academic standard within the framework of ICEM.
2. Functions of the committee
 - i) Lecture monitoring
 - ii) Execution of academic planning in the department
 - iii) Maintain discipline
 - iv) Maintaining uniformity regarding implementation of academic policies
 - v) Submitting weekly and monthly report

5.9 Mentoring Committee

Role & Responsibilities:

1. Assisting new students with adjustment to college life at ICEM, both academically and socially by understanding their needs & potential
2. Offer students strong support, helping them to improve their attendance, Academics, personality development and enjoy their studies.
3. To find solutions to academic or behavioral problems of the students by establishing a link with parent
4. Coordination of the Mentor Program through departmental mentoring coordinator
5. Ensuring that mentors have been appointed to every engineering graduate.
6. Keep records of mentor program progress and report this to higher Authority.
7. Provide mentors the goals that the mentor and mentee should accomplish throughout the course of the program.
8. Plan and execute monthly meetings.
9. Collaborate with the higher authorities to ensure needs of students are met.
10. Finalize the formats to be maintained by students, mentors, mentor coordinator

5.10 Library Committee:

Role & Responsibilities:

1. *To function as a channel between the library and its users*
2. To assist the Librarian in formulating Library policy
3. To look after general maintenance of the library in terms of reading material and infrastructure
4. To effectively involve in fostering the reading habit of staff and students
5. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
6. To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian

5.11 Website Committee:

Role & Responsibilities:

1. To ensure that the college website is regularly updated, improved and well maintained.
2. 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.
3. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write-ups etc.
4. Update all communications, notices, announcements etc on a regular basis.
5. Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.

5.12 Event/Cultural Committee:

Role & Responsibilities:

1. To promote and arrange extracurricular activities to bring out the talents of students in the performing arts
2. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
3. To plan and schedule cultural events for the academic year and to display tentative dates to be included in the academic calendar of the institute by delegating various tasks
4. To do the procedure to organize cultural events
5. To communicate about various festivals and events to be celebrated in the college and give a wide publicity
6. Arranging events/programs for staff and students in coordination with Students Cultural Committee

5.13 College magazine committee:

Roles and responsibilities:

1. To provide student's involvement, contribution, talent, achievements, recognitions and extracurricular activities throughout the year as well as the faculties honor.
2. The College Magazine Coordinator will play a key role for the students to provide a platform to show their achievements, recommendations, skills, passion, and teamwork. Some of the responsibilities are:
 - Making of Editorial Board (staff and students).
 - Distribution of each and every responsibility among staff and students editorial board.
 - Involvements and collection of students in different activities like students council, book club, care club, scholar club, Avishkar, Techfest, NSS activities, industrial visits, arts, sports, rangkarmi, paper presentations, physical education, writing articles etc.
 - Publishing the College magazine.

5.14 Professional Body Committee:

Roles and responsibilities:

1. To initiate & complete the process for getting maximum faculties registered for various Professional Body membership
2. Arranging various technical programs for faculties & students under Professional body at college & department level

5.15 NSS Committee:**Roles and responsibilities:**

1. To inculcate and develop social sensitivity, moral values and professional ethics in ICEM students along with their academic formation
2. To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values
3. To organize social service groups and clubs as well as outdoor field activities, to encourage and involve students in social service activities

5.16 Staff Welfare Committee:**Roles and Responsibilities:**

1. Help staff members in times of illness and difficulties.
2. See that the staff members uphold the Staff Code of Ethics and Rules and Regulations framed by the institute.
3. Settle staff disputes that harm the harmony of campus life.
4. Represent the staff and forward cases of complaints and grievances of staff to the Management Committee
5. Maintain records of staff guests and visitors as per the given rules.
6. Administer the Staff Welfare Fund and ensure its proper use.
7. Maintain minutes of the meetings and submit a report of the activities each semester to the Management Committee.
8. Organize Welcome/ Farewell parties for the faculty

5.17 IUCEE Committee:**Roles and responsibilities:**

1. Basic focus of IUCEE- Indo Universal Collaboration of Engineering Education is to improve the quality and global relevance of engineering education in India also to build

an ecosystem for transforming engineering education in India with the assistance of engineering education experts and industry from around the world.

2. International experts from the US travel to India to discuss global best practices in teaching and research in their field with Indian faculty at Faculty Leadership Institutes. During the past ten years, 180 workshops were conducted.
3. Significant positive outcomes from these workshops have been demonstrated. Faculty from over 100 Indian colleges and 200 international faculty members from over 50 international institutions around the world, are connected in a wide variety of research and teaching collaborations. Following is the task of IUCEE coordinator to access the information and lectures organized by IUCEE and communicate to other stake holders like students and faculties.

- Advise on preparation for Outcomes Based Education (OBE);
- Advice from US experts in hosting International Conferences or Seminars
- Advice from US experts on Improving Academic Curriculum in existing programmes or for starting new programmes.
- Advice from US experts on Improving Academic Infrastructure, including assistance in setting up Centers of Excellence and special laboratories for improving teaching and research
- Advise for Member Institutions with Governance, Strategic Planning/Advisory Board formation for enhancing quality of academics, including contacts with US experts for Advisory Boards
- Assistance with utilizing unique e-learning platforms, for course content, delivery and student outcomes assessment.
- Short workshops or courses for faculty and/or students by US experts travelling to India (Faculty Leadership Institute, FLI); Member Host Institution in India pays costs
- Access to IUCEE course materials from more than 100 previous FLIs (Faculty Leadership Institutes) since 2008;
- Live IUCEE Virtual Academy Webinars and short courses on-line by US experts, Indian experts and Industry Leaders relevant for faculty and students on relevant topics conducted regularly;
- Access to recordings of all webinars (over 400 to date) conducted by IUCEE since 2010.
- Facilitation of collaborations with US colleges including visits to US universities, MOUs, Centers of Excellence, twinning programs, faculty and student exchanges,
- Opportunities for students to participate in programs of the global SPEED (Student Platform for Engineering Education Development), including Indian Student Forums and Global Student Forums,

5.18 Press and Publicity Committee:

Roles and responsibilities:

1. To do publicity in media print and other publicity of ICEM in Pune, PCMC, Maval area.

Regulations

2. To form department wise committee of students and staff coordinator to carry any event smoothly and collect publicity related data of the event in the department and submit brief report of it after the event to the committee coordinator.
3. To make a brief news of the carried event in the dept./ college and send it to the reporter's/concern media for further publicity and print in the media and take regular follow-up of it till the publicity is achieved.
4. To develop contacts to the officials/personalities in the media for further developments and progress to give ICEM wide publicity in the outside student's community.

5.19 Purchase Committee:

Roles and responsibilities:

1. Preparation of annual lab requirement report for each department
2. Purchase (with support to store dept) of Lab equipment
3. Purchase of furniture required for labs of each department

5.20 Parent Meet Coordinator:

Roles and responsibilities:

1. To encourage closer link between parents and teachers.
2. Two groups meet for the purpose of assessing each other and finding ways of improving life and performance areas,cultural,academics,social,ethical.
3. To explain the role of institute to the parents,this is how students and institute come to a more harmonious relationship.
4. To take review/point of view from parents concerning academic improvement and moral standards.
5. To convey the overall development (academic,social,cultural,ethical) of the student to the parents.
6. To take insights from students for overall development of department or institute.

5.20 Women Cell Committee:

Roles and responsibilities:

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus
2. 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
3. The Women Redressal Committee is functioning in the college as per the norms laid down by the AICTE / SPPU
4. 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.

5.22 Grievance Committee:

Roles and responsibilities:

1. The Grievance Committee will meet at least once in six months.
2. At least five members of the Grievance Committee shall be present in a meeting for any decision.
3. The Grievance Committee shall consider all grievances submitted in writing by an individual, related to academic, non-academic and administrative issues.
4. The Grievance Committee shall keep all the issues confidential.
5. The Committee shall study the petition and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the chairman as expeditiously as possible, but in any case within three months of the date of petition.
6. In case of any difficulties, the Grievance Committee shall have discussion with the chairman before a decision is taken.
7. The chairman, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institute.
8. Any dead-lock shall be resolved by joint meeting of the Principal and the Grievance Committee.
9. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the chairman by the Grievance Committee.

PROCEDURE FOR REDRESSAL OF GRIEVANCES:

- a. The aggrieved member shall submit his petition to the Principal through the Head of the concerned department with a copy to the Grievance Committee.
- b. On receipt of a petition the Grievance Committee will endeavor to send its recommendation to the Chairman within one month if possible, but in any case not beyond three months, for further action.
- c. Where the petition comes through the Department, the department shall either redress the grievance or forward it to the Grievance Committee within two weeks. The Grievance Committee shall look into the petition, discuss with the concerned person, refer to the relevant documents and send its recommendations to the Chairman for further action.

5.23 NIRF Committee:

NIRF is a methodology adopted by the Ministry of Human Resource Development (MHRD), Government of India, to rank institutions of higher education in India. The Framework was approved by the MHRD and launched by Minister of Human Resource Development on 29 September 2015. There are separate rankings for different types of institutions depending on their areas of operation like universities and colleges, engineering institutions, management institutions, pharmacy institutions and architecture institutions. The Framework uses several parameters for ranking purposes like resources, research, and stakeholder perception. These parameters have been grouped into five clusters and these clusters were assigned certain weightages. The weightages depend on the type of institution.

Roles and responsibilities:

1. Committee has to cumulate data from various departments of institutes which are Placement, Student section, Accounts, Library and Other Departments.
2. Committee have to register for ranking every year.
3. Within given time period, committee have to register and fill the data.
4. Data collection from various departments, which is required.
5. Compile received data in a format according to NIRF template.
6. Fill the data in proper format within given time period.
7. Nodal officer has to check all the details provided are correct.

5.24 Professional Development Programme Committee:

Roles and responsibilities:

1. To keep the record of FDP/workshop/Training/Conferences/publication attended and permitted by the principal ICEM.
2. The staff has to take prior approval from HOD, and Principal in written.

5.25 Student Curricular Activity Committee:

Roles and responsibilities:

1. Committee objective is to improve participation in intercollege level technical competitions.
2. Role of coordinator
 - vi) Inform students for ongoing technical competitions through departmental coordinators
 - vii) Prepare a notice for each competitions detailing important dates, registrations links & display it on notice board, Verifer.

- viii) Encourage students to participate & get registered
- ix) Guide & support for financial process.

5.26 SC / ST Committee:

Roles and responsibilities:

1. The SC/ST Students Cell addresses academic and non-academic issues and complaints received from students in reserved categories.
2. The institute strives to maintain an environment where all communities can participate in academic and research activities without any sort of discrimination with respect to caste or creed. In order to maintain such an atmosphere, the SC/ST students cell is responsible for sensitizing the campus community about the importance of having diversity.
3. The cell aims to ensure that anti-discrimination laws in the context of race/caste/creed are followed in letter and in spirit.
4. The cell is where any complaints by students about discrimination and/or harassment are to be brought up.

5.27 Competitive Examination Cell Committee

Roles and responsibilities:

1. The Competitive Exam Cell has been formed in college to motivate students for all types Competitive Exams such as GATE, CAT, GRE, TOEFEL, GMAT, Civil services (UPSC, MPSC), Banking Exams etc.. The competitive exam cell organizing the session on the awareness about this exams.
2. This Cell arranges the session to guide the students how to prepare for these exams. Under This cell we are also conducting the some coaching for these exams. The separate Book Corner has been provided in College Central Library for this purpose. Following are the responsibilities-
 - To prepare the student to face the different competitive examination like GATE / UPSC / MPSC / GRE / TOEFL/ PSUs etc.
 - To conduct the Expert lectures for career guidance and technical soundness.
 - To avail study materials like reference books, notes and previous question paper sets to students for preparations.
 - To encourage and motivate students for higher education
 - To provide the platform for practicing online and offline exams
 - To notify and guide to students about schedules of exam and form filling procedure

5.28 Anti-Ragging Cell Committee:

Roles and responsibilities:

1. To publicize to all students and prevalent directives and the action that can be taken against those indulging in ragging.
2. To monitor and oversee the performance of anti-ragging committee and squad in prevention of ragging in the institution.
3. To offer service of counseling and create awareness to the students
4. Consider the complaints received from the student and conduct enquiry and submit the report to the director.
5. To take necessary measures for prevention of ragging inside the campus.
6. Name of committee member with helpline numbers should be displayed inside the college campus.
7. Committee shall monitor the functioning of the vigilance and squad.
8. To maintain vigil, oversight, undertake patrolling functions and to remain mobile, alert and active at all times in the Institute.
9. To make surprise raids in the concerned vulnerable places where students generally visit and where either the incidents of ragging have occurred.
10. To conduct an on-the-spot enquiry into any incident of ragging referred to it by the Director, or any member of the faculty or any-member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be.
11. To submit enquiry report along with recommendations to the Anti-Ragging Committee for action under Clause 9.1(a) of the UGC Regulations.

5.29 Entrepreneurship development Committee

1. 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 life.
2. 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.
3. E-Cell 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, entrepreneurial motivation. It will also provide supporting systems including laboratories, innovation kits etc.
4. 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

5. Regulation & Responsibilities of Committee are as follows:-

- To encourage students to confidently share their ideas, innovation without fear of losing its secrecy.
- Build the gap between idea on paper to the sustainable product in market.
- Making aware students about various funding schemes provided by govt. for startup.
- Guide the students about idea protection - Patent filing.