

GOVERNANCE MANUAL

(Governance Guidelines Document)

Introduction:

The Governance Guidelines Document is evolved from its practices and based on:

- AICTE Guidelines governing for Technical Colleges.
- JAYAWANT SHIKSHAN PRASAK MANDAL, Educational Trust's Rules and Regulations.
- The Governance document reflects the best practices of governance that result in benefits to all the stakeholders.
- Strong leadership and management skills at all levels.
- Transparency with Integrity at all levels.
- Process for good teaching-learning, assessment, through appropriate checks and audits.
- Promotion of Multi-disciplinary research Culture.
- Focused and effective Training and Placement Services.
- Facilitations for development of entrepreneurship eco-systems.
- Good support systems for students progression.
- Robust and transparent financial systems with internal and external audits.
- Process to meet the requirements of Accreditation.
- Students Participation at various levels.
- Process for feedback from stakeholders and follow up actions.
- Promotion of strong industry institute interaction for improved outcomes.
- Promotion of faculty and staff development programmes.
- Process to get sponsored research projects/Consultancy Services and its execution involving UG/PG/Research students and faculty.

1: Institution:

Jayawantrao Sawant College of Engineering (JSCOE) is approved by the All India Council of Technical Education (AICTE), New Delhi, recognized by Directorate of Technical Education (DTE), Maharashtra State, affiliated to Savitribai Phule Pune University (SPPU), Pune and NAAC Accredited. It was established by JSPM as the second campus at Hadapsar, Pune-28. It is involved in practicing various teaching learning methodologies of excellence to deliver quality engineering to students coming from all corners of the country. The Institute is located in Hadapsar (Pune) surrounded by Industries, IT

Companies and reputed townships. The excellent academic calendar with space for individual skills and personality development, excellent team work of faculty members and initiative for industry interface is salient features of institute.

The College location has a history as pilgrims traveling from Dehu and Alandi to Pandharpur used to rest here. It was called as Visawa. We now say that students would come here for four years to study and then leave the campus after acquiring knowledge.

At JSCOE, the Courses offered Affiliated to University Of Pune are,

Under Graduate Engineering Program:

Program	Intake
Electronics & Telecomm. Engineering	120
Mechanical Engineering	180
Computer Engineering	120
Information Technology	060
Electrical Engineering	060

Two Years Post Graduate Engineering Program:

Program	Intake
ME (Electronics & Telecomm. Engineering)	24
ME (Mechanical Engineering)	24
ME (Computer Engineering)	24

Three Years Post Graduate Program in Master of Computer Applications:

Program	Intake
Master of Computer Applications	060

Two Years Post Graduate Program in Management:

Program	Intake
Master of Business Management	060

1 (a) Vision and Mission of the College

QUALITY POLICY

“To imbibe global standards of excellence in endeavors of Institute and to adhere with accountability towards society through best practices and techno economic prudence”.

Quality Objectives

1. To Inculcate the Motto “Excel and Prevail.”
2. To Imbibe Quality Consciousness At All Levels of the Staff.
3. Strict NO to Compromise with Quality.
4. Strive To Do Still Better.
5. Discourage Short Cuts.

VISION

"To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development".

MISSION

"To provide, nurture and maintain an environment of high academic excellence, research, and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards".

1 (b) Organizational Structure:

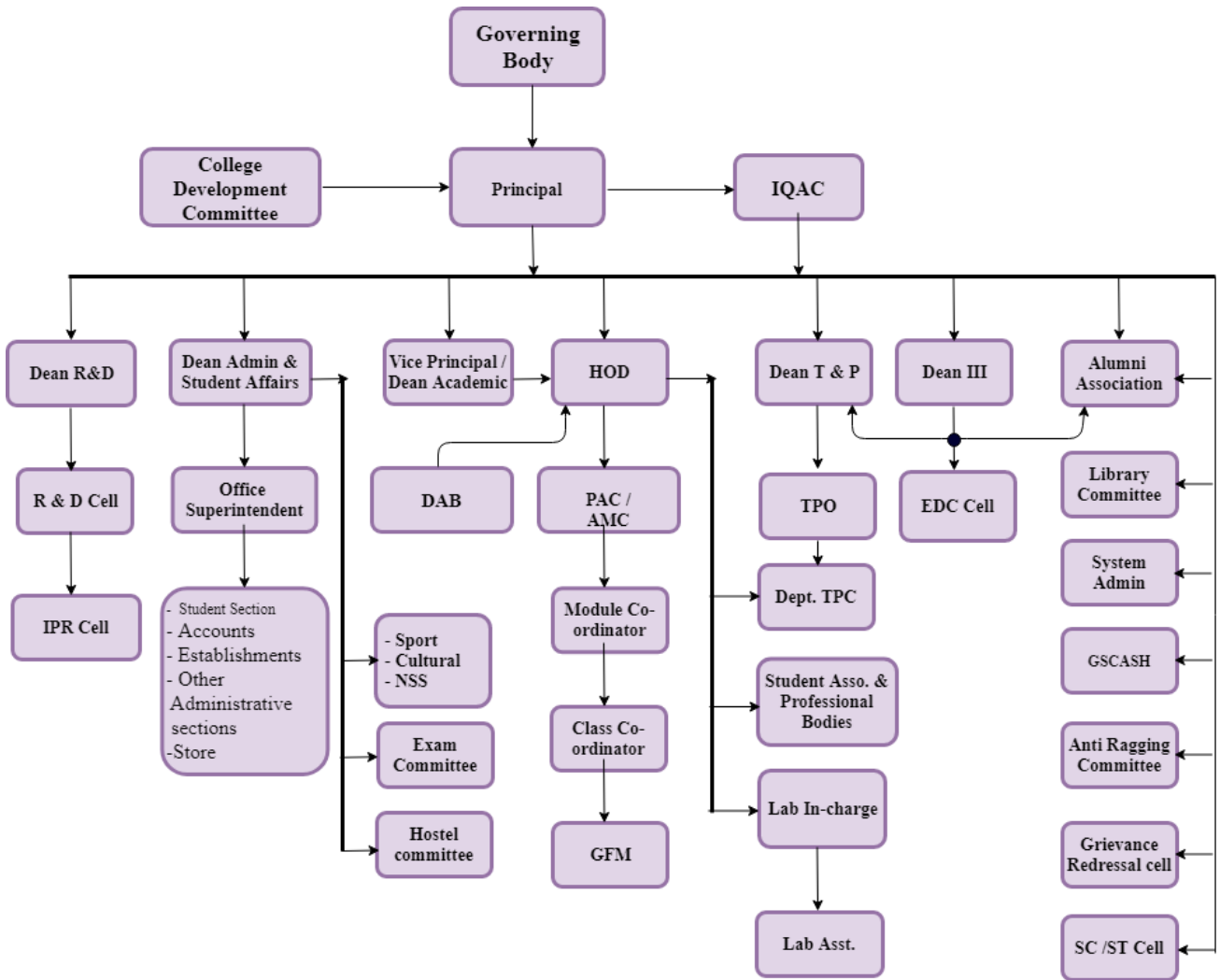


Figure: **Organizational Chart**

The college has the following **Statutory & Non-Statutory** committees to ensure proper management of academic, financial and general administrative affairs.

Sr.No.	Name of the Committee	Type of the Committee
1	Governing Body	Statutory
2	College Development Committee	Statutory
3	Internal Quality Assurance Committee	Statutory
4	SC/ST Committee	Statutory
5	Gender Sensitization Prevention and Prohibition Committee	Statutory
6	Grievance Redressal Committee	Statutory
7	Anti-Ragging Committee	Statutory
8	Library Committee	Non-Statutory
9	Exam Committee	Non-Statutory
10	Alumni Committee	Non-Statutory
11	Training and Placement Committee	Non-Statutory
12	Entrepreneur Development Committee	Non-Statutory
13	Hostel Committee	Non-Statutory

The Constitution, functions & responsibility and frequency of the meeting are narrated below.

2. Statutory Committee :

The college has the following **Statutory** committees to ensure proper management of academic, financial and general administrative affairs.

2.1. Governing Council (GoB):

Governing Council of the college has been constituted as per the norms of All India Council for Technical Education (AICTE), which is the regulatory body for approving technical colleges in India. It's main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively.

The Founder Secretary, JSPM Education Trust is the Chairman of the Governing Council of JSCOE, Pune. The JSPM has identified and selected well known Academicians, Industrialists, distinguished scientists from well known Institutions/Industries/Research Organizations/ besides representatives of the faculty as nominees of the JSPM on the Governing Council, apart from the Nominees of AICTE, SPPU, and Government of Maharashtra, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully. The meetings are conducted at least twice in a year.

Structure and Composition of Governing Council:

Sr. No.	Name	Occupation	Designation	Status of the member
1	Dr. T. J. Sawant	Founder Secretary, JSPM	Chairman	Chairman (Nominated by Trust)
2	Regional Officer, AICTE	Regional Officer	Member	AICTE Nominee
3	SPPU Nominee	Educational Administrator	Member	University Nominee
4	Joint Director, DTE	Joint Director	Member	State Government Nominee
5	Dr. Ajit Thete	Director, Centre For Development Of Leadership In Education Pvt.	Member	Educationalist (Nominated by Trust)
6	Mr. Sanjay Nayak	Director Tech and CEO,	Member	Industrialist (Nominated by Trust)
7	Dr. Sanjay Sawant	Campus Director	Member	Nominated by Trust
8	Dr. R. S. Joshi	Director, Planning & Development	Member	Nominated by Trust
9	Dr. P. A. Patil	Professor	Member	Faculty Nominated by Principal
10	Dr. D.S. Waghole	Assistant Professor	Member	Faculty Nominated by Principal
11	Dr. R. D. Kanphade	Principal	Member Secretary	Ex-officio, Principal

The major functions and responsibilities of the Governing Body:

- Approve overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Approval about introducing new academic courses and the creation of additional teaching and administrative posts and approval to fill vacant post.
- Encourage and strengthen research culture, consultancy and extension activities in the college.
- Approval for recommendations of College Development Committee regarding encourage the use of ICT tools in teaching and learning process.
- Approve the annual financial estimates (budget) and financial statements of the college.
- Approve the recommendations regarding the students' and employees' welfare activities in the college.
- Taking note of inspection reports, local inquiry reports, audit report, report of NAAC/NBA etc. and approval to actions if any.

2.2. College Development Committee (CDC):

The College Development Committee functioning is as per the guidelines of Maharashtra Public University act 2016. The meetings are conducted at least twice in a year.

Structure and Composition of College Development Committee is

Sr.NO.	Name	Occupation	Designation	Status of the member
1	Dr. T. J. Sawant	Founder Secretary, JSPM	Chairman	Chairman (Nominee of Chairperson of the trust)
2	Dr. S. K. Sawant	Campus Director	Member	Nominee of Secretary of the trust
3	Dr. P. A. Patil	HOD	Member	HOD, (Nominated by Principal)
4	Prof. S. V. Phadkule	Asso. Professor	Member	Teacher representative
5	Dr.(Mrs.) C. A .Manjare	Asso. Professor	Member	Teacher representative
6	Mr. A. B. Gawand	Asst. Professor	Member	Teacher representative
7	Mr. R. J. Gawade	Office Superintendent	Member	Non-Teaching representative
8	Dr. R. S. Joshi	Director, Planning & development, JSPM	Member	Educationalist (Nominated by trust)
9	Mr. M. C. Uttam	Director, ISRO Cell, SPPU,Pune	Member	Research representative , nominated by trust
10	Mr. Ketan More	Principal Consultant, Infosys system ltd.	Member	Industrialist nominated by trust
11	Mr.Tanvir Inamdar	Founder, Tree Foundation	Member	Alumni representative (Social service) nominated by trust
12	Dr.(Mrs.) S. M.	Associate Professor	Member	Coordinator, IQAC

	Shinde			
13	Dr. R. D. Kanphade	Principal	Member Secretary	Principal
14	Mr. Ganesh Thorat	Student	Member	Student Representative
15	Ms. Shrutika Bahetti	Student	Member	Student Representative

The functions and responsibilities of the College Development Committee:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programmes or annual calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- Make recommendations regarding the students' and employees' welfare activities in the College.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedure for different programmes by following the statutory Norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- Recommend the distribution of different prizes, medals and awards to the students.
- Perform such other duties and exercise such other powers as may be entrusted by the management.

2.3 Internal Quality Assurance Cell:

The Internal Quality Assurance Cell functioning is as per the guidelines of UGC. The meetings are conducted at least twice in a year.

Structure and Composition of Internal Quality Assurance Cell is

Sr.No.	Name of the Member	Occupation	Designatio	Status of the member
1	Dr.R.D.Kanphade	Principal	Chairman	Chairperson
2	Dr. Sanjay Sawant	Campus Director,	Member	Management representative
3	Dr. D.D.Shah	Educationalist	Member	Nominated by Management
4	Mrs.S.V. Phadkule	Vice Principal	Member	Administrative officer
5	Mr. A.B. Gawand	Dean Admin	Member	Administrative officer
6	Dr. S.V. Todkari	Dean T & P	Member	Administrative officer
7	Dr. M.B. Tadwalkar	Asso. Professor	Member	Teachers representative
8	Dr. Abhijeet Dandawate	Assistant Professor	Member	Teachers representative
9	Dr.(Mrs.) Shital	Assistant Professor	Member	Teachers representative
10	Mr. Swayam Shah	Assistant Professor	Member	Teachers representative
11	Mrs. R.S. Parte	Assistant Professor	Member	Teachers representative
12	Mr. R.K. Yadav	Assistant Professor	Member	Teachers representative
13	Mrs. S.U. Ayachit	Assistant Professor	Member	Teachers representative
14	Mr. Devendra Jagtap	Alumni	Member	Alumni representative
15	Mr. Yogesh Kulkarni	GM , R &D Craft Powercon Ltd.	Member	Industrialist
16	Mr. Sudhir Wadgaonkar	Parent	Member	Parent representative
17	Ms. Madhu Basarani	Student	Member	Student reprentative
18	Dr.(Mrs.).S.M.Shinde	Associate Professor	Coordinato	Coordinator

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

The functions and responsibilities of IQAC:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;

- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities of the College, leading to quality improvement

2.4 SC/ST Committee:

The Structure and Composition of **SC/ST Committee** is as per the guidelines of AICTE.

The meetings are conducted at least twice in a year.

The Constitutions of **SC/ST Committee** is

Sr. No	Name	Occupation	Designation	Status
1	Dr. R. D. Kanphade	Principal	Chairman	Chairman (Ex-officio, Principal)
2	Ms. Namrata Ranaware	Assistant professor	Member	SC ladies representative (Nominated by Chairman)
3	Mr. Sudhir Rangari	Assistant professor	Member	SC representative (Nominated by Chairman)
4	Mr. Shivanand Talwar	Assistant professor	Member	ST representative (Nominated by Chairman)
5	Mrs. S. V. Phadkule	Vice Principal	Secretary	Senior Faculty (Nominated by Chairman)
6	Mr. Shubham Avachite	Student	Member	SC Representative Nominated by Chairman
7	Me. Gitanjali Mahatme	Student	Member	ST Representative Nominated by Chairman

Functions and responsibilities of SC/ST Committee are:

- Upliftment of student and staff belongs to SC/ST category.
- To share various government schemes & Programs with concern member.

- To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends etc. for welfare of reserved categories.
- To keep watch on any activity related to discrimination on the basis of caste in college premises.

2.5. Grievance Redressal Committee:

The Grievance Redressal Committee (GRC) is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. Grievance Committee is a committee formed within the institute by a group of representatives chosen from institute to consider and remedy stake holder's grievances.

The Structure and Composition of **Grievance Redressal Committee** is

Sr. No.	Name	Designation	Capacity
1	Dr. R. D. Kanphade	Principal	Chairman
2	Mrs. R. S. Parte	Assistant Professor	Member
3	Mrs. P. E. Kosbe	Assistant Professor	Member
4	Mrs. P. A. Kalyankar	Assistant Professor	Secretary

Functions & Responsibilities of Grievance Redressal Committee:

- To receive complaints regarding any kind of grievances.
- To examine the truth of the complaint and suggest appropriate actions.
- To forward recommendations to the principal for implementation.

2.6. Anti-Sexual Harassment Committee:

This Committee is formed as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 by legislative act in India that seeks to protect women from sexual harassment at their place of work.

The Structure and Composition of **Anti-Sexual Harassment Committee** is

Sr.No.	Name	Designation	Capacity
1	Dr.R.D.Kanphade	Principal	Chairman
2	Dr. (Mrs.) P. D. Lambhate	Asso. Professor	Member
3	Mr. M. D. Ingle	Assistant Professor	Member
4	Mr. M. K. Gaikwad	Assistant Professor	Member

5	Dr. (Mrs.) Unnati Joshi	Principal, Cygnet Public School	Member
6	Dr. (Mrs.) P. N. Ghokhale	Asso. Professor	Secretary

Functions & Responsibilities of Anti-Sexual Harassment Committee:

- To create positive values that supports the girls and their rights.
- To provide overall guidance to the peer group in integrating/mainstreaming gender in all activities of the institution in the form of focused group activities.
- To provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society.
- To generate the awareness in regard to equality in law, social system and democratic activities.

2.7. Anti-Ragging Committee:

This Committee is formed as per Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time.

The Structure and Composition of **Anti-Ragging Committee** is as per the guidelines of AICTE.

Sr. No.	Name	Designation	Capacity
1	Dr. R. D. Kanphade	Principal	Chairman
2	Dr. (Mrs.) P D Lambhate	Asso. Professor	Member
3	Mr. M. S. Gardi	Assistant Professor	Member
4	Mr. U A Malwade	Assistant Professor	Member
5	Mr. V. D. Malwade	Assistant Professor	Member
6	Mrs. Nandini Wabale	Parent	Parent Representative
7	Dr. (Mrs.) Nidhi Sharma	Asso. Professor	Secretary

Functions & Responsibilities of Anti-Ragging Committee:

- To ensure compliance with the provisions of Anti-Ragging regulations as well as the provisions of any law for the time being in force concerning ragging
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

- To carryout regular checks for any ragging activity
- To carryout surprise checks in ragging prone zones

3. Non Statutory Committees:

The college has the following **Non Statutory** committees to ensure proper management of academic, financial and general administrative affairs.

3.1 Library Committee

The Library Committee is formed for smooth functioning of library services in the institute. The meeting is conducted at least twice a year .

The constitution of Library Committee is given below.

Sr. No.	Name	Designation	Capacity
1	Dr. R. D. Kanphade	Principal	Chairman
2	Dr. R.K. Navandar	Associate Professor	Convener
3	Mrs. S.A. Wakure	Assistant Professor	Member
4	Mrs. P.D. Shinde	Assistant Professor	Member
5	Mrs. S.G. Latake	Assistant Professor	Member
6	Mr. Vajid Khan	Assistant Professor	Member
7	Mr. Sashi Bhushan Rai	Assistant Professor	Member
8	Mrs. A. A. Landage	Assistant Professor	Member
9	Mrs. M.Y. Rane	Librarian	Secretary
10	Mr. Vaibhav Shinde	Student	Student Representative
11	Ms. Nikita Khandelwal	Student	Student Representative

The functions and responsibilities of Library Committee:

- Library committee plays a vital role for smooth functioning of the library as well as fulfills the students' requirements regarding learning aids.
- This committee examines the procurement of books/Journals/Periodicals/Magazines in the library
- Library Committee take initiative in formation of rules and regulation for students and faculty.
- Committees supervise the allocation & utilization of fund distribution for purchase books and journals in the library.

- Committee work as an advisory committee for overall development of the library to solve administrative problems.

3.2 Examination Committee:

The Examination Committee is formed for smooth functioning of various examination processes in the institute. The meeting is conducted at least twice a year.

The constitution of Examination Committee is given below.

Sr.No.	Name of Member	Designation	Capacity
1	Dr.R.D.Kanphade	Principal	Chairman
2	Mr.A.B.Gawand	Dean Administration	Member
3	Mrs. R.S.Parte	Emergency Exam Officer	Member
4	Mrs. D.R.Patil	Online Exam Coordinator	Member
5	Mr. S.M.Hambarde	College Exam Officer	Secretary

The functions and responsibilities of Exam Committee:

- To establish procedures and instructions for assessing and determining the results of examinations
- To safeguard the quality of the examination procedures.
- To improve and control the quality of internal examinations to be conducted at institute level.
- To appoint examiners for conducting internal exams.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on student notice board and sending a mark sheet of student to respective parents.
- To scrutinize all the checked papers and submission of internal marks to university.
- Preparation and submission of annual exam report to Principal office.
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3.3 Alumni Committee:

The Alumni Committee is formed to build strong relationship between the alumni and institute for betterment of overall development of students and institute. The meeting is conducted at least twice a year.

The constitution of Alumni Committee is given below.

Sr.No.	Name of Member	Designation	Capacity
1	Dr. R. D. Kanphade	Principal	President
2	Mrs. Suneeta Phadkule	Vice Principal	Vice President
3	Mr. Syed Ahmad	Assistant Professor	Member
4	Mrs. S.S.Nanaware	Assistant Professor	Member
5	Mrs. M.A.Nalawade	Assistant Professor	Member
6	Mr. Kiran Nandargi	Assistant Professor	Member
7	Mr. S.M.Hambarde	Assistant Professor	Secretary

The functions and responsibilities of Alumni Committee:

- Alumni associations exist to support the parent organization's goals, and to strengthen the ties between alumni, the community, and the parent organization.
- Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the Institute.
- Support for strong relationship between the Alumni Association and current students.
- Remain constantly informed about the Institute and the Alumni Association's mission, services, priorities and programs.
- Assist current students and alumni in career planning, placement and transitions.
- Regularly conduct Alumni meet for interaction between alumni, current student and faculty of the institute.

3.4 Training and Placement Committee:

The Training and Placement Committee is formed to provide better career opportunities for the students. The meeting is conducted at least twice a year.

The constitution of Training and Placement Committee is given below.

Sr.No.	Name of the Member	Designation	Capacity
1	Dr.R.D.Kanphade	Principal	Chairman

2	Mr. Sachin Kangutkar	TPO	Member
3	Mr. Shekhar Gulawade	Asst. TPO	Member
4	Mrs.V.V.Kondhalkar	Assistant Professor, TPC	Member
5	Mr. V.N.Khan	Assistant Professor, TPC	Member
6	Ms. Aruna Gupta	Assistant Professor, TPC	Member
7	Mr.D.G.Ingle	Assistant Professor, TPC	Member
8	Mr.K.N.Nandargi	Assistant Professor, TPC	Member
9	Mr.Siddhesh Bandekar	Assistant Professor, TPC	Member
10	Mr.Shyam Kokate	Assistant Professor, TPC	Member
11	Dr. S.V.Todkari	Dean Quality and Placement	Secretary

Functions and responsibilities of Training and Placement Committee:

- To monitor overall activity of placement.
- To improve quality of students training process.
- To improve placement related activities.

3.5 Entrepreneur Development Cell:

The Entrepreneur Development Cell is formed to develop and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures.

The meeting is conducted at least twice a year.

The constitution of Entrepreneur Development Cell is given below.

Sr.No.	Name of the Member	Designation	Role in Committee
1	Dr.R.D.Kanphade	Principal	Chairman
2	Dr.S.B.Chaudhari	Professor	Member
3	Mr..Ravindra Patil	Assistant Professor	Member
4	Mrs. Madhuri Gavali	Assistant Professor	Member
5	Mr.Nitin Nikhare	Assistant Professor	Member
6	Dr.(Mrs.) P.N.Gokhale	Associate Professor	Secretary

Functions and responsibilities of Entrepreneur Development Cell are:

- To conduct research work and survey for identifying **entrepreneurial** opportunities
- To extend necessary guidance to develop ideas and skills.
- To organize guest lectures, seminars etc. for promotion and growth of budding entrepreneurs.
- To conduct skill **development** training programmes.
- To organize entrepreneurship camps and visits to prospective entrepreneurs.

3.6 Hostel Committee:

The Hostel Committee is formed to ensure homely environment and smooth functioning of hostel.

The meeting is conducted at least twice a year.

The constitution of Hostel Committee is given below.

Sr. No	Name	Occupation	Designation
1	Dr. R. D. Kanphade	Principal	Chairman
2	Mrs. S. V. Phadkule	Vice-Principal	Member
3	Mrs. J. S. Patil	Asst. Professor	Member
4	Dr.(Mrs.) P.N.Gokhale	Associate Professor	Member
5	Mrs. S.B.Bhosale	Hostel Warden	Secretary

Functions & Responsibilities of Hostel Committee are as follows.

- Overall management of the hostel, including framing rules for the hostels, hostel mess, recreational facilities.
- Allocation of hostels or its parts to student groups, and to frame rules regarding allocation of rooms.
- Overall management of security services and arrangements for the hostels.
- Ensure that rules and regulations of the Hostel are respected and adhered to by the students.
- Arrange for and participate in periodic visit to the hostel to ensure maintenance of proper discipline in the hostel.
- Receive and act upon complaints and suggestion received from students.
- Any other issues and details that may arise relating to the running of the hostel and student behavior in the hostel.

4. Admission Procedure

First year and Second year lateral entry admission is held by the Government of Maharashtra. All the policies, rules and process are followed with reference to Admissions Regulating Authority (ARA), Government of Maharashtra.

4.1. Regular and Lateral Entry:

Regular entry refers to admission of students for first, second (excluding lateral entry) third and final year of the program in odd semesters. Lateral entry refers to admission of students for second year directly through diploma qualification. First year admission is held by the Government of Maharashtra. All the policies, rules and process is followed of Admission Regulatory Authority.

4.2. Each student shall be allotted a permanent registration number (PRN) during admission by **Affiliating University** and that will be permanent identification number. This number shall not change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels admission or is expelled from the institute.

4.3 For admission in an odd semester, the student must have earned all the credits of the pre-previous year and at least ATKT in previous year.

For example, for admission to the 5th semester (i.e. 3rd year of program), a student must have earned all the credits of the first year and second year or must have earned all the credits of the first year and ATKT in second year.

4.4. Second Year Lateral Entry:

Diploma students can have lateral entry at third semester of the program. Such admissions are governed by the rules of DTE, Mumbai.

4.5. Change of Program:

Students shall be eligible to apply for change of program after completing the first two semesters. The rules/guidelines shall be used for considering their applications for change in program as per affiliating University.