



KAMALA EDUCATION SOCIETY'S

**PRATIBHA COLLEGE OF COMMERCE AND
COMPUTER STUDIES**

POLICY DOCUMENT
(2017-18)

Policies and Procedures

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Introduction

With a focused approach towards education, Kamala Education Society (KES) started Pratibha College of Commerce and Computer Studies (PCCCS) in the year 2007. The vision of the trust is —Vertical and horizontal mobility of students to create the desired value i.e. all-around development of the student in education as well as a good citizen. The Society was established mainly to provide quality education and good moral values to the young generation and provide them with the excellent and perfect environment and infrastructure for their overall growth and development. KES's Pratibha College of Commerce and Computer Studies (PCCCS) is well known and the fastest growing college located in MIDC area of Chinchwad, Pune 19. This area is surrounded by most of the manufacturing and IT industries which reduces the gap between industry and education. Within first three years, the institution gradually expanded its space up to higher education and has developed along with its own buildings and facilities from K.G. to P.G. with 5000+ students under one umbrella i.e. Pratibha Group of Institutes. This forthcoming development of the institution is continued under the valuable guidance and consistence efforts of our Chairman Mrs. Pratibha Shah, Secretary Dr. Deepak Shah, Trustees and Members of the KES. This policy document has been framed after having thorough discussion in IQAC and with other bodies and committees of PCCCS and finally approved by the Management in their Management Council Meeting dated 17th July 2017 in academic Year 2017-18. The process of subsequent amendment shall be carried out from time to time to incorporate needs of the college, Management, NAAC, etc. under the supervision of various monitoring committees and bodies. The IQAC shall place any amendment to the policy and procedure document before the College Development Committee (CDC). The CDC shall submit its recommendations about such amendments to the Management Council for approval.

1. Policy and Procedure for Curriculum Delivery

- a. Curriculum delivery is a process by which a curriculum enables students to achieve their learning goals. The processes involved in curriculum delivery are teaching, learning support, advice, guidance, interaction, mentorship, participative and collaborative learning, and cultivation of reasoning skills, robust feedback, assessment and counseling. Curriculum used in PCCCS is designed by Savitribai Phule Pune University, Pune. Teachers from the college are actively involved in curriculum design through members of syllabus committees, participation of syllabus revision workshops and being assessors and paper setters of University examination. Some of the teachers send their suggestions to the members of Board of studies.
- b. Curriculum is concerned with both content and process. Content refers to what students are expected to learn. Process refers to an arrangement of instructional material provided to the students. Curriculum also refers to the knowledge and skills. Students are expected to learn in an environment through interactions, experiences, planned and unplanned activities. The process includes the units and lessons that teachers teach, the assignments and projects given to students, books, reading materials, audio-visual materials provided in a course and the different assessment methods used to evaluate student learning. This must be set in such a way that learners gain knowledge and understanding, develop skills and alter attitudes.
- c. PCCCS College shall
 - Keep the learner centric approach in curriculum delivery through Teaching, Learning, Assessment and Evaluation (TLAE).
 - Provide support, guidance to progression to placement and/or Higher Education
 - Provide TLAE support which extends equality of opportunity to all.
 - Assure empowerment to the learners appropriately so they meet curriculum expectations and fulfill their individual potential.
 - Provide different learning method that suit learners' abilities.
 - Ensures that learners are provided with a programme of study which best fulfils their current and future needs.
 - Assess learners' initial abilities by screening test and/or 12th standard marks and segregates students as low, average and advanced learners.

- Check whether learning outcomes are achieved or not through mechanism of constructive feedback on assessment.
- Provide effective guidance based on feedback to the needy learners that enables them to improve knowledge, competence, and the professional skills necessary to support independent learning.
- Keep accurate and sufficient assessment records for planning of delivery and reporting of progress to learners as well as other stakeholders.

2. Curriculum Delivery Strategies

PCCCS shall use the curriculum delivery strategy as shown in Table 1 / Fig. 1.

Curriculum Cycle



3. Academic Planning

a. Coordinators Meetings

- The Principal shall organize Coordinators meeting at the commencement and conclusion of every semester.
- The Principal shall discuss about Academic Calendar of the next academic year in the year ending meeting of the coordinators and instruct accordingly to the concerned committee to prepare Academic Calendar.
- The coordinators shall discuss the issues concerned with admission, infrastructure, academic and administrative planning.
- The coordinators shall submit their inputs and experiences related to their programmes, courses, assessment, evaluation, etc
- The coordinators shall discuss urgent and allied issues, if any, with the kind permission of the Principal.

b. Faculty Meetings

- The Principal shall organize faculty meeting at the commencement of every semester.
- Teaching staff shall come together and discuss about enhancing instructional capacity of the students.
- All teachers shall discuss about the academic calendar, the changes in the curriculum if any, workload distribution as well as the measures to be taken for the effective implementation of the curriculum.
- Head of the departments and faculty members shall freely express their view, give fruitful suggestions to incorporate in the planning.
- Principal shall assign committees to staff members in the first meeting of first semester by taking into consideration the willingness and the choice of the teacher.
- The Librarian shall be informed for the purchase of books, journals, etc. in relation with the curriculum.
- There shall be the staff meeting at the end of each semester for discussion of teaching learning activities of that semester and distribution of subjects of next semester.

c. Departmental Meetings

- The senior most person shall be appointed by the Principal as Head of the Department (HOD) for each subject.
- HOD shall organize faculty meetings at department level at least 2 to 3 in every term.

- HOD shall discuss about distribution of workload, allotment of subjects and its effective implementation.
- HOD shall obtain the sanction of the Principal for distribution of workload and allotment of subjects.
- HOD shall submit the workload to the time table committee.
- HOD shall submit the requirement of faculty to the Principal in the beginning of the term/year.
- HOD shall discuss with the faculties about strategies to attain program specific outcomes and course outcomes.
- HOD shall plan in advance for continuous assessment of students

d. Time Table Committee:

Time table ensures smooth and orderly working of curricular activities. It helps to plan everything in advance.

Teachers and students know in advance their roles as well as the time they are to devote to each activity.

The timetable places proper persons at the proper places, at the given time and in the proper manner.

A good timetable not only facilitates work, but also adds efficiency in various spheres.

In order to setup good timetable college shall have a time table committee.

The committee's objective is "Smooth and efficient management of academic programme throughout the year"

The time table committee shall

- Prepare the Time Table.
- Prepare the Academic Calendar and get it approved from the Principal.
- Collect the information of classes, courses and the number of lectures allotted for each course.
- Collect individual faculty's teaching load in the department from the HOD.
- Allot Lab-wise practical slots.
- Prepare the following timetables at the beginning of each semester.
 - (a) Consolidated timetable for the whole college
 - (b) Faculty wise time table (Commerce, Arts, Science etc.)

(c) Class timetable

(d) Individual Teacher's timetable

- Assign classrooms and tutorial rooms according to requirement of each department.
- Ensure optimal use of infrastructure required for curriculum delivery.
- Make the class timetables available on the notice board for students' reference.
- Provide signed copy to HOD, Principal and the concerned faculty member/ lab in charge as well as the individual faculty and lab attendants' timetables concerned.
- Ensure that the functioning of the college is going according to time table.

e. Induction

- Every year Principal of the college shall address students who are new entrants in their first year of study.
- Principal's address shall be arranged faculty wise to new students.
- In this address Principal shall give information of vision and mission of the college, curriculum delivery policies and processes, facilities available in the college.
- Principal shall motivate students to participate in co-curricular and extracurricular activities.
- Principal /Convener shall inform students about code of conduct/ethics, anti-ragging, anti-sexual harassment, students discipline, gender equality, add on courses, bridge courses, screen test, etc.
- The Registrar/O. S. shall give information of different scholarships available to the students and how to take benefit of these scholarships.
- The Registrar/O. S. shall give information of examination, installments of fees, purchase of journals, website contents, online processes, etc.

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g. Programme Outcomes:

PCCCS graduates shall have the knowledge, skills and attitudes as needed by industries and other stakeholders.

The teacher shall take due care of explaining them the programme outcomes and course outcomes. A few of programme outcomes, in general are as under:

i. Academic Excellence

- In-depth and extensive knowledge, understanding and skills in their chosen discipline and understanding of the interconnectedness of different disciplines.
- Attempt to contribute in the creation of new knowledge and understanding through research and inquiry.
- Ability to apply knowledge to the real world problems.
- Capacity to participate in collaborative learning and to deal with unfamiliar problems.
- Employ up-to-date and relevant knowledge and skills.
- Use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems.
- Work collaboratively as part of a team, negotiate, and resolve conflict.
- Display initiative and drive and use their organization skills to plan and manage their workload.

- Take pride in their professional and personal integrity.

ii. Communication

- An ability to communicate effectively for different purposes and in different situations.
- An ability to participate in constructive discussions and debates.
- An ability to use appropriate style, methods and resources in communication.

iii. Personality and Leadership

- An awareness of personal strengths and weaknesses.
- A capacity for self-reflection, self-discovery and personal development.
- An awareness of self-discipline in everyday aspects of life and work.
- Confidence in taking risks and challenges.
- An ability to initiate and implement constructive change in their communities, including professions and workplaces.
- An ability to engage in meaningful public discourse, with a profound awareness of community needs.

iv. Global Citizenship

- An understanding of social and civic responsibilities and readiness to accept them.
- An awareness and appreciation of social and cultural diversity and secularism.
- An awareness and appreciation of human rights, equity and ethics.
- Supporting students to gain the knowledge and confidence to be global citizens.
- Think globally about issues in their profession;
- Adopt a balanced approach across professional and international boundaries.
- Understand issues in their profession from the perspective of other cultures.
- Communicate effectively in diverse cultural and social settings.
- Make creative use of technology in their learning and professional lives.
- Imbibe moral and ethical behavior in their professional and personal lives.

v. Learning Objectives

- Demonstrate the ability to prepare and communicate effectively using listening, speaking, reading, and writing skills.
- Demonstrate the ability to lead and work with others effectively.

- Use computer and new technologies effectively to gather, process and communicate information.
- Acquire and demonstrate analytical and problem solving skills using critical and creative thinking and scientific reasoning within various disciplines.
- Demonstrate knowledge of diverse cultures, including global and historical perspectives.
- Recognize ethical issues in organizations and its application to issues in society.

2. Policy and Procedure for Add-On / Certificate Courses

1. Introduction :-

Add-on / Certificate courses are mainly concerned to add on information and knowledge apart from main course to enhance soft skills, life skills, employability, citizenship, leadership, human values, ethics, morality, gender equality, etc. amongst the students. Add-on / Certificate courses are run in parallel for short duration to supplement degree programs. The courses are mainly practical oriented, industry-focused and expected to give hands on experience to students.

These courses are designed with a non-academic curriculum and students can pursue these add-on / certificate courses along with their regular degree programs. Students can select any add-on / certificate course as per their choice, need and university guidelines.

2. Mode of implementation:-

The college shall adopt the following two ways for add-on courses and certificate courses.

- Add-on courses designed by the university and prescribed along with the syllabi shall be run as guided by the University for giving additional credits to the students.
- a. The college staff/ departments shall design the Certificate courses as per the objectives given herein and run these courses on their own.
b. The college shall appoint and assign the external agency through standard MOU to run certificate courses.
c. The college shall also motivate students/staff to undergo certificates courses available online under MOOC, Swayam, etc.

3. Objectives of Add-on / Certificate Courses :-

- To impart crucial job skills to the students through various certificate programs.
- To enable students to acquire an additional certificate along with their Degree certificates.
- To equip student with various skills such as communication skills, soft skills and professional skills, vocational capability etc.
- To inculcate life skills, soft skills, vocational capability, value addition, academic enrichment, skill development through these courses in the students.

4. The Selection and Approval of the Add-on / Certificate courses :-

- The add-on courses prescribed by the university shall be run as per the university norms. whereas certificate courses framed by college faculty members or external agency shall be run as per the design of the course, which shall include syllabus (theory and practical), duration, hours, method of evaluation, reference books, resource persons, etc.
- The courses offered as add-on / certificate course shall be chosen based on current trends, relevance and value in the job-market.
- The certificate courses to be offered shall be approved before implementation by programme coordinator and competent authority of the college.
- Colleges shall have the autonomy to choose certificate course, however, as far as possible, the college shall send a copy of the designed certificate course to the University for Approval of its Academic Council.
- The syllabus shall be clearly indicative of the distribution of time allotted for lectures, practical, fieldwork, project work, internship training, etc.
- The college shall have a separate Add-on certificate course committee to monitor and run these courses smoothly.

5. Fees structure of the course :-

- The certificate course shall be offered to the students by charging reasonable fees as prescribed in the structure or design of the course. The management/competent authority may waive or minimize the fees if it desires so for a particular course.
- The fee structure include study material, examination fees and certificates etc.
- The design of the course and fees shall be reviewed for every 3 years by the Add-on course committee and the report with recommendations and justifications shall be submitted for the approval to the concerned authorities.

6. Memorandum of Understanding (MOU)

- The outside agency selected to run particular course shall sign the Memorandum of Understanding (MOU) with the college where in both parties shall decide to jointly run certificate courses.
- The MOU shall include terms and conditions regarding course structure, duration, syllabus, fees structure, examination pattern and certification and other terms and conditions which will be valid for one to three years as the case may be.

- The MOU shall contain roles and responsibilities of the college and the undersigning agency.
- Courses shall be conducted jointly and the revenue shall be distributed within mentioned parties as per the terms and conditions in between the range of 20% to 50% share of the college as jointly decided.
- The external agency shall deposit a non-refundable fixed amount as prescribed by the competent authority of the college towards the damage, security, tear and wear, etc.

7. Roles and Responsibilities of outside agency :-

- The agency shall conduct seminar, enroll students on permission of the college and prepare the batches as per the requirement and structure of the course with the criteria of minimum number of students per batch as specified.
- The outside agency shall be responsible for providing training through Theory and Practical through instructors and project as per the requirement of the course.
- The general schedule of the course and requirement of classroom, lab and infrastructure shall be intimated by the agency one week in advance to the college.
- The course structure may include lectures, case studies, hands-on exercises, assignments and practical as per the requirement of the course.
- The agency shall provide study material (hard copy / soft copy) to every student on the commencement of the course.
- The mode of teaching, duration of course, fees structure, syllabus, etc. shall be as designed by the outside agency and approved by the Add-on /Certificate course committee.
- The agency shall be responsible for ensuring and supporting in maintaining record of attendance and other details of the students while the course is going on.
- The course shall start with the minimum requirement of students per batch and run in college premises. The course shall be run at center of agency in case of the batch is not fulfilled as per the requirement of minimum number of students.
- The courses are offered in the morning and afternoon session when regular college teaching is over and as per the availability of classroom and laboratory wherever necessary.
- The course must be completed within the prescribed duration by the outside agency.
- The complaints/grievances of the students.

- The complaints/grievances of students or their parents, concerned with syllabus, fees, teachers, completion of syllabus, teachers' teaching, evaluation etc. shall be answered and resolved amicably by the outer agency.
- If the outer agency leaves, any problem concerned with fees, completion of syllabus, teachers behavior, teaching, etc. unattended and if it is harming and heartening to the students and damages the image of the college the outer agency has to compensate the damage as amicably decided and agreed upon by the college and outer agency.
- Both the parties have to agree to the terms and the conditions given in MOU and stamp their agreement for the same on Rs. 100 bond paper.
- The agency shall endorse a cheque of the amount Rs. 10,000/- of deposit in favour of Pratibha College of Commerce and Computer Studies, which shall be non-refundable.
- The certificate of the course shall be given after the successful completion of the course and satisfying with minimum attendance as required, having grading based on tested performance through an examination of that particular course and/or after the satisfactory evaluation of the student.
- Certificate of course completion shall be awarded to successful students, jointly by certifying course agency and Pratibha College of Commerce and Computer Studies, Chinchwad, Pune.
- After the successful completion of the course by student, feedback form shall be served and get filled by students and be submitted to the committee.

8. Roles and Responsibilities of Pratibha College of Commerce & Computer Studies :-

- The college shall provide basic infrastructure facilities viz. classroom, computer lab in college premises only before or after the regular college hours as per the availability of classrooms and labs.
- The administration process like enrollment for the course, fee collection shall be the responsibility of the college. / The college takes the responsibility of administration process like fees collection etc.
- The fees shall be collected directly from the students by the college office on the recommendation of the agency and college will issue the receipt on behalf of the agency.
- The fees for particular course shall be payable by the students in the office of the college only and distributed among the parties as per MOU signed.

- The college disburse the share of the outer agency within 15 days of fees collection and retain college share in proportion to collection for the same.
- The share of agency will be paid by either cheque or online by the college authorities.

9. Nature and Evaluation terms of Add-on / Certificate Courses :-

- Add-on courses are designed and evaluated as per the University norms, whereas certificate courses may be designed at college level as per the requirement of students.
- While designing certificate courses, more stress shall be given on practical / hands-on training rather than theory.

10. Course Duration –

- The duration of the add-on course is mostly 30 hours or above in some cases as per the norms of university and it is in predefined format.
- Certificate course duration is varying from 2 hours to 11 months duration.

11. Evaluation :-

- The knowledge of the student after completion of the course shall be evaluated by conducting oral / written exam / online or offline type of examination in objective or descriptive mode of examination with field work / project / practical wherever essential.
- The evaluation shall be of minimum 100 marks per paper or course as the case may be of time duration of 1 to 2 hours as per need.
- The evaluation shall be in grading system.

Grade	Marks
O	90 and above
A+	75 – 89
A	60 to 74
B+	55 – 59
B	50 – 54
C	45 – 49
D	40 -44
F	Below 40

If student fails in any paper or course, he or she shall be given one more opportunity to appear for examination.

After successful completion of the course as per the criteria, every student receive hard copy of the certificate of that particular course.

The certificate shall be given jointly by the college and MOU signed external agency that conducted the certificate course.

3. Policy and Procedure for Examination and Evaluation

1. Internal Examination and Assessment Policy

a. Continuous internal evaluation process

The continuous internal evaluation (CIE) regulations are governed by the principles of the Assessment and Learning Policy as per SPPU and UGC. It recognizes that assessment is a core part of the learning process and not simply a measurement of it i.e. assessment of, for and as learning.

The policy encompasses the following five principles:

- Assessment will promote learning.
- Feedback is a core component of assessment.
- Assessment will be considered at each programme level.
- Assessment will be fair, ethical and learner-centered.
- Innovative participative practices will be supported.

Continuous assessment may include practical exercises and examinations, written assignments, projects, oral presentations, class performances, reflective papers, work placement assessments and tests, depending on the programme of study and on individual courses making up a programme.

The function of continuous assessment is to ensure student learning by:

- Strengthening and expanding students' learning.
- Measuring and certifying students' learning.
- Assessing the students' practical application of course material as well as their theoretical knowledge in each course.
- Providing feedback to students.
- Providing information on student progress to lecturers.
- Motivating students to work throughout the programme.
- Supporting diversity in learning styles among students.

Some of the roles outlined above may be more relevant to only particular courses and programmes than others, basically customization aspect is considered.

b. Continuous Internal Evaluation System

- The College is affiliated to Savitribai Phule Pune University and accordingly as per the notifications of University – the policies of the Internal Assessment shall be made and shall be modified from time to time as per the university norms.
- The college shall implement the pattern prescribed by the university such as 80:20, 70:30, 50:50,40:10, 35:15, etc. for under graduate and /or post graduate programmes.
- It shall be the discretion of the programme Coordinator to design the internal assessment system as per the specifications of the University and the customized need of the particular programme.
- The method of internal assessment shall be pre decided by the Programme Coordinator in consultation with the respective members before the term starts.
- After finalization of the evaluation system, the same shall be informed to the students in the respective Induction or Orientation session. Before the conduct of the particular assessment, proper notification shall be disclosed to the respective students.
- In case if a particular student remains absent for the particular assessment in the particular course, so depending on the sincerity of the case – the Programme Coordinator and Subject expert shall take a decision about conducting reexamination.
- The regular check shall be executed by the Programme Coordinator in order to ascertain the actuality and effectiveness of the assessment.
- Class Attendance, assignment and Internal / Term end Examination shall be part of Internal assessment.
- In case of late submission of practical journal or project in any particular course with a genuine verifiable reason, the course/subject Coordinator in consultation with Programme Coordinator and Principal, the student shall be asked to pay penalty as follows and submit the practical journal or project.

07 to 10 days from the due date – Rs 100 penalty

Up to 15 days from the due date – Rs 200 penalty and

In case of submission on the exam day – Rs 500 penalty. The competent authority shall be competent to waive, modify or cancel the penalty as specified.

2. External Examination:

- External examination shall be conducted as per the time table prescribed on the SPPU website.

- Senior supervisor and an assistant to senior supervisor shall be appointed by the Principal to conduct the examinations smoothly.
- The qualification and experience to appoint the teacher as senior supervisor shall be as prescribed by the affiliating university.
- The senior supervisor and the assistant senior supervisor shall be appointed by the Principal/CEO
- The senior supervisor and the assistant senior supervisor so appointed shall look after both the sessions (morning and evening) during their appointment in such capacity.
- In case, if it is not possible for any of these to attend duties due to unavoidable circumstances, in the period of such appointment, he shall hand over the charge to some other person in writing with prior permission of the appointing authority.
- All circulars/ordinances issued from the SPPU shall be strictly followed for conducting the external examinations of UG and PG classes.
- Principal shall act the Director of the CAP center.
- Any faculty member having approval from SPPU shall be appointed as CAP Co –director.
- The CAP center shall be conducted for assessment of answer sheets of those student for whom the conduct of examination and evaluation is assigned to the college by the university.
- The appointment of assistants to CAP co-directors shall be carried out as per the guidelines of the Principal.
- The work of answer paper evaluation shall be completed within the time prescribed as per the SPPU circular.
- Other rules and regulations regarding assessment, moderation, revaluation and rechecking of answer sheets shall be applicable as per the SPPU norms.

3. Role and responsibilities of CEO:

- The CEO appointed by the Principal as per the SPPU norms shall see that all examinations throughout the year are conducted under the guidance of the Principal and in smooth manner, impartially and without any mal practices.
- The CEO shall see that the distribution of examination work is done eventually and equally among the teaching and non-teaching staff.
- The CEO shall act as the custodian of question papers received online and offline.
- The CEO shall maintain the secrecy of Links, IDs, Pass Words, barcodes, question papers, etc. received from the university from time to time.

- The CEO shall see that all systems such as Xeroxing, PC, CCTV, etc. are in place and properly operating.
- The CEO shall call the meeting of lapses committee collectively or section wise as the case may be and shall assign responsibility to the programme coordinator to inform students (and their parents) who are involved in malpractices.
- The CEO shall see that the marks or grades of the internal assessment, external assessment, Practical, Field works, Physical education, Environment awareness, etc. are filled online and sent to the university in time.
- The CEO shall assign and supervise the duties regarding filling of examination forms, collection of examination fees, availability of blocks with number of benches, distribution of honorarium, etc. to the examination section.
- To appoint the internal squad for checking purposes during the examination.

4. Roles and Responsibilities of the Internal Senior Supervisor (External SPPU examination)

- Preparation of Supervision schedule for Junior Supervisors under the guidance of Chief Examination Officer and get it approved from the Vice Principal/Principal.
- Intimation of Schedule collectively to all Junior supervisors shall be made through whats app and/or mail ID and which shall be deemed to be accepted.
- Assign the duties to Internal Assistant Senior Supervisor regarding
 - Providing university printed I Cards to the invigilators.
 - Preparation of seating Arrangement of students
 - Displaying seating arrangement on Notice Board.
 - Displaying seating arrangement outside each block.
- Printing of question paper sets.
- Making available Attendance Report to the invigilators in each block.
- Taking round on blocks in between
- Collection of used/unused Answer sheets/Question Papers/ Reports, etc.
- Preparing Attendance register of invigilators.
- Dispatch of answer sheets of first year classes to the CAP center of the college. While doing so, attaching one copy of question paper in the each bundle of answer sheets.
- Preparation of file containing question papers of the examination held and sending it to the library at the end of the session.

- Making record of copy cases, if any. (by filling copy case form)
- Any other work, incidental to the smooth functioning of the examination.
- Assigning the work to Assistant Senior supervisor and exam section.

5. Roles and Responsibilities of the Internal Senior Supervisor

(For Internal / Term End Examination)

- Preparation of Supervision schedule and get it approved from the Vice Principal/Principal.
- Get the supervision schedule signed from the concerned faculty members who are appointed as invigilators.
- Assign the duties to Internal Assistant Senior Supervisor regarding
 - Providing university printed I Cards to the invigilators if necessary.
 - Preparation of seating Arrangement of students.
 - Displaying seating arrangement on Notice Board.
 - Displaying seating arrangement outside each block.
- Printing of question paper sets.
- Making available Attendance Report to the invigilators in each block.
- Taking round on blocks in between.
- Collection of Papers at B4 (strong room).
- Preparing Attendance register of invigilators.
- Dispatch of answer sheets of to the CAP center of the college.
- Distribution of answer sheets to the concerned subject teachers.
- Making record of copy cases, if any. (by filling copy case form)
- Any other work, incidental to the smooth functioning of the examination.

6. Roles and Responsibilities of the Invigilator

- Sign the supervision schedule prepared by the senior supervisor.
- The invigilator shall report half an hour before the examination time.
- He / She shall collect answer sheets from B2 at basement.
- The invigilator shall be present in examination hall 30 minutes before scheduled time of examination.
- Mobile phone shall not be used in any case.
- Checking students to see copy material if any.
- Checking hall tickets, I cards of the students present in the examination hall.

- Signing the answer sheets after verifying the requisite details like name, seat number / roll number, answer sheet / supplement number, subject code and code, day and date.
- In case of SPPU examination, the invigilator shall take utmost care in sticking bar code sticker.
- Taking signature of the students after verifying all details on attendance sheet.
- Providing hollow craft stickers to students within last 30 minutes.
- Collect all answer sheets form the examination hall serially and submit to the senior supervisor in the strong room.

7. Roles and Responsibilities of the CAP Co- Director

- Appointment of faculty members for the assessment of answer sheets as per the guidelines given by the respective program coordinators.
- Issuing appointment letters to the respective examiners.
- Preparing CAP schedule.
- Collecting question papers daily from the strong room.
- Preparing register for making entries of issue of answer sheets to examiners and completion of assessment work.
- Giving instructions to the examiners regarding assessment of answer sheets within the scheduled time.
- Getting prepared marks sheets from the examiners and checking the same.
- Seeing that all answer sheets are assessed in the college CAP center only.
- Preparing CAP report and submitting the same to the office for further action.

4. Policy and Procedure for Research

1. Introduction:

Research is one of the prior aspects of academic activities which helps the college to achieve excellence in the field of education. It also increases the quality of learning and knowledge development.

Faculty members are required to participate in research, publish their work and participate in seminars/conferences to present the research data and generate new concepts in the emerging areas. It can be done by collaborating with other colleges and university (universities).

2. Objectives of Research Policy

- To provide guidelines for the publication of the research work.
- To establish right kind of research culture through various research initiatives and programs.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- Promote the research and motivate faculty members.
- To create awareness in the society through various research initiatives and by giving due publicity. These are socially useful research projects will be undertaken by the college.
- Integrate postgraduate research into the main research systems & provide the necessary facilities.

3. Research Policy

The college has a well-defined research policy which acts as a guideline for the scholars, teachers and all other concerned personnel.

- To encourage original quality research in the fields of business, commerce, industry, science, management, computers and other relevant fields.
- To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
- To establish linkages with industries and business organizations to identify potential areas of research, surveys and other basic research enquiry.
- To acquire projects, market surveys and other research activities with assistance from other business houses.
- To encourage faculty members to get research projects from National Institutes like ICSSR, UGC and other such institutions.
- To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies and surveys.
- To provide financial assistance for publication of research papers and research findings.

- To offer a suitable platform to the faculty members, scholars and students of Pratibha College of Commerce and Computer Studies to publish their research findings and encourage them to bring to the notice of the social issues of contemporary importance.
- To organize various workshops to develop appropriate research skills among the scholars and faculty members.
- To encourage faculty members to attend various workshops, symposia, seminars and conferences in their respective fields as well as in areas of contemporary importance.
- To establish suitable infrastructure in the college that will help to undertake different research projects.
- To enrich information and data resources suitable for undertaking quality research projects.
- To motivate teachers to secure Patents.
- To undertake all other such activities which will inculcate research culture in the college.

4. Institutional Funding and encouragement:-

- Teachers are paid Rs.10000 per year/per teacher for publishing papers in peer reviewed/indexed/reputed journals (National/ international).
- Teachers are encourage to register for Ph.D. to upgrade their qualification and research abilities.
- Teacher are given 5 and 10 Duty leaves for Ph. D. & other research work.
- Teachers are motivated announcing award of excellence for writing books, chapters, adding value in curriculum or designing curriculum.
- Duty leaves are granted to teachers/non-teaching staff for participation in various conferences, Orientation and Refresher Courses, FDPs and skill enhancement programs.
- College teachers and students participate in Avishkar which is one of the most important activities of SPPU to inculcate research attitude in teachers.
- Teachers motivate students to participate in Avishkar with innovative ideas.
- Teachers are helped by seniors to write/submit Minor/Major research projects to the university/UGC.
- Teachers/Students who come with an innovative idea for the START-UPS with work project are paid seed capital of Rs.50000.00 without any interest on it.
- Such start-ups are routed through research/innovation and incubation cell.
- Research cell endeavors CSR activities for the research projects for which the college contributes for its initiation.

5. Policy and Procedure for Utilization and Maintenance of Infrastructure

Established systems and procedures for maintaining and utilizing physical, academic and support facilities

The procedure defines the actions and responsibilities of the Estate manager in maintenance of physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. This covers activities from receiving maintenance request up to proper action taken on certain issues as to make it in function.

1. The college has appointed one estate manager to look after the maintenance and cleaning of the classrooms and furniture. Estate manager and his team look after the housekeeping activities and in major cases the college goes for the maintenance contract to the experts.
2. Maintaining supporting facilities in the campus requires meticulous system. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities

Laboratory Equipment and accessories

- IT Head in consultation with Programme Coordinators & Laboratory In charge (Lab I/C) prepare a list of maintenance activities to be carried out on a regular basis. Based on this, the maintenance activities are carried out.
- List of equipment and facilities, which require regular maintenance is prepared by the concerned Lab I/C & Faculty considering supplier recommendations for maintenance.
- Preventive/Breakdown maintenance is carried out internally or through Supplier or approved agencies.
- New agencies are identified based on procurement of new facilities
- Concerned Lab I/C maintain a preventive maintenance schedule for equipment and utilities and accordingly maintenance is carried out and recorded in the same.
- A register is maintained for the record of replacement of parts
- In addition, the complaints/suggestions on equipment and utility are recorded in the complaint register for equipment and utilities. Based on this also, maintenance is taken up.

Library Maintenance

The library is continuously updated in terms of latest books, journals and e-contents by the “Library Committee”. Following is the standard procedure adopted for the maintenance of library facilities.

- Librarians initiate the requirement and maintenance of library facilities
- **Library Committee prepares the list** out the requirement of books and journals. Based on the requirement **Library Budget** is prepared.

Library in charge

- Updates and maintains Library & E library set up
- Updates the requirement of text, reference books, journals etc
- Checks and write off the Stock
- Takes care of Disinfection and cleanliness

Maintenance of Sports & Cultural Facilities

A physical director looks after the College’s sports facilities. He takes care of

- Maintenance and utilization of the sports & cultural facilities of the College
- Motivates students towards sports and cultural events.
- Provides the requirement of purchase of new sports equipment.
- Wash out the old stock of sports and cultural material

Computers

The college has adequate number of computers with internet connections for the students, teaching and non-teaching staff. As per the policies of the college, all the stakeholders can take the benefit of these facilities as time permits. The ICT enabled classrooms and all those computer related facilities are maintained by the technically skilled IT head appointed by the management. The Lab I/C maintains the record of equipment, any other material and furniture. In case of any breakdown or repair work, the Lab I/C approaches source vendor and gets it rectified. In case of major repair and maintenance, approval for the expenses is taken from the management.

Classrooms

- The institution provides classroom which are airy, spacious, and well maintained.
- The Estate manager and discipline committee pay great attention for the maintenance of classroom as to ensure uninterrupted teaching-learning activities.

- All Head of the Department submit their requirements to the Principal regarding repairing and maintenance of the classrooms, furniture, departmental furniture, etc.
- Principal executes it as per the needs of the department.
- All classes are upgraded with LCD facilities and yearly maintenance of classrooms, furniture and electric equipment are made.
- Classrooms have also been rented from time to time for Government Exams as per request.
- Sweeping of classrooms, staff rooms, staircases, corridors, seminar halls are done daily by the sweepers while toilets are cleaned twice a day.
- Dustbins for wastes are placed at proper places.

Housekeeping

- All classrooms, laboratories, staff room, Principal's and Vice Principal cabin, administrative office, Seminar Hall, Auditorium, student's rest rooms are cleaned daily.
- Housekeeping record is maintained by estate manager.
- Cleanliness in the campus is monitored and recorded along with observations if any.
- Based on these suitable actions are initiated if required in consultation with management and the same is recorded.

Building Maintenance

- Building maintenance is comprised of plumbing, painting, carpentry, and minor construction.
- The condition of interior and exterior parts of building are monitored and corrected frequently
- Estate manger inspects college building twice in a month. The observations are recorded in register and corrective actions are immediately initiated by them.
- In addition, any complaint/suggestion on building is recorded in complaint register maintained by the office. Based on this, maintenance work is taken up as and when required.
- Major Works are carried out during vacation and minor works are carried out as and when required without disturbing the academic activities.
- CCTV camera is installed in the campus for the safety and security purpose.
- The maintenance of generator is regularly done by AMC.
- College building is insured.

Garden maintenance

- The gardener is appointed by the college.

- Estate manager and his team look after maintenance of the garden through regular activities such as watering, weeding, fertilizing,

Fire Extinguishers & First Aid Equipment

- Fire Extinguishers are provided in different locations of the building for Safety purpose.
- Estate manager takes care of due date and completion of refilling.
- First Aid Equipment is provided in the Health Room. A Doctor is appointed, who visits during prescribed hours to provide medical treatment.

Water Tank

- The main overhead water tanks are cleaned frequently.
- Testing of water sample is carried out before and after cleaning.
- The test analysis report is submitted to the principal for review.
- Water coolers provided for drinking purpose are also cleaned and maintained periodically.

Electrical Maintenance

- Electrical related maintenance is done with the help of in-house electrician.
- Electrician maintains a list of electrical devices that require regular maintenance.
- Any complaint on electrical repairs is recorded in the register maintained at the office. The electrical repairs are rectified based on the complaints recorded in the register. The maintenance operation includes all components like switches, outlets, GFCI outlets, Light fixtures, emergency lights, earth bits and electrical panel boxes.
- A maintenance schedule for electrical devices is prepared and maintained considering the nature of failures recorded in the past and/or manufactures recommendation.

PCCCS has defined procedures and systems which provides a roadmap for day-to-day operations. They ensure compliance of routine activities and give guidance for decision-making and streamline internal processes.

6. Policy and Procedure for Physical Education and Sports

1. Introduction:

- Physical Education and Sports is core concern of all institutes run under KES Pratibha Group of Institutes (PGI). PGI having very limited area of 2.75 acres and comprising five educational institutes namely Pratibha College of Commerce and Computer Studies, Pratibha college of education, Pratibha Institute of Business Management, Pratibha Junior College and Pratibha International School has to optimally use available grounds, sports equipment, gym, etc. These limitations have been overcome by availing Pimpri Chinchwad Municipal Corporation (PCMC) sports grounds and courts to students on regular Rental basis. Our college have Basket - Ball court, Table Tennis hall, Cricket practice pitch, Gymnasium and Open Gym Arena, Archery Range.

2. Objective:

To enhance Physical Education & fitness of all students and their participation with achievement in various Sports activities.

3. Policy and Procedure:

A. Use of facilities & infrastructure

- Sports Infrastructure: College Director of Physical education & Sports (DPE & S) shall be responsible for maintenance and security of sports fields and facilities.
- Inspections of all the assets shall be carried out on a regularly scheduled basis in order to increase the accessibility and quality of the existing infrastructure.
- Maintenance of equipment and replacement of worn out materials, keeping quality of sport ground, field and surfaces shall be taken care by concerned staff.
- Use and issue of Sports Equipment and their maintenance shall be held regularly.
- PCMC ground shall be hired for various sports events in advance.

B. Compulsory Physical Education to First Year Under Graduate Students

It is necessary to undertake theoretical and /or practical education for First Year under Graduate Student for physical education as per the norms and guideline issued by the Pune University from time to time, therefore the college shall follow the following policy and procedure for such physical education.

i. Aims and objectives

- To make physical education as an integral part of education system.
- To improve student's physical and mental (psychological) health during the course of college education.
- To attain minimum prescribed standard of physical fitness.
- To enhance physical efficiency.
- To maintain fitness of body, mind and character.
- To prepare for the strenuous training to be fit to face different barriers in life.
- To withstand the strain and fatigue of daily life.
- To learn and attain basic level in available sports.

ii. The Scheme

- A student shall have to participate in one of the types of physical activities through available sports such as Yoga, Basketball, Chess, Table Tennis, Gym and tea at our college campus.
- A student shall undergo one seminar in the field of health sciences, sports medicine, psychological parameters in sports, food and nutrition etc.
- Students shall actively participate and practice the selected sport event at least 5 sessions.
- The sessions shall be conducted without disturbing the usual college time table.
- Students participating in these practice sessions shall be considered for college teams which participate in Inter Collegiate Sports Competitions.
- Each student shall be evaluated as per the guidelines of the University.

C. Departmental Activities

- Gymnasium, Open Gym arena and Yoga / Table Tennis hall shall be made available for practice to all (students and staff both) with proper care.
- Physical Education Practice and Sports Practice of students shall be carried out with annual Departmental plan.
- The department shall have annual plan for various sports activities. Such as Yoga Day (21st June), Special Practice of various sports events, Annual Sports Week (mostly carried out in December or January), other days (Mission Football, Fit India Movement), Trekking etc.

D. Pratibha Sports Academy

- The department shall see that the Pratibha Sports Academy to be established for the KES in due course to undergo training, research and education of internal and external sport students.
- The department shall also sign MOUs with established sport clubs, institutes, etc. for giving training to sport students.

E. Sports Competition Participation

- Regular Practice of various sports events, Special Coaching Events (Yoga, Football, Cricket, Softball (etc.)), shall be carried out as per the sports Competition Time Table.
- Uniform for sports competition, Online Eligibility Form and I card shall be made available to the students participating in competitions well in advance.
- Travelling Allowance & Daily Allowance Policy shall be planned and set according to Savitribai Phule Pune University (SPPU), Pune norms.
- The College shall follow the framed norms and organize the sports competition on various occasions.
- Physical Education (PE) Scheme- Semester type execution and evaluation (theory, fitness test) of PE Scheme for all First Year UG students shall be held as per SPPU norms. It shall include daily sessions of Exercise, Fitness and Lectures etc.

F. Financial support to sport students

- Financial Assistance such as Fees Concession, Scholarship, Sponsorship, etc. shall be given to deserving and promising players.
- Students shall be felicitated in annual social gathering for their achievements in intra class/inter college/zonal/ state/national/international sports competition.

G. General

- The sport department shall prepare annual Budget well in advance and get it approved by the Local Management Committee on or before 28thFeb of each year.
- The sports department shall see that the Students Pro- rata submission to the university has been done in time.

- Year wise Purchase of Regular/daily use sports articles/equipment shall be initiated by calling quotations from 3 reliable and qualified agencies and it shall be approved by the competent authority.
- The proposals for Quality Improvement Programme (QIP) Sports equipment shall be regularly submitted to the university by having discussion with the Principal.
- The department shall participate/ organize workshops/seminars/conferences for physical education teachers and sport students at local/university/regional/State / National level so as to improve the quality and excellence in sports.
- The department shall provide guidance to sport students for their further careers in sports.
- Teachers and sport students shall also publish research papers, books, undergo research projects, etc.

7. Policy and Procedure for Pratibha Scholarship

1. ELIGIBILITY REQUIREMENTS TO AVAIL PRATIBHA MERIT SCHOLARSHIP :-

- Minimum **75%** Attendance shall be mandatory to avail Scholarship.
- Only one student going from First Year to Second Year and Second Year to Third Year of any programme shall be eligible to avail the benefits of Scholarship.
- Exam Committee and Attendance Committee together shall recommend the names of deserving students for such Scholarship before **30th September** every year.
- The recommendation shall be put before Management through Principal to avail Scholarship.
- The Students availing Pratibha Scholarship shall undergo their studies from First Year to Third year for UG Course and First year and Second Year for PG Course in PCCCS Only.
- Out of the first three rankers, if 1st Ranker is from Economical Weaker Section (EWS), he **or** she shall get Pratibha Merit cum Income Scholarship and 2nd or 3rd Ranker will get Pratibha Merit Scholarship.

2. PRATIBHA MERIT SCHOLARSHIP:

- Student securing **1st Rank** in First Year **OR** Second Year classes of each Programme (e.g. B.Com, B.B.A. etc.) shall be eligible to avail the Scholarship. (Based on University Examination Results).
- Minimum 70% Marks shall be mandatory to avail scholarship. (If semester system, average of two semester shall be considered for minimum 70 % Marks)

3. PRATIBHA MERIT CUM ATTENDANCE SCHOLARSHIP :

- The Pratibha Merit Cum Attendance Scholarship shall be given to the **First / Second / Third** Rankers who have Secured 70% & Above Marks in academics and who have 75 % & above attendance in their respective classes.

4. PRATIBHA MERIT CUM INCOME SCHOLARSHIP :

- The Pratibha Merit Cum Income Scholarship will be given to the student Securing 70% & above marks in academics, having 75% & above attendance in their respective classes and who belongs to **Economical Weaker Section (EWS)**, i.e. the annual income of whose parents/guardians from all sources does not exceed Rs.2,50,000/-

8. Policy and Procedure for prevention of Ragging

1. INTRODUCTION

- 1.1 *'Merit'* and *'Ethics'* being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the College and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti- ragging policy' to be adopted by the College.
- 1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.
- 1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guide lines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.
- 1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the College takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

2. ANTI-RAGGING POLICY

- 2.1 This policy encourages socialization of students to the academic environment of the College, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the College therefore is aimed at:
 - a. Creation, development and nurturing a conducive, socio-academic environment within the student population.

- b. Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the College are welcome and provided support, rather than being harassed and intimidated.
- c. Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- d. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

3. DEFINITIONS

3.1 For the purpose of this policy the following are defined as under:-

- a) **'College'** means the Pratibha College of Commerce & Computer Studies, Pune.
- b) **'Student'** includes any person who is enrolled for any course, whether full time or part time with the College. This also includes research associates/scholars or a visitors, and / or repeaters.
- c) **'Hostel'** includes the place/(s) where students are accommodated through institutional arrangement.
- d) **'Ragging'** constitutes one or more of any of the following acts:
 - (i) a conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
 - (ii) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - (iii) asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student(s);
 - (iv) any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
 - (v) Exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
 - (vi) any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;

- (vii) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (viii) any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
- (ix) any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).

4. PREVENTIVE ASPECTS OF RAGGING

4.1 Systemized Efforts for Socio-Academic Integration of New Entrants.

a. Address by the Competent Authorities of the College.

Management, Principal, Teachers, Non-teaching Staff and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the '*Anti Ragging Policy*' of the College. The efforts during such meets be directed towards achieving socio- academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the College.

b. New batch inaugurals

The Principal, Convener and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti-ragging policy may be made.

c. Social, Cultural, Sports Activities

The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti – ragging policy.

d. Watch and Ward arrangements

- I. The College has identified following vulnerable locations
- II. Vacant classrooms.
- III. Auditorium
- IV. Canteen,
- V. Playground /Gymnasium
- VI. Student activity centres,
- VII. Favourite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

4.2 Wide – dissemination of Anti-Ragging Policy

4.3 a. Prospectus and Admission forms

- (i) All prospectus should contain a specific caution that “ragging is banned in the College, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the College.”
- (ii) All students of the College are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the College.

b. Erection of Posters

- i. The convener may put up posters in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”.
- ii. The same needs to be displayed on the website of the College.

5. MONITORING ASPECTS OF RAGGING

5.1 Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the College, to verify and check, whether the

campus is indeed free from 'ragging'.

5.2 Anti – Ragging Committee (ARC) at the College Level

- a) An Anti–Ragging Committee (ARC) shall be constituted at College level to monitor the various aspects related to menace of ragging.
- b) The members (3- to 5) shall be incorporated in the ARC in order to carry out the compliance of this policy across the whole College along with the manner in which the same are dealt with.

6. PROCEDURAL AND PUNITIVE ASPECTS OF“RAGGING”

6.1 First Information Person(FIP)

- (a) 'First Information Person (FIP)' would be the convener of ARC nominated by the College at the beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of “ragging”.
- (b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the **Chairperson ARC** aiming to create a “ragging free environment”
- (c) FIP will be responsible for taking steps to ensure that cases of “ragging” within the College are brought to the notice of the **Chairperson ARC** as soon as possible.
- (d) FIP is empowered to deal with informal complaints of “ragging” and/or take suo-moto cognizance of any such incident.

6.2 Ragging Reporting Procedure

- (a) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about “ragging”) shall have option to file a complaint with the **Chairperson ARC**. This may be done in writing or orally. Written complaint is preferable.
- (b) FIP or member/s of the **ARC** shall also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- (c) All formal/Informal complaints of “ragging” may be made to the FIP within the constituent unit or directly to **Chairperson ARC** as stated above.

6.3 ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

6.4 Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Detail so the process would be identical as in the case of 'Anti Sexual Harassment Policy' adopted by the College. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Anti Sexual Harassment Committee will look into the matter independently of each other.

6.5 Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Chairperson ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- a. Withholding scholarships or other benefits.
- b. Debarring from representation of events.
- c. Withholding results.
- d. Expulsion from College.
- e. Debarring from examination/s.
- f. Suspension from the College or class for a limited period.
- g. Fine with public apology.
- h. Prosecuting for criminal offence.
- i. Filing FIR with the local police.
- j. Cancellation of admission.

6.6 Appeal

Appeal with regards to any action taken against the accused at any level and/or against the punishment awarded under this policy, shall lie with the President/secretary of the Kamala

Education Society (KES), which should be filed within a period of two weeks from such an action or a ward of punishment.

7. SAVING AND REPEAL CLAUSE

Principal of the College will possess the sole authority for any interpretation, modification, or amendment to the policy depending up on the need from time to time. She /He will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy.

ANNEXURE –I

AFFIDAVIT BY STUDENT

I,..... Registration No
... Year.....Batch having been admitted to Pratibha College of
Commerce & Computer Studies,Pune-19, have received a copy of the College’s anti-ragging
policy. I had carefully read and fully understood the provisions contained in the said policy.

I have, in particular, perused clause 3 of the policy and am aware as to what constitutes ragging.

I have also, in particulars, perused clause 6 of the policy and am fully aware of the penal and
administrative action that is liable to be taken against me in case I am found guilty of or abetting
ragging, actively or passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that

- (a) I will not indulges in any behavior or act that may be constituted as ragging under
clause 3 of the policy.
- (b) I will not participate in or abet or propagate through any act of commission or
commission that may be constituted as ragging under clause 3 of the policy.

I hereby affirm that, if found guilty of ragging, I am liable to punishment according to clause 6 of
the policy, without prejudice to any other criminal action that may be taken against me under any
penal law or any law for the time being in force.

I hereby declare that I have not been expelled or debarred from admission in any institution in the
country on account of being found guilty of, abetting or being part of a conspiracy to promote,
ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my
admission is liable to be cancelled.

Declared thisday of.....month of..... year

SIGNATURE OF DEPONENT
NAME.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified aton this the day ofmonth of.....year.....

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the day of..... month of.....year..... after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE –II

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs.....declare that, my ward Mr./Ms.....enrolled in.....programmed with Registration No.....Year.....and Batchhaving been admitted to Pratibha College of Commerce & Computer Studies, Pune-19, have received a copy of the College’s anti – ragging policy and had carefully read and fully understood the provisions contained in the said policy.

I have, in particular, per used clause 3 of the policy and I am aware as to what constitutes ragging.

I have also, in particulars, perused clause 6 of the policy and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that

- a) My ward does not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward does not participates in or abets or propagates through any act of commission or commission that may be constituted as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, my ward is liable to punishment according to clause 6 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisday of.....month of..... year

SIGNATURE OF DEPONENT

NAME.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified aton this the day ofmonth of.....year.....

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the day of..... month of.....year..... after reading the contents of this affidavit.

OATH COMMISSIONER

9. Policy and Procedure for Students' Complaint Redressal Cell (SCRC)

1. Introduction

- The Student's Complaints Redressal Cell desires to promote and maintain a conducive and unprejudiced educational environment.
- The Cell enables a student to express feelings by initiating and pursuing the Complaints procedure in accordance with the rules and regulations of the College. 'Student's Complaints Cell' enquires and analyses the nature and pattern of the Complaints in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".
- Complaints otherwise received were forwarded to the chairman of the cell for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

2. The objectives of Students Complaint Redressal Cell include the following:-

- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's Complaints with an impartial and fair approach.

3. Functions:-

- Redressal of Students' Complaints to solve their academic and administrative problems.
- To co-ordinate between students and Departments / Sections to redress the Complaints.
- To guide ways and means to the students to redress their problems.

4. Students' Complaints Procedure:-

- The Complaints procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and

pursuing the Complaints procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Complaints Cell' enquires and analyses the nature and pattern of the Complaints in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

- The students are ought to lodge their Complaints in the prescribed form available with their HOD (s) of the respective department. The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. The secretary in turn intimates the matter to the committee for necessary action. Final report based on Complaints received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.
- Complaints Received shall be forwarded to the committee / vice - Principal for Immediate Redressal.
- In all such cases prompt action shall be taken and the matter shall be sorted out.
- In all cases the complainant shall be informed of the measures taken and checks in the system shall be introduced to ensure there was no repetition of the same.

5. Exclusions:-

a. SCRC shall not entertain following issues.

- Decisions of the CDC and academic committee constituted by the college.
- Decisions with regard to award of scholarships / fee concessions / awards / medals.
- Decisions made by college under the Discipline Rules and Misconduct.
- Decisions of the college in admissions of any courses.
- Decisions of the competent authority on assessment and examination result.
- Complaints registered under College Grievance Redressal Cell (CGRC) as per the University Guidelines.

6. Cell Members:-

- Chairman : Principal, ex-officio Chairman
- Co-ordinator : Vice Principal
- Members : 5 to 7 members from amongst the teaching and non-teaching staff, nominated by the Principal

10. Policy and Procedure for Prevention of Sexual Harassment

1. Introduction:

The Internal Complaint Committee (ICC) of Pratibha College of Commerce and Computer Studies shall be constituted according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. The sensitive issues of sexual harassment are thoroughly scrutinized. Along with this Act, the ICC seeks to adhere to the spirit of Vishakha guidelines in order to address the issue of sexual harassment at workplace for ensuring gender equality. The ICC aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue. The Act has outlined the constitution of the committees for looking into the complaints and forming an enquiry team to handle the same in a time bound manner.

What is Sexual Harassment?

An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication:

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

The following circumstances, among other circumstances, if it occur or are present in relation to or connected with any act or behavior of sexual harassment, may also amount to sexual harassment;

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

Kindly look at the Act 2013 section 16 and 17 regarding the information about complaints link http://www.unipune.ac.in/snc/womens_studies_centre/icc/pdf/sexual-harassment-at-workplace-act.pdf

2. Objectives

The Internal Complaint Committee is a complaint redressal mechanism for the members of faculty, staff and students of the College. Its mandates are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complaints of means of resolution as specified by the legislation.
- To ensure fair and timely resolution of sexual harassment complaints.
- To provide counseling and support services on campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
- To record and document the minutes of meetings and annual reports.

3. Formation of Internal Complain Committee (Anti Sexual harassment committee):

- The Internal Complain Committee (Anti Sexual harassment committee) shall be comprised of
 1. Convener: Woman Teacher nominated by the Principal.
 2. Members: 5 Women members from amongst the teaching and non-teaching staff nominated by the Principal.
 3. External Member (from NGO Law background)
 4. Student representative.

4. The Committee seeks to achieve these goals through:

- **Complaint Redressal:** As per the act 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.

- **Awareness Workshops:** For faculty members, non-teaching staff and students with an aim to develop non-threatening and non-intimidating atmosphere of mutual learning.
- **Counseling** – Confidential counseling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counseling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

5. Who can file the Complaint to the Internal Complaint Committee?

Any student, service provider, teaching, non-teaching staff may lodge a complaint against a student, service provider, teaching, non-teaching staff.

File a Complaint

- Any aggrieved woman can file complaint in writing or with convener of the cell or Principal or register her complaint online form displayed on the college website, also to the ICC, within a period of 3 months from the date of incident (sexual harassment at work place).
- If the victim is unable to lodge a complaint in writing, the ICC will provide all possible assistance to the victim for lodging the complaint in writing.
- Use annexure I to file a complaint.

6. Resolve the Complaint

When a complaint is submitted, the Appropriate Institute Official will discuss the matter with the parties promptly, will notify to the Principal of the College and may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties within Three Months of a reported incident. If an informal resolution is reached, it will be documented in writing, approved by the Principal of the College and Students, as appropriate and signed by the Complainant and the Respondent.

Annexure I
Kamala Education Society's
Pratibha College of Commerce and Computer Studies
(Sexual Harassment of Women at Workplace Act 2013)
Application to be submitted to Internal Complaint Committee (ICC)

1 Full Name: _____

2 Gender: _____

3 Contact No: _____

4 Class: _____

5 Roll No: _____

6 Email-Id: _____

7 Grievance: _____

(You may attach extra pages if required to describe your grievance/complaint.)

Signature

11. Policy and Procedure for Mentoring of Students

1. Introduction:

Student mentoring and Counseling is accepted widely as a part of the teaching-learning process especially in Higher Educational Institutions and it is more so in undergraduate (UG-PG) institutions. The core idea is that the students who come from different backgrounds to pursue their higher studies or need advice and counseling not only in the curricular aspects but also to make them confident and parent-like support to be tuned to the new environment and make them not-to- feel nervous or inferior in any aspect.

At Pratibha College of Commerce and Computer Studies, there is a Committee to review and oversee the Mentoring activity which holds meetings with the Class Teachers and Mentor Teachers to discuss the general and specific problems being faced by the students' vis-à-vis mentors. The records maintained by the mentors in different departments of our college are taken into account and general comments from teacher-mentors are sought to discuss in its meetings. The resolutions made in the meeting are submitted to the Principal for consideration and further action on the recommendations.

Broadly, the problems that are faced by the PCCCS student community are of two types viz., Personal and Curricular. At times these two aspects are also intertwined and complicated and confuse the student and affect his behavior and perspective indifferently. To help and support on such occasions, Mentoring & Counseling is found to be very useful and set the students of our college to tread the right path and mend them in the right direction.

In our College, **for approximately 45 students – one Teacher is nominated as Mentor**. The class-teachers are assigned the responsibility to nominate the mentors' vis-à-vis the students' as per convenience. The teachers and the students are informed clearly about the nominations made so that both the Mentor and the students know each other. The teachers are informed of their role and responsibility as a Mentor. And, the students are informed to contact their mentor in case of either personal or curricular problems.

The teacher-mentors are required to maintain a soft-copy or hard-copy sheet and record the mentor-activity therein. WHATSAPP groups and mobile communications are used by the teacher-mentors so as to enable them to keep rapport with the students as the case may be. Generally, if the student is facing any serious issues, then it is recommended to the College Counselor for Counseling and further

support. At times, the information shared and problems resolved are found to be subjective though yielding good results.

2. Purpose of Mentoring

- The purpose of mentoring is to make the students to adapt the new environment and academic schedule, to understand the needs of curriculum, to develop healthy interpersonal relationship and also for personality development.
- Keeping the students in a supported environment and boost the academic performance from time to time and guiding the students out of personal problems / issues, to choose right career paths for jobs, higher studies, entrepreneurship etc, is the prime motto.
- To motivate the students and develop confidence to take up challenging tasks in their lives and help the society in nation building.
- The mentors also try to identify the potential and interests of his mentees and guide them accordingly towards active participation in co-curricular, extra-curricular, at institute and university level activities.

3. Objectives of Mentoring Cell

- Counseling students for solving their personal problems / issues and boost confidence to improve their quality of life.
- Guiding students to choose right career path for job, higher studies, entrepreneurship, etc based on their interests.

4. Responsibilities of the Convener:

- The convener shall establish and update the requisite form (annexure I) for the mentee's record.
- The convener shall see that the students are equally distributed amongst the teacher-mentors, as per mentor-mentee ration suitable.
- The convener shall conduct the meeting of the mentors at least once a month and submit the report to the Principal/Vice Principal and also maintain the minutes of the meetings.
- The convener shall collect all forms of the mentees class wise and mentor wise - hard copy/soft copy at the end of every year and submit the record to the college office in file format with the elaborative note about the mentor work, list of cases referred to the counselor, list of resolved cases, etc.
- The convener shall organize lectures, workshops, seminars, etc. for the improvement in life skills of the mentees, to inculcate confidence to improve their quality of life, develop confidence to take up challenging tasks in their lives and help the society in nation building.

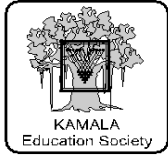
5. Responsibilities of the Mentor:

- Maintain updated records on the Mentoring Form for every Mentee / student.
- Keep contact details of students & respective parents (in the Mentoring form).
- Record of previous academics of the student (in the Mentoring form).
- Maintain data of students' achievements (in the Mentoring form).
- Record of Mentor-Student meeting (in the proforma provided – Counseling sheet – soft-copy or hard-copy).
- Student counseling should be done whenever required (record in the Mentor Report).
- Provide information about students to the each teacher (if / whenever required).
- Maintain discipline among students.
- Mentor shall refer the 'problem cases' at the earliest possible to the Convener / Counselor/Principal as the case may be and shall try his/her best to resolve the problem.
- If mentor feels that the parent shall be informed urgently about the 'problem case', he may do so by giving the information to the Convener/Principal.

6. Activity

- Since the majority of the students are not matured enough to take their own decision in the vast changing of technology and their family and educational background, regular Counseling sessions (for groups / individuals) are arranged by the College with the Counselor Mrs. Madhuri Nikam, specially appointed by the Management since 2015-16.
- For approximately 45 students, one teacher-mentor is allotted. Mentors record the communication with the mentee in their forms / attached sheets.
- Counseling / Parenting / Career Guidance sessions by Experts and Professionals, professional organizations etc. shall be organized by the Mentoring Cell to keep the required support ongoing.

Annexure I : Mentees form



Kamala Education Society`s
**PRATIBHA COLLEGE OF COMMERC
AND COMPUTER STUDIES,**

Chinchwad, Pune - 411 019.

MENTORING CELL
Student Information Form

Personal Details:

Student Name	
Mentor's Name	
Address	
Student's Mobile No	
Student's Email ID	
Parent 's Mobile No	
Parent's Email ID	
Date of Birth	
Do you help family in earning	
If Yes, What is your income approximately per Month?	

Financial Details:

Annual Income	<2 Lakhs	2-5 Lakhs	5-10 Lakhs	Above 10 Lakhs
Financial Crisis	Always	Sometimes	Rare	Never

Academic Details:

Class with Percentage	12th Std.	First Year	Second Year	Third Year
Favourite Subjects				
Difficult Subjects				

Achievements

Achievements	First Year	Second Year	Third Year
Academic			
Co-curricular activities			
NCC/NSS			
Cultural/Fine Arts			
Sports/Games			
Spirit of Participation in Team work			
Any Other			

Physical/Psychological/Educational Issues
[Please Tick mark in appropriate column]

Sr. No.	Points	Always	Rare	Never
1	Healthy peer group relationship वर्ग मित्राबरोबर सलोख्याचे संबंध			
2	Healthy relationship with teacher शिक्षकांबरोबर सलोख्याचे संबंध			
3	Healthy relationship with parents पालकांबरोबर सलोख्याचे संबंध			
4	Problems about friendship development मैत्री विकसित करण्याची समस्या			
5	Inferiority feeling न्यूनगंड			
6	Excess fear /anxiety अनामिक भिती			
7	Difficulty in studies अभ्यासातील अडचणी			
8	Examination fear/Failure परीक्षेची भिती / अपयश			
9	Anger / Irritability क्रोध / तिरस्कार			
10	Worries about future/career भविष्याची चिंता			
11	Sexual Problems लैंगिक समस्या			
12	Tobacco / Alcohol Use व्यसन			
13	Suicidal thought Attempt आत्महात्येचा विचार			
14	Health Problem शारीरिक आरोग्य समस्या			
15	Any Other अन्य			

Sr. No.	Remarks	Remarks
1	Mentor's Impression	
2	Mentor's Advice	
3	Action Taken for Counseling	
4	Counselor's Advice	
5	Follow up of Advice	

Principal's Sign.

Counselor's Sign.

Mentor's Sign.

Student's Sign.

12. Policy and Procedure for Placement Cell

Student Driven Placement Cell Policy Document

1. Introduction:

The role of the Training and Placement Cell is of a facilitator and counsellor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the Registered students as per the norms provided here.

The Placement Policy:

- All students without a confirmed offer at the time of application have an equal opportunity to apply for any of the companies scheduled for their selection process.
- The students must accept the first confirmed offer announcement that comes their way.
- Students who have applied to more than one of these companies will be allowed to wait till all the results are announced for them to accept exactly one of these.
- Internship offers with conditional confirmation into a confirmed placement at the end of the internship period is considered just an internship offer.
- Consequently the students with such offers are free to apply for other final placement opportunities. In case the company offering internship does convert it into a final confirmed offer, the student can choose between the conversion and the already secured final placement if any.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
- They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- Selected students shall be obliged to honor the offer given by the organization/company to sustain the relationship of PCCCS with the companies. All the selected students shall give an undertaking to that effect as per a proforma.
- Placed students either through TPO or otherwise (i.e. self) have to inform TPO for records.
- Placement of any student is not a claim/right. Institute shall provide open platform to all the eligible students as per placement Guidelines.

2. Debar Provisions from Placement Section:

Once the candidate short list is published, students will attend the next event. Students must adhere the norms of discipline and personal conduct during their interactions with company officials and their conduct company offices. Any misbehavior / indiscipline will attract disciplinary action which may result in permanent debar from placement process.

3. Placement General Procedure

3.1 Placement Portal:

It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available through their e-mail or PCCCS Portal or directly from placement cell.

3.2 Placement Process

All companies generally follow the following placement process

- Presentation about the Company & Job Profile(PPT)
- Written Exam (Aptitude / Technical Test)
- Group Discussion (10 to 12Students)
- Technical Interview (One to One)
- HR Interview
- Verification of Documents
- Any other as per the company request

3.3 Pre-Placement Talk

It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments wherever they stand eligible.

Students will be given a choice to back out after the Presentation (PPT) of the company if they do not understand/ like the profile offered. No student will be allowed to back out from the company recruitment process after clearing the 1st round (i.e. written test).

If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

3.4 Non-attendance of the PPT:

- If a student happens to miss a pre-Placement talk, he/she is required to submit a written explanation to the TPC duly signed and recommended by the Faculty In charge, Training and Placement Cell.
- Not more than two unexcused absences will lead to deregistration from next company.
- For every absence after two unexcused absences will lead to deregistration from next company

3.5 Eligibility

All students need to ensure that they are meeting the eligibility criteria of the company as mentioned on the placement portal. All mark sheets are checked at the time of joining and if company finds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and you name will be black listed forever.

3.5.1 Eligibility Criterion:

- Student should get an aggregate of 60% & above throughout from SSC onwards.
- Student should not have any backlog subjects in their course
- Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the college.

A. GREEN ZONE

Students who fulfil the above criteria will be treated as “GREEN ZONE”, and the institute will put 100% efforts to place all the students who come under GREEN ZONE.

B. YELLOW ZONE

Students with a 2nd class or 50% and no backlogs in course are treated as in YELLOW ZONE and will also be considered for the placement if they have attended Minimum Two certification programs conducted by the college and satisfactorily completed all training programmes before the commencement of a Drive and the institute can only provide the placement assistance.

C. RED ZONE

Students with backlogs will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given.

3.6 Data

All Students need to ensure that their Data is correctly entered at their respective T&P cell. If there are any changes then they need to contact their Placement Officer immediately.

3.7 Reporting Time

- Students have to ensure that they report on time as mentioned on the placement portal. Students coming late will be strictly not allowed to appear in that process.
- Students appearing for Test/GD/Interviews are advised to report to the location at least 15 minutes before the scheduled time.
- Entry to the process may be denied by the TPC representatives.

3.8 Dress Code

Students have to wear proper business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

3.9 Document to carry

Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

3.10 ID Card

All students have to compulsorily carry their College I-Cards with them. Without I- card no students will be allowed to enter inside examination hall.

3.11 Direct Interaction

Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem, they have to first contact their Placement Officer/coordinator and discuss their problem with them.

Placement Officer / Placement committee may resolve the issues instead of bringing insignificant issues before company representatives.

3.12 Transport

Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and have to arrange their own transportation.

3.13 Joining

Joining schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

3.14 No Mobile Phone Use

Access to mobile phones is strictly not allowed inside the placement hall or where the process is going on.

3.15 Strict discipline

Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season.

No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

In case of any further clarification or query please student must contact Placement Officer/Department coordinator / HOD only.

4. Placement Committee:

Placement Committee will be appointed by Principal. The placement committee consists of

- Head Training& Placements Department)or Representative
- Member Faculty coordinators: One from each department
- Members Student's coordinators: 2 from each department

4.1 Frequency of meeting: At-least twice in a semester

It is the prime responsibility of placement department in conducting the all the activities related to placement. The placement department is supported by the placement committee in

- Updating the student's data.
- Updating the data base of recruiting organization.
- Coordinating with Training and Placement department in organizing campus placements and other related activities etc.
- Coordinating with placement cell team in contacting potential recruiters.
- Utilizing the services of the student volunteers nominated by the consent of respective HOD's during the placement process whenever additional manpower is needed.

4.2 Change in Placement Guidelines:

Placement Guidelines is subject to change and Placement Core Committee has authority and right to change, add, delete or modify the Guidelines from time based on the inputs, feedback and experience.

5. RULES OF APPLICATION:

- Students are advised to check the company background and profiles on offer well before applying for the company. Once registered, all the TPC rules aforementioned will be in effect.
- Once applied, application cannot be withdrawn under any condition.
- There is no restriction on the number of companies, a student might apply until the first job is secured.
- Under no circumstances, application deadline will be extended, unless explicitly requested by the company itself.
- Students are required to be well assured of meeting all the required criteria of a company. (CGPA/Medical Condition etc.)
- It is necessary to appear in the test/interview if shortlisted. Absence from such activities may attract the severest action from the TPC.

6. STUDENT CODE OF CONDUCT:

- Electronic Gadgets are not allowed at the time of Technical Tests(Coding Round)
- Students found in possession of any such gadget will be expelled from the test location.
- Any student found indulging in any form of cheating will attract punishment in form of Deregistration from the entire Placement season.
- No concession shall be provided in cases involving cheating under any circumstances.
- If any placed student is found to be indulging in any such activity either on the spot or remotely shall be reported the TPO and a request to cancel their offer shall be forwarded to the concerned company.
- In case of discrepancies the decision taken by the TPC will be non-revocable and binding.

7. IMPORTANT POINTERS:

- A student will be exempted from nonattendance (unexcused absence) in PPTs maximum twice.
- Opting out of the selection process of a company after a student has applied for it is not allowed.

- It is compulsory for all the students taking Coding Round of a particular company to be seated in the labs at least 30 minutes prior to the commencement of the Test.
- Marking Proxies and Identity theft shall attract the severest punishments.
- No student shall be granted entry to Technical/Coding/Written tests, if found possessing any electronic gadget.
- Carrying the Institute and TPC ID cards is mandatory to be a part of any Placement related activity.

Note: If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

8. Roles & Responsibility of Placement Cell:

- Registration Process: Registration of eligible and interested candidates 30 minutes before Pre Placement talk shall be done by student coordinators.
- To display welcome poster for the company visiting our campus: this includes name of the company, their team members, name of the program and venue.
- Allocation of Rooms: Arranging classrooms for aptitude test, group discussion and interview process.
- Hospitality: Arrangement of breakfast, lunch and snacks for the recruiters.
- Updating Records: Staff Co-coordinators will update their departmental records, prepare analysis and collect proofs from students.
- Placement cell constantly works towards inviting more repudiated companies for campus placement.
- Find ways and means to improve Industry –Institute Interactions.
- To train student members of placement cell to handle pool campus/on campus drives.

9. Pratibha Mega Pool Campus Drives

- Shall identify vacancies with various companies.
- Shall coordinate with companies for pool campus.
- Shall prepare Job Description, google forms for data collection as
- Shall coordinate with various TPO's of various colleges and gather data as per company requirement.
- Shall look for all necessary arrangements for smooth functioning of Pool Campus Drive.
- Shall make arrangements for hospitality and infrastructure for pool campus drive.

- Shall coordinate with various Head's and committee members and delegates duties accordingly.
- Shall follow up with HR for final selects and inform students and issue offer letters

10. Roles & responsibilities of Placement Officer:

- Shall formulate and finalize the placement committee and student members of placement cell.
- Shall finalize the dates for student's registration process who wish to get placements through college.
- Shall collect data of students and sort data in Yellow, Green and Red Zone and make excel data sheet ready accordingly.
- Shall coordinate and train student members of placement cell for handling various activities for placements.
- Shall arrange for pre-placement training sessions through CSR initiatives.
- Shall work on search companies for recruitment process by initiating by sending mails, calling companies or personally visiting companies.
- Shall look for signing MOU/tie-ups via mails with college.
- Shall arrange for ON/OFF/Pool campus drives as per requirements generated by companies.
- Shall prepare Google forms, notices, Job Descriptions and take student nominations accordingly.
- Shall arrange for drives and look for all necessary infrastructure requirements, labs, resources needed for conducting drives.
- Shall look for hospitality arrangements for HR's.
- Shall follow up for selected students.
- Shall arrange for offer letters for final selected students.
- Shall making necessary covering reports, and send reports to various social media networks and channel partners for branding purpose .
- Shall make final flex of selected students at the end of the year with their photographs and details of company, package details, etc.
- Shall prepare necessary reports required for NAAC documentation.

- Shall coordinate with management authorities in case of mega events such as pool campus, Pratibha Job Fair needed to be organized in college premises
- Shall prepare necessary budget for conducting various types of mega events as and when needed.

11. Pratibha Job Fair :

The Placement Cell members would work on following parameters for smooth conduction of Job Fair :

- Shall finalize the dates for Pratibha Job Fair .
- Shall work on all branding marketing related work.
- Shall arrange for company visits
- Shall make list of various committees needed to smoothly execute Job Fair .
- Shall arrange for Press Conference.
- Shall arrange for facilities, hospitality needed for Hr's
- Shall do marketing and approaching colleges, students for inviting them for Job Fair .
- Shall arrange for Pre-Job Fair training needs for students who registered for Job Fair
- Shall work on collecting sponsorships from various agencies, colleges, companies ,etc
- Shall work for allocating stalls for various sponsors.
- Shall arrange and invite guest for inaugural of Pratibha Job Fair .
- Shall collect feedbacks from students and Hr's during Job Fair .
- Shall issue letters to inform PCMC ,Police , etc for Pratibha Job Fair .

12. Pratibha Finishing School

- Shall connect with various companies and get their CSR initiatives.
- Shall create batches and line up for training sessions.
- Shall make all necessary arrangements for trainers to conduct smooth training sessions.
- Shall collect students' feedback & HR feedback
- Shall arrange for students 'certificates those who have successfully completed course.
- Shall arrange small function for distribution of certificates and appreciation to company.
- Shall sign my CSR MOU with company.

13. Policy and Procedure for E-Governance

1. Objectives:

- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning.
- Promoting transparency and accountability.
- Achieving paperless administration of the institution
- Facilitating online internal and external communication between various entities of the institution.
- Providing easy access to information.
- Making the institution visible globally.

2. Policy and Procedure

- In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of functioning.
- The convener of Criterion VI shall be the ex-officio convener of e-Governance
- The management shall assign a full time ERP operator/Lab Assistant for e-Governance section to assist the convener.
- The ERP operator/Lab Assistant shall work under the guidance of the convener.
- The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website:

- The website of the college shall be revamped taking into account the new changes.
- The website shall act as a mirror of the college activities.
- Information about all activities, important notices, etc. shall be made easily available to the outsiders with prior approval of the Principal/Management.
- A separate service provider/web designer shall be given AMC to maintain the website.
- The convener shall see that the Lab Assistant/ERP operator shall be trained for website administration and updating at the college level.

2. Student Admission:

- As for as possible all admissions shall be made online through the college website.
- The college shall establish payment gateway by making an agreement with the bank.
- The convener shall see that the data has carried forward of old students on website and data of new and old students is verified from time to time.
- The students shall be informed frequently for payment of pending installments.
- The convener of admission committee shall provide all updates of admission to the convener of e-Governance and also shall see that the enquiries are getting converted in to admissions.

3. Accounts:

- Accounting software / ERP shall be used to handle all kind of accounts needed for the college.
- Service provider of ERP software shall be given AMC to maintain the software.

4. Library:

- Library information shall be displayed on college website, as library is mandatory support service for college.
- ERP shall be used for library.
- Follow the automation for accession, issue and receive books.
- Library shall use bar-coding for accession and issue/receive of books for students.

5. Administration:

- ERP software shall be used for administration.
- Generation of various certificates shall be done using software.
- Leave management shall be done using ERP

6. Examination:

- ERP software shall be used for all kind of examination work.
- Preparation of exam schedule shall be done and communicated with the students using ERP
- Offline examination attendance & marks entry shall be done with the help of ERP.
- Online examination shall be conducted using ERP. It may contain MCQ, true/false and fill in the blanks.
- Result analysis & printing shall be done using ERP.

14. Policy and Procedure for Environmental awareness

1. Introduction:

Environmental awareness is the need of an hour. Whole world is suffering due to the effects of global warming. Global warming is proved the biggest scam in the history of human being to fulfill his greediness with the uncontrolled excessive use of fossil fuels. Nuclear exploration, unnecessary use of artificial goods is now common observations of today's society. As an outcome, we, mankind is polluting natural environment as well as creating social, economical and political problems viz., crimes, poverty, illiteracy, overpopulation, traffic, pollution, homelessness, deforestation, climate change, global warming, physical and mental health issues etc. Environment is the very basic essential that sustains the existence of all life forms on this planet. For healthy environment we need to take concrete steps. Human beings are indeed at the heart of the search for sustainable development, as our very survival depends on a very narrow range of environmental conditions.

In the context, Pratibha College of Commerce and Computer Studies consistently working on spreading environmental awareness among all the stakeholders and society, especially among our students. We are conducting various activities which will help to decrease waste, reuse of resources and recycle of materials. Environmental Science Department is looking after about conducting Environmental Audit/Green Audit, Energy Audit, Water Audit and taking remedial action as per the recommendations provided through audit reports. College has formed Campus beautification Committee which is coordinating and actuating "Nature Club" of 100 students through Whatsapp and MS Teams.

2. Objectives of Environmental Awareness:

- To foster a sense of connection to the pure and natural world.
- To promote sustainable development.
- To encourage conservation of natural resources, vulnerable plants and animal species.
- To keep watch on campus environmental status through environmental audit and energy audit.

3. Policy for Staff Members:

- Environment committee takes appropriate actions to improve the balance between social and environmental commitments of the college.
- Efforts are taken to make campus ecofriendly and to meet the environment educational needs of students.
- Environment committee keeps all employees informed about environmental policy and practice of the college.
- All staff encourage students to participate in different environment related activities.
- All staff members inculcate a habit of using no paper or minimum paper and maximum online activities such as email, whatsapp, SMS, telegram, etc.

4. Policy for Students:

- Students should make use of accessible waste bins and ensure clean campus.
- Students shall avoid use of plastic wherever possible. In case they use it, they shall try to reuse it to conserve resources.
- Students shall follow all energy saving constraints such as switch off lights in empty classroom, turn off computer when not in use, turn off power switches when not in use, etc.
- Student must avoid use of tobacco, pan-masala, chewing on the campus or even outside the campus
- Students should prefer public transportation for communication.

15. Policy & Procedure for Divyangjan

1. Staff members :

- Evaluate students on their abilities, not on their disabilities.
- Keep all disability-related information for assisting him/her and making his/her education smooth and at ease.
- Maintain the same standards for students with disabilities as are applied to all other students.
- Provide and arrange any reasonable classroom accommodations, for such students.
- Ensure timely examinations, along with all necessary instructions and materials for proper administration, if exam is administered outside of class.
- Create learning environment easily accessible to students.

2. Divyang Students:

- Maintain the essential college standard for courses, programs, services and activities.
- Seek information, counsel and assistance from teachers whenever necessary.
- Provide the appropriate medical documentation from a licensed professional indicating the disability.
- Provide signed consent for reasonable academic adjustments, and /or auxiliary aids with the professional source of his/her documentation and with faculty or program being requested.
- Follow procedures for obtaining academic adjustments and/or auxiliary aids and services.

16. Policy & Procedure for Human Values and Ethics

1. Staff Members:

- Conduct themselves with absolute dignity and decorum in dealing with the superiors, colleagues and students.
- Update their knowledge and skills to make themselves professionally up-to-date for the proper duties assigned to them.
- Not act in any manner that violates the norms of decency or morality in their conduct or behavior inside and outside the College Campus.
- Not by act or deed degrade, harass or insult any person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- At all the time strive for academic excellence in their duties and conduct themselves in the manner of a perfect role model for others to emulate.
- Not allow considerations of caste, creed, religion, race or gender in their professional undertaking.
- Respect and follow gender equality.
- Read, observe and inculcate the principles enlisted in the preamble of the constitution of India and also the duties enlisted in the constitution.
- We aware of human rights of fellow teachers, students and non-teaching staff.
- Go through the code of conduct displayed on the college website and shall be habitual to follow it.
- Understand the importance of human values and work ethics such as, truth, nonviolence, empathy, sympathy, kindness, love, etc. and shall try to inculcate them amongst themselves and students too.

2. Students:

- Uphold academic integrity, respect all persons and their rights and property and safety of others.
- Not involve in any form of misconduct including any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity etc.

17. Human Resource Policy

General Information about the Institute:

Name of the Institute: Pratibha College of Commerce & Computer Studies.

Address of the Institute: Behind Mehta Hospital, Off Mumbai Pune Road, Kalbhor Nagar, Chinchwad, Pune 411019.

Contact Details Tel: 020-7276011411,020-8600100942/45

Website: www.pcccs.org.in

Pune University's College ID number: PU/PN/BBA.BCA.BFT/280/2007

Vision of the Institute: **Vertical and horizontal mobility of students creates the desired value**

Mission of the Institute:

- To disseminate knowledge based education on ethical values.
- To inculcate skills valued by industry and leading to graduate employability.
- To encourage higher education as an endogenous capacity-builder and as a promoter of Human rights.
- To develop personality enhancement through soft-skills and competitive careers.
- To promote and encourage gender equity among students.

It has been resolved in the first meeting of the College Development Committee in the year 2017-18 of Pratibha College of Commerce and Computer Studies, Chinchwad, Pune in which is has been unanimously recommended to adopt the following human resource procedure to all the teaching and non-teaching staff for their outstanding achievements. In addition, staff can be given additional benefits for his/her possessing additional skills, degrees, awards etc.

ALLOWANCES -

1. Financial Assistance: To inculcate research culture in the teaching and non-teaching staff, support of Rs. 10000/- per year to every teacher shall be provided for publishing papers in peer reviewed/indexed/reputed journals (National/ international). The Holistic development of staff members shall be supported by paying registration fees to attend

workshop, Conference, Seminar, Orientation program, Refresher course and Faculty Development Program. Duty leaves shall be provided for the same.

2. Fee concession: Faculties shall get facility of fee concession for their wards who are taking admission in any of the institutes belonging to Pratibha Group.
3. Uniform: College uniform shall be provided at free of charge to all i.e. teaching staff, non-teaching staff, supporting staff and security.
4. Provident Fund: Provident Fund benefits shall be given to employees provident fund scheme of the government.
5. Annual increment shall be given to all teaching, non-teaching staff supporting staff and security as per the institute norms.

DISCIPLINE:

1. Uniform and I-card: The staff shall wear uniform occasionally according to the instruction of authority for seminars, workshops, FDP, cultural and sports events in the College. If any particular staff member is found not wearing uniform, disciplinary action shall be taken against him.
2. Reporting on duty on arrival: Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
3. Late arrival: Staff members are expected to report on duty 10 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only two times late arrival is permissible per month with intimation to the higher authority. For every additional late arrival, one day leave shall be debited to his/her leave account. Repeated incidences of late arrival is recorded in personal file and it shall attract negative points in performance evaluation/disciplinary action.
4. Leaving the campus before time: In general, staff members shall not be allowed to leave the campus before the official working hours. Authorized persons shall perform a random check and the irregularities shall be reported to the disciplinary committee in writing for further necessary action.
5. On Duty leave: All staff members shall fill up the printed ON DUTY form and shall take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal shall be

submitted in college office for records. In case of Head of the Department, the On Duty form shall be submitted directly to Principal/Vice Principal for approval. The On Duty form must be accompanied by suitable proof or such proof must be submitted to college office within two working days. The late submission of the proof shall result in cancellation of leave and shall treated as LWP.

18. The Resource Mobilization Policy

The Resource mobilization policy document serves to identify the resources available for various programs for efficient management of funds and to widen the resource base for the attainment of the set goals. The document outlines the procedures for efficient utilization of generated funds.

1. Educational Fees: Educational fees shall charge as per the university and government norms from students for the courses.

2.SPPU Grants: Our College is affiliated to Savitribai Phule Pune University so grants may be obtained from the university for the development and maintenance of Infrastructure, up-gradation of the Learning Resources, Minor / Major Research Projects, Organization of NSS Camps, Bahishal guest lecture series organizing Seminar, workshop, Conferences etc.

3. UGC: Our College is recognized under 2f/2B by UGC, therefore funds may be obtained from the various programs, activities schemes.

4. Other government Sources: DST, CSSR, TIFR etc. govt. organization also provide funds.

5. Donation: Stakeholders, Non-Government Bodies, Individuals and Philanthropists donate funds for Academic and Infrastructural Development.

6. Income from infrastructure: College offers its premises for conducting various classes, exams, etc. from outsider such as IICA, IICS, MPSC, LIC etc. get some funds from them for the utilization of college infrastructure.