



Padmashree Dr. Vithalrao Vikhe Patil Foundation's

DR. VITHALRAO VIKHE PATIL

COLLEGE OF ENGINEERING

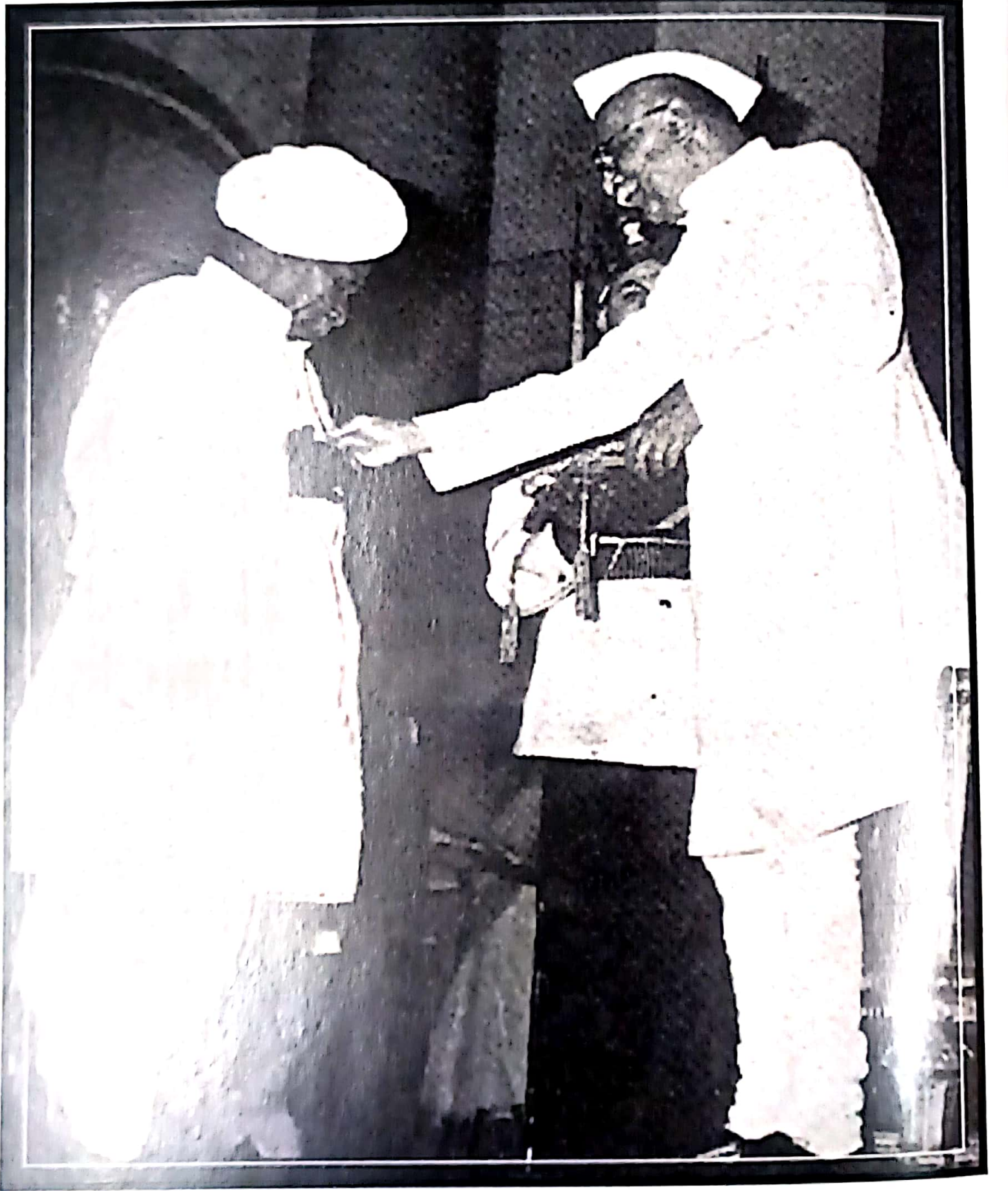
Vadgaon Gupta, Ahmednagar- 414 111.

SOP

MANUAL

**Standard
Operational
Procedure...**





Sahakar Maharshi Padmashri Dr. Vithalrao Vikhe Patil
1901-1980

नैनं छिन्दन्ति शस्त्राणि नैनं दहति पावकः ।
न चैनं क्लेदयन्त्यापो न शोषयति मारुतः ॥



Hon'ble Shri. Dr. Balasaheb Vikhe Patil
(Padmabhushan Awardee)
 Hon'ble Ex Member of Parliament &
 Minister for Heavy Industries & Public Enterprises
 Founder - Padmashree Dr. Vithalrao Vikhe Patil
 Foundation, Ahmednagar



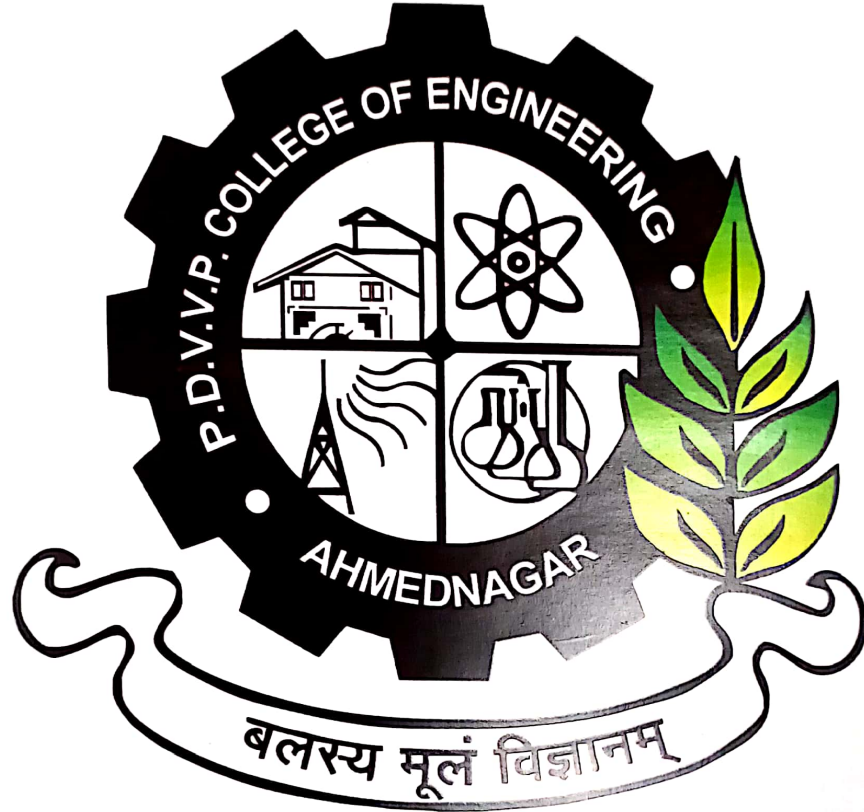
Hon'ble Shri. Radhakrishna Vikhe Patil
 Minister of Revenue
 Government of Maharashtra.
 Chairman - Padmashree Dr. Vithalrao Vikhe Patil
 Foundation, Ahmednagar.



Hon'ble Sou. Shalinitai Vikhe Patil
 Ex President ZP, Ahmednagar



Hon'ble Dr. Sujay Vikhe Patil
 Member of Parliament
 CEO, Padmashree Dr. Vithalrao Vikhe Patil
 Foundation, Ahmednagar.



Estd.1983



VISION

To empower the students for academic, professional, and social, enrichment through excellent technical education and promote lifelong learning to serve the nation.



MISSION

MI 1: To impart quality technical education in the domain knowledge with State-of-The-Art infrastructural facilities.

MI 2: To establish an Industry-Institute relationship to abreast with modern technology to inculcate research attitude and lifelong learning

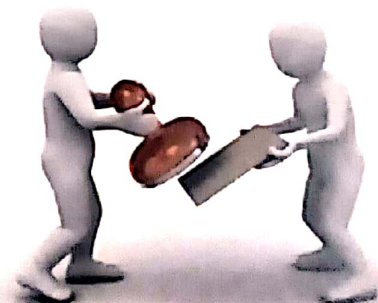
MI 3: To prepare graduates with strong managerial and communication skills with strong professional ethics and values along with an understanding of societal, cultural, and environmental issues.



QUALITY POLICY

Padmashri Dr. Vithalrao Vikhe Patil College of Engineering is committed to create quality professionals by imparting excellent technical education & training leading to degree in engineering to meet the emerging industrial and social needs through,

- ✓ Effective Teaching Learning
- ✓ Industry institute learning
- ✓ Innovation ideas
- ✓ Applied research
- ✓ Dealing with societal needs
- ✓ Centre of Excellence in Engineering and Technological Field
- ✓ Internship and Exposure programs
- ✓ Quality policy is been formed to achieve the vision and mission of the institution





DR. VITHALRAO VIKHE PATIL COLLEGE OF ENGINEERING



Dr. Vithalrao Vikhe Patil
Foundation
Ahmednagar

INDEX

Sr. No.	Name of Committee	Page No.
1	Internal Complaints Committee	1
2	Earn and Learn Scheme	7
3	Anti-Ragging Committee	9
4	Anti-Ragging Squad	14
5	College Development Committee	18
6	Academic Monitoring Committee	22
7	College Nodal Officer (AISHE)	26
8	National Service Scheme (NSS)	29
9	Attending of Conferences, Seminars and Workshops and Journal Publications Policy	35
10	Hostel Administration Committee	37
11	College Website Management	44
12	Library Advisory Committee	47
13	Training and Placement Policy	52

1. Internal Complaints Committee

Role

- A committee for Prevention and Redressal of sexual Harassment of women at work place.
- This committee works for solving women's (women & girl students) grievances in case of any complaint received.

Responsibilities

- Awareness of Internal Complaint Committee (ICC) through Website, Prospectus, brochures, Board in college campus.
- Awareness of Gender sensitivity in college campus.
- Conduction of Programs concerning women's welfare.
- Deal with the Cases of Gender Discrimination/Sexual Harassment

Committee Members

The Internal Complaint Committee should have at least four members.

Presiding Officer of the Committee should be a woman employee working at a senior level at institute.

At least 50% of the total members of the committee should be women.

One member should be external (Outside from institute) (Either member of NGO, working for Child and women welfare)

Committee member will change after three years.

constitution of committee is given below

Sl. No.	Member	Guideline for selection of committee members	Remark
1	Committee Incharge (Presiding Officer)	Senior person in institute, Strictly woman.	Salient features of the sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 & the Rules made there under.
2	Women Member	At least 50% of the total members of the committee. (*If possible one from each department)	
3	Male Member	Not more than 50% of the total members of the committee.	
4	External Member	NGO	

*suggested by Institute.



DR. VITHALRAO VIKHE PATIL COLLEGE OF ENGINEERING



Role & Responsibilities of each committee member is given below

Sr. No.	Member	Roles and responsibilities
1	Committee Incharge (Presiding Officer)	<ul style="list-style-type: none">To conduct meetings of selected committee members.To assign responsibilities of ICC to committee member.To assist in solving the problem or cases if complaint received.
2	Member (1)	<ul style="list-style-type: none">Preparation of Banner & Display Board format.Selection of departmental representatives of respective department.Conduction of meetings regarding the awareness programs of ICCTo assist in solving the problem or cases if complaint received.
3	Member (2)	<ul style="list-style-type: none">Updating the details of ICC committee on college website.Selection of departmental representatives of respective department.Conduction of meetings regarding the awareness programs of ICCTo assist in solving the problem or cases if complaint received.
4	Member (3)	<ul style="list-style-type: none">Keeping the record of meetings of committee members.Selection of departmental representatives of respective department.Conduction of meetings regarding the awareness programs of ICC.To assist in solving the problem or cases if complaint received.
5	Member (4)	<ul style="list-style-type: none">Selection of departmental representatives of respective department.Conduction of meetings regarding the awareness programs of ICC.To assist in solving the problem or cases if complaint received.
6	Member (5,6,7)	<ul style="list-style-type: none">Preparation of Budget and to look after the expenditure of programs conducted by ICC.To assist in solving the problem or cases if complaint received.
7	NGO member	<ul style="list-style-type: none">To counsel the complainant or respondent. *

*If Necessary



Rules and Regulations Laid by Central Government:

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. [1]
2. Measurement for Ensuring the Safety of women and Programs for Gender Sensitization on Campuses- Comments on ' SAKSHAM' Report., Submitted by the Task Force Constituted by the UGC [2]
3. National Commission for women Act, 1990 (Act No. 20 of 1990 of Govt. of India)

Definitions

1. Sexual Harassment

It includes any one or more of the unwelcome acts of behavior, whether directly or by implication [sec. 2(n)]

- Physical contact and advances
- A demand or request for sexual favors
- Making sexual colored remarks
- Showing pornography
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment, may also amount to sexual harassment [sec. 3(2)];

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threat about her present or future employment status
- Interference with her work or creating and intimidating or offensive or hostile work environment for her.
- Humiliating treatment likely to affect her health or safety.

2. Aggrieved woman [sec. 2(a)(i)]

A woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent

3. Employee [sec. 2 (f)]

A person employed at workplace for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the



principal Employer, whether for remuneration or not or working on a voluntary basis or otherwise whether the terms of employment are expressed or implied, and also includes a co-worker, a co-worker, probationer, trainee, apprentice or called by any other name.

4. **Respondent** [sec. 2 (n)]

A person against whom the aggrieved woman has made a complaint

5. **Functioning of committee & action recommendations:**

1. Selection of Girl Student representatives
2. Programs concerning women's welfare
3. Conducting meetings with committee members at least twice in year.
4. Deal with the Cases of Gender Discrimination/Sexual Harassment.

1. **Selection of Girl Student representatives :**

From each department (S.E., T.E., B.E.) Student representatives are selected. They will act as coordinators through which easily complaint can be received.

2. **Programs concerning women's welfare:**

Conduction of Personality development lectures/ Workshop/ Seminar for Girl students/ faculty / Ladies staff.

These lectures/ Workshop/ Seminar should be based on Health, Law and Personality development etc.

3. **Meetings** should be conducted regularly by the committee and record to be maintained.

4. **Deal with the Cases of Gender Discrimination/Sexual Harassment:**

If any written complaint received then ICC will deal with. To deal with such cases following guidelines.

1.6 Procedure for Complaint Redressal

1. **How to lodge a complaint**

- May be lodged with any member of ICC in writing by the complainant.
- Under special circumstances Friend/colleague/teacher/parent of complainant can make complaint.
- Complaint may be addressed to Principal, HOD or Registrar should be forwarded to the ICC.



2. Immediate Action

- Provide initial support and consultation to the aggrieved women or girl.
- Initially try to resolve dispute through informal discussion.
- If not then an enquiry committee shall be setup within next ten working days.
- During the enquiry Complainant or aggrieved women should be protected against respondent.

Complainant may be referred to a lawyer, doctor and/or a counselor, if necessary.

Procedure for the enquiry

- Can follow its own procedure.
- It shall interview the complainant, the respondent and other related to the case and investigate relevant documents or evidence that may be referred to.
- Committee may consult a lawyer, doctor and or counselor.
- Committee shall submit its report to the head of institute within four weeks of its appointment.

Procedure for Redressal

- If there is a prima facie case against the respondent, the ICC may recommend immediate suspension till the person is proved innocent or the issue is settled.
- Efforts must be made to resolve the dispute through counseling and mediation.
- In case the respondent is found guilty, the ICC may recommend appropriate punitive action be undertaken by the head of the institute.
- Whenever appropriate, the ICC will refer the Complainant to a lawyer to lodge a complaint with concerned police station. The complainant shall then keep the ICC informed about progress with the complaint.
- The aggrieved woman of sexual harassment should have the option to seek transfer of the respondent or her own transfer.
- The committee may submit its report to the head of the institute within eight weeks after the date of receipt of the complaint. In case the inquiry has to be extended beyond this period, the Convener of the committee shall give the reasons for the delay in writing to the complainant.
- A copy of the Head of the institute's (or an action taken report) of the punitive action to the respondent may be given to the complainant.
- Nothing in these guide line shall preclude anybody from simultaneously lodging a complaint with the police in respect of any act amounting to an offence under the law.



1.9 Punitive Action

An employee guilty of sexual harassment shall be liable to give a written apology to the aggrieved woman and any of the following punitive actions

- > Suitable warning
- > Withholding of increments
- > Reduction to lower service, grade or post
- > Compulsory retirement
- > Removal from service, or
- > Dismissal from service

A student guilty of sexual harassment shall be liable to give a written apology to the complainant and face any of the following punitive actions:

- > Suitable warning.
- > Withholding/ withdrawing scholarship/fellowship and other benefits.
- > Suspension/expulsion from the hostel.
- > Rustication from the Institute for a period up to a certain period or
- > Expulsion from the Institute

1.10 Funds for program

Conduction of Personality development lectures/Workshop/Seminar for Girl students/faculty/Ladies staff.

These lectures/Workshop/Seminar should be based on Health, Law and Personality development etc.

To prepare proposals to get funds from SPPU and Institute (PDVVP Foundations).

1.11 Responsibilities of departmental representatives

1. At start of every academic year a meeting of all girl students and women faculty along with committee members is held. Amongst them girl students representatives will be selected.
2. These representatives will help in conduction and organization of all ICC meetings and programs.
3. These representatives can help in conveying the problems of girl students to the committee if any.



2. Earn and Learn Scheme

Roles and Responsibilities

main objective of the scheme is basically undertaken for

1. The benefit of students coming from the rural areas, who are economically backward, intelligent and meritorious but cannot afford higher education, needy and financially hard pressed.
2. It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude.
3. This is a vision of keeping our youth gainfully employed as well as to contribute from civil society.
4. This will make higher education accessible and available to the poor, meritorious and the marginalized.

Committee Members

The constitution of Committee is given below

Sr. No.	Designation	Criteria for appointment	Remark/To be appointed by
1.	Chairman	Principal	As per University norms
2.	Secretary	Faculty with min. 3 years experience appointed as a S.W.O.	As per University norms
3.	Member	UR of college	As per University norms
4.	Member	Female Staff as representative	As per University norms
5.	Member	Girl Student Representative	As per University norms

Role & Responsibilities of each committee member is given below -

Sr. No.	Designation	Role & Responsibility
1.	Chairman	To call & conduct meeting
2.	Secretary	To write & maintain record of minutes of meeting
3.	Member	To communicate problems of students to secretary
4.	Member	To maintain daily attendance record of students
5.	Member	To communicate problems of girls students to secretary



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2.3 Rules and Regulations Laid Down by University

1. Financial assistance to the extent of fifty percent of the expenditure incurred by the affil Colleges/ Institute is reimbursed to the concerned on submitting the necessary papers to the Dir Board of Students' Welfare.
2. Under this scheme those students who are interested in joining are to fill the necessary applic form, which is then scrutinized by an appropriate committee. The list of students who have finally enrolled in the scheme are to be sent to the Director, Board of Students' Welfare on or b 15th September every year, subject to the condition that the College / Institution has been permission to undertake the scheme.
3. The students enrolled under the scheme are given the following types of work namely-That inc their skills in areas of their study, office work, technical work and field work. However whi distribution of work is given it is seen that all students get equal opportunity to get all different of work and that each student gets eighty percent of technical work and twenty percent of field Office work includes working at the Library or any other office of the institute. Technical includes knowledge of computers, office machines such as photocopying etc. or even workin telephone booth, while field work includes working in the garden, looking after newly planted play grounds, cleanliness of the campus etc. Each student is expected to work for three hours da
4. Students working under this scheme are paid an honorarium of Rs.30 / hour. Payment w deposited in bank a/c of student.
5. At the end of the year the respective institute/college is requested to submit the annual accoun the scheme when the central audit scheme is undertaken.

2.4 Functioning of committee and action recommendation

1. Committee will conduct a meeting once in a semester
2. Applications of students received are scrutinized and finalized
3. Allotment of work to students
4. Preparation & finalization of bills by secretary, Account section & Chairman
5. Deposition of remuneration of students into their bank account
6. Internal audit at the end of financial year
7. University audit at the end of financial year



3. Anti-Ragging Committee

Role and Responsibilities

The Objective of Anti-ragging committee is to generate awareness among the Students of PDVVP COE about Anti-ragging committee, rules and punishments for ragging.

Objectives of Anti-ragging Committee

The Anti-ragging committee works as focal point for better awareness about anti-ragging among students and achieves the following objectives

To eliminate ragging in all its forms.

To provide all the Anti-ragging information to the students.

The brochure of admission/Instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Organize Anti-ragging Awareness Program for students.

Printing of separate Anti-ragging brochure for Students.

Take the affidavit from students and Parents at the time of Admission.

Interact with students for their problems.

Wide publicity through prospectus, college broacher, Anti-ragging broacher, flex boards, meetings etc.

To arrange visit in college campus.

To take serious and immediate action in case of ragging.



DR. VITHALRAO VIKHE PATIL COLLEGE OF ENGINEERING

Dr. Vithalrao
Founding
Principal

3.3 Committee Members

Institute has decided to form a body of Anti-ragging committee comprising faculty members rules and regulations of UGC. The Hierarchy and constitution of body decided by institution is as follows

Designation	Nos	Criteria	Remark
Chairman	1	Headed by the Head of the institution	Principal, as per guidelines of UGC.
Incharge	1	Senior Faculty Member of Asso./Assistant Professor level and having experience more than 10 years.	To be appointed by Principal, as per guidelines of institute.
Members Faculty	6	Senior Faculty Member of Assistant Professor level representing each department and having experience more than 5 years	To be appointed by Principal, as per guidelines of institute.
Police Administration	1	One member from Local Police Department	To be appointed by Principal, as per guidelines of UGC.
Local Media	1	One member from Local Media	To be appointed by Principal, as per guidelines of UGC.
Non-Teaching Staff	1	One member from Nonteaching Staff	To be appointed by Principal, as per guidelines of UGC.
Student Representative	2	One student from FE and other from BE	To be appointed by Principal, as per guidelines of institute
Parent Representative	2	Parents from local / outside	To be appointed by Principal, as per guidelines of institute

The Roles & Responsibilities of the individuals of Anti-Ragging Committee are given below.

Designation	Major Responsibilities	Minor Responsibility
Chairman	<ul style="list-style-type: none"> To monitor the overall work of Anti-Ragging Committee. Take effective steps to avoid Ragging. 	
Incharge	<ul style="list-style-type: none"> Make arrangement of Anti-ragging awareness program in college campus for students. To make sure that monitoring of college campus is done by Anti-Ragging Committee. Report to the Chairman if any incidence happened. 	
Members Faculty	<ul style="list-style-type: none"> Frequently visit to hostels and college campus. Report to the Anti-Ragging Incharge about visit. Communicate with students and aware about anti-ragging. They should interact individually with students to ascertain the problems /difficulties, if any faced by the students in the institution and extend necessary help. 	<ul style="list-style-type: none"> Submit visit report to ARC Incharge.
Police Administration	<ul style="list-style-type: none"> Help to the institute if any anti-ragging incidence happened. Help to fact finding and punishment to the defaulters. 	
Local Media	<ul style="list-style-type: none"> Help to give wide publicity about Anti-ragging through media. 	
Non-Teaching Staff	<ul style="list-style-type: none"> Communicate with students about their problems. 	
Student Representative	<ul style="list-style-type: none"> Publicity, Communication with students of all departments to aware about anti-ragging. 	
Parent Representative	<ul style="list-style-type: none"> Communicate with students and teachers. 	



3.4 Rules and regulations laid down by GOVT/UGC/University/Foundation/Institution

1. In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala Council, Principles, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and dated 8.05.2009 in civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.
2. In consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct of a student or students whether by words spoken or written by an act which has the effect of treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course of study which has the effect of causing or generating a sense of shame, or torment or embarrassment or adversely affect the physique or physique of such fresher or any other student, with or superior to a student over any fresher or any other student, in all higher education institutions in the country and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.
3. Also said Guidelines of Government is available for help on <https://antiragging.in>

3.5 Functioning of Committee

1. The application form for admission, enrolment or registration shall contain an affidavit, mandatory in English.
2. The brochure of admission/Instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.
3. Every fresh student admitted to the institution shall be given a printed leaflet detailing to which he/she has to turn to for help and guidance for various purposes including address and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging helpline referred to in these Regulations, Wardens, Heads of the institution, all members of the anti-ragging squads and committees, relevant district and local authorities.
4. Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionalities/agencies, such as Hostel Warden, representative of students, Parents/ guardians, faculty, district administration including the



to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

5. The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

Action Recommendation

Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-ragging Squad, to those found guilty, one or more of the following punishments, namely;

- Suspension from attending classes and academic privileges,
- Withholding/ Withdrawing scholarship and other benefits,
- Debarring from appearing in any test/ examination or other evaluation process,
- Withholding results,
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel,
- Cancellation of admission,
- Rustication from the institution or period ranging from one to four semesters,
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution may resort to collective punishment.