



Administrative Manual



VISION	<i>“To create a collaborative academic environment to foster professional excellence and ethical values”</i>
MISSION	1. To develop outstanding engineers & professionals with high ethical standards capable of creating and managing global enterprises. 2. To foster innovation and research by providing a stimulating learning environment. 3. To ensure equitable development of students of all ability levels and backgrounds. 4. To be responsive to changes in technology, socio-economic levels and environmental conditions. 5. To foster and maintain mutually beneficial partnerships with alumni and industry.
GOALS	• Developing quality human resources possessing soft and technical skills and amenable to team working, requiring minimum or no training period, in the areas high National/ International demands. • Augment human and physical resources for developing strong Industry-Institute and R & D Organization-Institute interaction to encourage bilateral sharing of skills and knowledge. • Offering Post-Graduate programs to promote careers of potential teachers. • Promoting research activities for R& D cell. • Becoming an autonomous Institute. • Becoming eligible for collaboration with Foreign Universities and renowned Industrial houses. • Becoming excellent centre in the fields of Electronics and Telecommunication, Computer Engineering, Information Technology, Mechanical and Electrical Engineering and eventually achieve the Deemed University status.
OBJECTIVES	• To develop infrastructure appropriate for delivering quality education. • To develop the overall personality of students who will be innovators and future leaders capable of prospering in their work environment. • To inculcate ethical standards and make students aware of their social responsibilities. • Promote close interaction among industry, faculty and students to enrich the learning process and enhance career opportunities. • Encourage faculty in continuous professional growth through quality enhancement programs and research and development activities. • Foster a healthy work environment which allows for freedom of expression and protection of the rights of all stakeholders through open channels of communication.

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1.0 INTRODUCTION

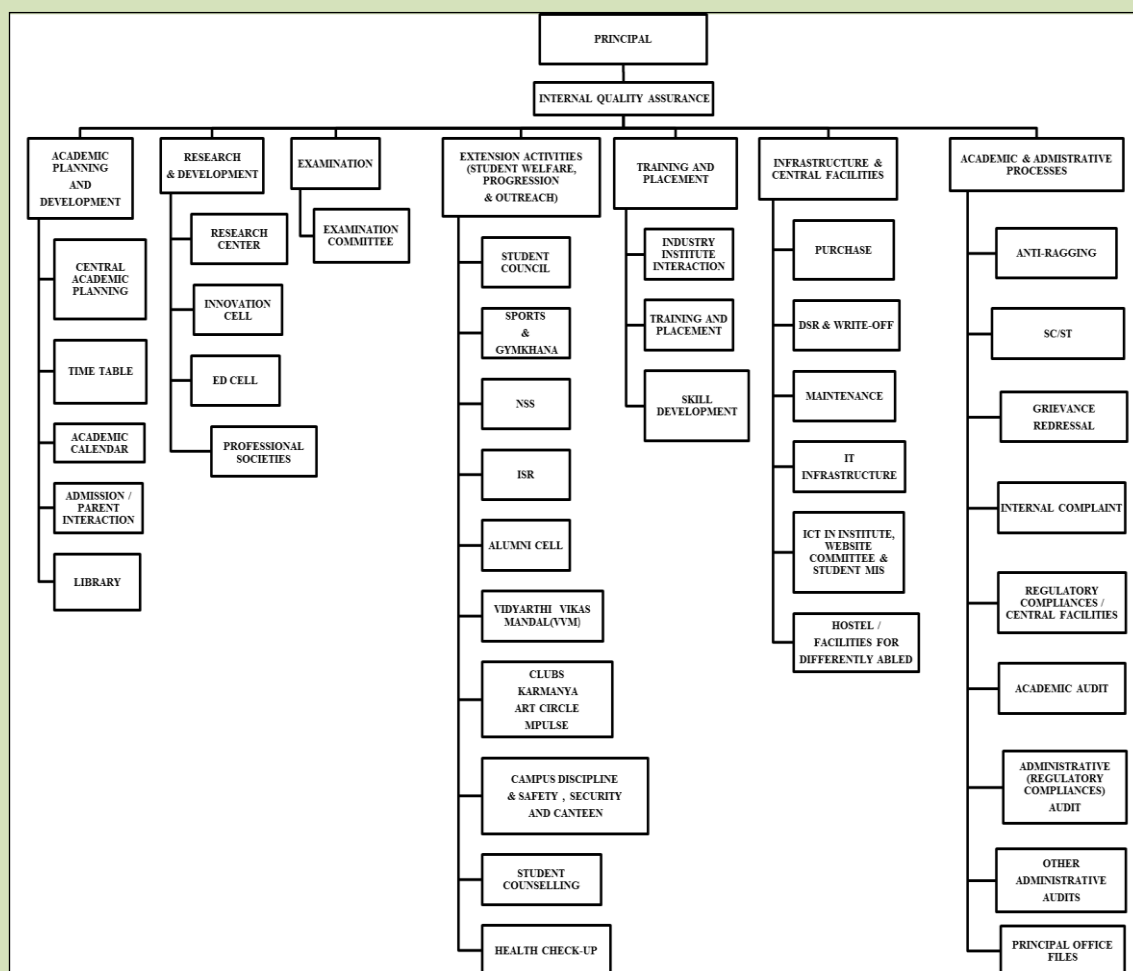
For the smooth conduct of routine academic and administrative activities different committees are constituted in the institute. The committees constituted in the Institute seek to draft policy framework from the guide lines provided by the top management.

The role of the committees is to frame the necessary academic structure so as to achieve the objectives of the college. They also supervise and coordinate the day to day administration of the college, facilitate co-curricular and extra-curricular events.

The framework helps to review the academic and related activities of the college, the students and faculty development programs and most importantly to visualize and formulate perspective plans for the development and growth of the college. This helps in planning for resource mobilization through industry interaction, consultancy and other sources of funding in order to promote research and extension activities in the college campus.

The purpose of the administrative structure is to plan for sustaining the quality of education, quality improvement and accreditation of the college.

2.0 COLLEGE COMMITTEES



I. COLLEGE PLANNING AND DEVELOPMENT COMMITTEE

- College Planning and Development committee consists of Principal, Vice principals, HODs of all departments and Section In-charges in the office. The members are also in-charge for one or more heads of committees listed below.
- The main objective of the committee is to discuss and plan for up-gradation and maintenance of the infrastructure, arrange programs to improve teaching quality and professional development of all faculty members and framing policies for future growth of the institute.

Objectives:

- To identify and review the vision, mission and goals of the Institute.
- To plan for growth, development and expansion of programs in the institute.
- To develop academic infrastructure, evolve methods of assessment of students' performance and smooth conduct of examinations.
- To upgrade the infrastructure facility to provide quality education in terms of research and innovations.
- To plan various programs for co-curricular, extra-curricular, extension and outreach activities.
- To arrange interactive sessions with industry experts to enrich the learning process and enhance career opportunities
- To facilitate faculty and students' participation in seminars and workshops on recent trends to upgrade their knowledge.
- To arrange professional development training programs to enhance teaching quality.

- To continuously monitor and identify best practices and bring in innovations in academics, research and administration.

1. Academic Planning and Development

The Committee is constituted to undertake planning and development of academic activities of the college. The committee plays a pivotal role in the Institute.

Objectives and functions of the Committee:

- To plan and guide the total academic activities for each academic year through academic calendar.
- The committee guides and directs the timetable committee, exam committee, and other administrative, co-curricular and extra-curricular committees to organize academic activities for first and the second term each year.
- The committee reviews, plans and co-ordinates academic programs each year.
- The committee plans academic support activities.
- The committee frames policies and decides programs of admissions to various courses.
- The activities to be undertaken for special coaching for the students as per the requirements are also planned by the committee.

The role of the committee is further defined in the following sub-committees:

1.1. Central Academic Planning

- Ensure the preparation and display of academic calendar, activity planner and Time Table before commencement of every semester.

- Checking that student registrations are completed at the commencement of every term.
- Conducting Induction programme for newly admitted students every year to make them aware of the academic aspects of the course, the rules and regulations of the Institute.
- Conducting Orientation programme in the first week of every semester for promoted students to make them aware of the syllabus.
- Ensuring that Curriculum booklets are circulated to students for understanding of all aspects of every subject.
- Arranging a meeting of all GFMs (Class In-charge) assigned to each class to monitor teaching learning process.
- Reviewing the mentoring activity, monitoring the attendance of students, planning for remedial actions, keeping track of continuous assessment in theory and practical sessions through different assessment measuring tools and Syllabus monitoring through departmental academic coordinator and HOD are some of the responsibilities of the committee.
- The committee is also responsible for ensuring that feedback on teaching learning process is collected both from peers and students.
- Academic activities are conducted smoothly according to plan by Academic Planning Committee.

Objectives:

- To plan academic and co-curricular activities for scheduled and smooth conduction.
- To enrich the teaching learning process for attainment of POs through curricular sessions and co-curricular activities.

SOP:

- Prepare and display academic calendar, academic planner, activity planner and Time Table before commencement of every semester.
- Every subject in-charge prepares teaching plan for respective subject for duly completion of syllabus.
- On first day of every semester, student registers in the respective department.
- Induction program is conducted for newly admitted students at every year to make them aware of the academic aspects of the course, the rules and regulations of the Institute.
- Orientation program is conducted as per schedule in the planner of every semester for promoted students to make them aware of the syllabus.
- Curriculum booklets are circulated to students for understanding of all aspects of every subject.
- GFM(Class In-charge) is assigned for class to monitor teaching learning process.
- Mentors are assigned for group of mentees (students) to help them individually in various aspects.
- Weak and advanced learners are identified from performance of internal test. Additional tasks are given to weak learners for the improvement. Advanced learners are motivated for participation in various co-curricular activities within the Institute and out of the premises.
- Attendance review is taken to keep a record of every student's attendance for all subjects.
- Syllabus review is done by GFM and Academic coordinators of department, corrective measures are taken if needed.

- Continuous assessment is done to assess the student's ability based on their performance in theory and practical sessions through different assessment measuring tools.
- Mid-term Academic verification is conducted for verification of Academic Records.
- Peer feedback from peer team and teacher evaluation feedback from students are taken for improvement and betterment of teaching learning process,
- Parent teacher meet is conducted in every department to convey the progress of their ward.
- At the end of semester, term-work submission is scheduled.
- Term closure report is collected from every department.

1.2. Time Table

- The committee is responsible for allocation of physical infrastructure for teaching – learning based on the natural growth and optimum utilization.
- It also allocates infrastructure for co-curricular activities.
- The committee ensures availability of rooms for examination along with conduction of regular academics
- The difficulties faced during preparation, execution and implementation are resolved by resolved by discussion and corrected in future planning.

Objective:

- Smooth and efficient functioning of academic programme through the semester

SOP:

- To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- To collect the following information from the HOD:
 - i. Teaching load distribution (Individual faculty's teaching load in the department).
 - ii. Sharing teaching load from other departments.
 - iii. Lab-wise subject allotment.
 - iv. Assigning of classrooms and tutorial rooms
 - v. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
 - vi. Department-specific requirements
- If modification is required, prepare the desired templates or the timetables /Academic calendar and get them approved by the H OD and Principal.
- To prepare the Academic Calendar and get it approved from the Principal.
- With the information gathered, prepare the class timetables in the prescribed format.
- Referring to the class timetables, prepare the timetables of individual faculty and labs.
- Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- Display the class timetables on the notice boards.
- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty

member/ lab in charge. The original set shall be retained with the Timetable Committee.

1.3. Academic Calendar

- Keeping the calendar displayed on the web site by Savitribai Phule Pune University as reference, Academic Calendar Committee prepares the Academic Calendar for the ensuing semester for staff and students both at the central and departmental level.
- The committee ensures incorporation of additional activities that institute plans to undertake during the semester.
- This Institutional Academic Calendar forms the basis for all Departments to prepare their Departmental Academic Calendar.

1.4. Admission/Parents Interaction

Admission Committee

- The committee plans schedules for admissions related activities.
- It initiates the steps required for admission process. eg. updation of Prospectus, admission forms, fee challans, disseminating the SPPU and DTE rules.
- It conducts meetings with Principal, Vice Principals and heads of the departments to finalize the preparation for the admission process.
- The Committee arranges for publicity of admission process for various courses in national newspapers with wide circulation, website and brochures.
- It takes steps to execute the admission process smoothly e.g., sale of forms, counseling for admission, student MIS, processing for identity card etc. is carried out by committee members with assistance of administrative staff.

Parent Interaction

- Interact and counsel on all matters related to students and ensure the smooth functioning of the student's academics.
- To communicate with parents about students' progress and inform them about the various activities organized for students.

1.5. Library

- Library committee comprises of the Librarian, library staff, Staff Library coordinator and departmental Library coordinators.
- Library stock audit is done by taking randomly selecting number from the library accession list and asking the library staff to physically verify them in the library.
- Verification of proper stacking of books is done. Process of weeding out books is verified.
- Book requirement for new purchase in every semester is checked and verified. Accession register for book issue is checked.
- The working of SLIM software to check the books availability and updating from time to time is verified.
- Issuing of books under the Book bank scheme is validated.
- Feedbacks taken from the students for the library are confirmed.
- Usage of E resource membership and activities related to it, are maintained in the card system is also verified.
- Library cards issue to first year students of all fields and direct second year students is checked.
- Passed out students are required to get NOC form duly signed by the concerned library staff coordinator of the department and Librarian for issue of leaving certificate is practiced.

II. Research and Development

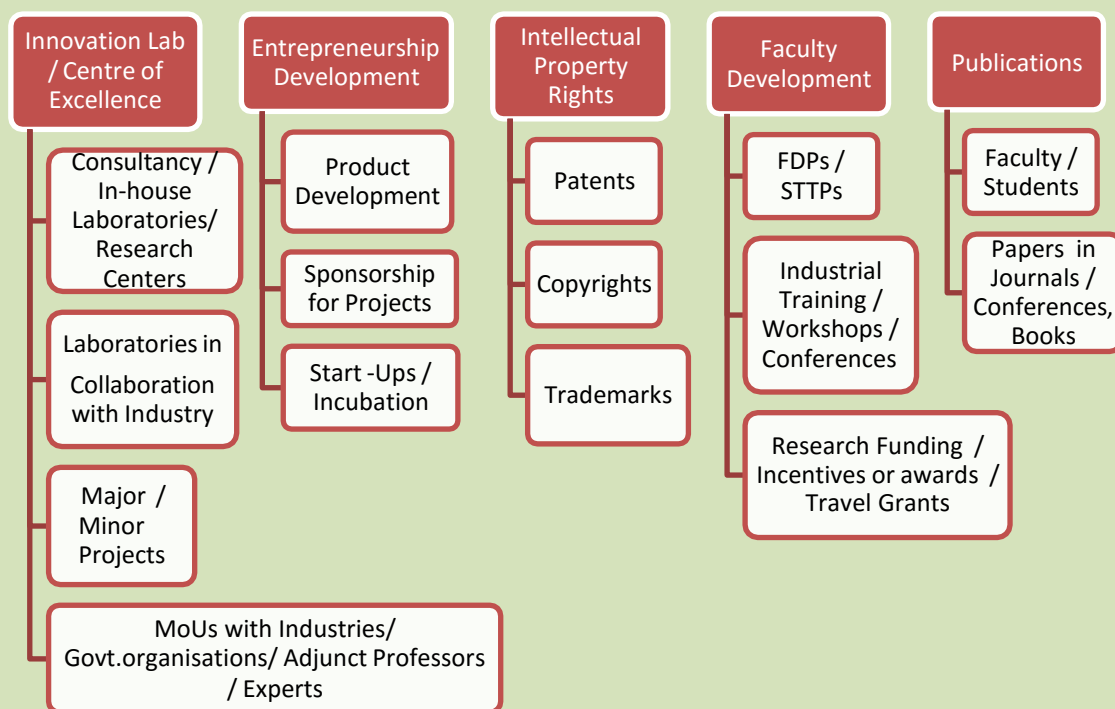
2.1. Research Centre

- The Committee shall promote interdisciplinary research approach and motivate students in learning to think in innovative and creative ways.
- It shall facilitate application, monitoring of progress of research projects of various funding agencies
- It shall encourage students of Undergraduate, Post Graduate, PhD scholars and faculty members to participate in technical forums, workshops, Conferences and Seminars.
- It shall also facilitate publication of research work in journals.
- To provide awareness regarding research methodology, funding agencies and opportunities to carry out research at the institution.
- It shall monitor the progress of Ph.D. research carried out and the submissions of six monthly reports by Ph.D. Scholars.
- The committee shall monitor arrange the panel of internal and external examiners for evaluation of synopsis, thesis and progress on the research of Ph.D. students.
- It shall be responsible for all record keeping and communication regarding the research centers with the research scholars, guides and SPPU under the guidance of the Principal.

2.2. Innovation Cell

- At PES's Modern College of Engineering, Research, Innovation and Extension activities in the college are organized by –
- Establishing the research centres with necessary infrastructure, library and laboratory facilities.

- Encouraging students and faculty members to undertake projects in multidisciplinary fields in collaboration with Industry or in association with other organisations or funding agencies.
- Facilitating students and faculty members to publish their research findings in research journals/ magazines or conference proceedings.
- Providing financial assistance for – organizing / attending seminars / workshops or conferences, Completion of projects undertaken or product development through start-ups.
- Promoting innovations and facilitating protection of Intellectual Property (IP) such as inventions, creative works created by students and faculties.
- To observe smooth conduction of innovation and research activities in Technical and Management field, college has formed different committees and constituted policies for-
 - Innovation Lab / Centre of Excellence
 - Entrepreneurship Development
 - Intellectual Property Rights
 - Faculty Development and
 - Publications



Intellectual Property Policy:

- This policy aims to lay down the processes for promotion and support available to innovators (students, faculty and other employees of MCOE) for translating their creative works into Intellectual Property (IP). This policy also aims to set forth guidelines for ownership of IP developed at MCOE and its commercialization.
- The IPR Cell at MCOE will provide guidance and support to the interested parties (students / faculty members / other employees) about application procedure, financial details and about necessary support funds from the college strictly considering the possible IP protection as per Indian Government policies.

Responsibilities of IPR Cell:

- Conduct / organize workshops to create and enhance awareness seminars/workshops on topics of ownership, confidentiality,

disclosure, patentability, technology transfer, revenue sharing and conflict of interest, IP management etc.

- Provide necessary templates and guidelines or suggest appropriate references during the application process of Intellectual Property - Patent, Copyright, Trade Mark / Service Mark.
- Verify the received applications for appropriateness of IP and recommend it to Finance Section for necessary financial assistance.

IPR Policies:

- **Ownership:**

- a. **Inventions:** Invention(s) created by MCOE personnel with the use of significant college resources, shall be owned by the creator(s) with affiliation specified at PES's Modern College of Engineering.

- b. **Copyrightable Work:** Ownership of copyright of all copyrightable work shall rest with the author(s) / applicant(s). However affiliation must be mentioned at respective department and institute while submitting the form.

- c. **Trade Mark(s) / Service Mark(s):**

- Ownership of trade mark(s) / service mark(s) created for MCOE shall be with MCOE.

- **Disclosures, Confidentiality and Assignment of Rights:**

- Disclosure is a critical part of the IP protection process and it formally documents claims of inventor-ship, the date of the invention and other details of the invention. The inventor(s) shall assign the rights of the disclosed invention to MCOE.
- All MCOE personnel and non-MCOE personnel associated with any activity of MCOE shall treat all IP related information which has been disclosed to the IPR Cell, MCOE and/or whose rights are assigned to MCOE, or whose rights rest with MCOE personnel, as confidential.

Such confidentiality agreement should be signed by the parties involved prior start of the activities. Such confidentiality shall be maintained till the date as demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public.

- **Assessment of Innovation(s) for Protection:**
- IPR Cell members with subject expertise shall assess the disclosure in a timely manner and shall make recommendations to the Chair, IPR Cell about the patentability of the invention according to the provisions of Section I of this policy. The IPR Cell, MCOE may make one of the following recommendations:
 - MCOE shall take the responsibility of protection of the IP, in which case, MCOE will initiate appropriate processes.
 - MCOE shall not take the responsibility of protection of the IP, in which case, the rights to the disclosed invention shall be promptly reassigned to the creator(s). The creator(s) may then choose to protect the creative work on their own.
- Legal advice (if needed) is to be sought from faculty of PES's Law College, Pune.

- **Technology Transfer:**
- Creator(s) shall strive to market the IP and identify potential licensee(s) for the IP.
- **Conflict of Interest:**
- The inventor(s) are required to disclose any conflict of interest or potential conflict of interest (if any).

2.3. ED Cell

The ED Cell is formed to inculcate an entrepreneurial culture among students, organize interactive sessions with successful entrepreneurs, increase awareness among students about schemes and policies existing to promote new ventures, infuse the entrepreneurial spirit among the students and orient faculty members on the need and importance of entrepreneurial spirit among the students in the campus.

Objective:

- EDC of the institute is committed to the cause of encouraging entrepreneurship among students. The cell invites various renowned

entrepreneurs to share their experiences. Lectures and awareness programs are regularly conducted to motivate the students about startups and/or entrepreneurship. Guest lectures are conducted throughout the year to involve the students in the various activities.

SOP:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs, Faculty Development Programs and Skill Development Programs in the college/institution for the benefit of students.
- To motivate and develop entrepreneurship among the students.
- To initiate innovative student projects each year for new innovative product development.
- To arrange interaction with entrepreneurs and create a mentorship scheme for student entrepreneurs.
- To facilitate creation of entrepreneurs' club to foster the culture of entrepreneurship amongst students.

2.4. Professional Societies

- For the overall development of the students, along with academics participation of the students in co-curricular activities plays a vital role. The Professional Society Chapter is one of such means by which student's development can be achieved.
- The main objectives of Professional Society Chapter are to interact with Industry Professionals.
- Other objective is to provide opportunity to enhance technical skills, develop entrepreneurship, leadership, and thinking skills.
- The committee helps to nurture students' to make a transition from individual contributor to an effective leader and identify their own leadership style, team building and team work.

III. Examination

- The role of the committee is to assess the extent to which the student has achieved the academic objectives.
- It ensures proper management and maintenance of requirement to ensure security and confidentiality in conducting examinations.
- The College Examination Officer (CEO) is appointed by the principal of the institute for proper management of examinations. (CEO is the official representative of the institute for examination related responsibilities and acts as the interface between students and the University for smooth conduct of the examination)

Objective:

- The Examination committee is an apex body of the Institute which is headed by Chief Examination Officer (CEO) and shall be facilitated by three sections: Examination, Record Maintenance and

Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination are also the responsibilities of this Committee.

SOP:

- The following is the procedure for smooth conduction of UG and PG examination,
- Appointment of College Examination Officer (CEO) by the principal of the institute.
- CEO is the official representative of the institute for examination related responsibilities and acts as the interface between students and the University for smooth execution of the examination system.
- A notice is displayed to inform the students to fill up examination form through online portal of SPPU.
- Submit the examination form to exam control room.
- Display examination time table on notice board.
- Distribution of Hall Tickets to student.
- Appointment of senior supervisor, assistant to senior supervisor, junior supervisors according to examination schedule.
- Prepare and display seating arrangement of students block wise.
- Appointment of technical/non-technical support team.
- Maintain following documents at examination control room:
 - Stationery requirement for examination (answer sheets, barcode sticker, hollow craft sticker, supplement papers, supervisor report, cloth bags for answer sheet bundles etc.).
 - A letter for police arrangement.

- Appointment letter of external senior supervisor.
- Block report.
- CAP report.
- Junior supervisor report.
- University squad visit record.
- Unfair means/copy case record.
- Physically handicapped students record (in case they require writer).
- Distribution of mark sheets, as per results declared by the university.
- Application of answer paper photocopy and revaluation as per requirement of the students.
- Follow-up of any query asked by the students.

IV. Extension Activities

These include programs to improve social awareness and develop good work culture in students and overall personality of the students.

4.1. Student Council

The main objectives of Student Council are

- To develop leadership qualities and team work in the students.
- To enhance students' network.
- To inculcate the sense of belonging in the students.
- To ensure overall development and welfare of students
- The student council is formed on the basis of the SPPU Circular
- Class Representatives are selected and the student council is formed
- The council comprises of Principal, Student welfare officer, NCC Teacher Incharge, Academic Topper, Director of Physical Education, Student Sports coordinator, NSS Student coordinator, Cultural Activity Coordinator and two lady student members

- The Student Council list is submitted to SPPU

4.2. Sports & Gymkhana

Objective:

- The main objective of the Sports Committee is to promote sports and develop excellence by upgrading the skills of the sports persons and it has taken strenuous efforts in talent scouting and training of selected individuals. It also provides vital inputs to the players, which includes coaching, infrastructure, equipment support and sports kit. We have also provided competitive exposure to the talented sportspersons by participating in SPPU, intercollegiate competitions, national, international and intercampus competitions etc.

SOP:

- **Coordination with the Student Sports Secretary**
 - a. Keeping stock of previous and current years' sports goods.
 - b. Ordering sports goods in consultation with the Deputy Director.
 - c. Arranging the venues for sports events in consultation with the Deputy Director.
 - d. Drawing lots for various sports.

Coordination with the Principal

- Obtaining permission to hold sports events in the college campus or outside.
- To recommend students for permission to participate in the intra-or inter- college events.

- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- The schedule of events for the whole academic year shall be finalised well in advance in consultation with the Students' Sports Committee.

4.3.NSS

The overall objective of National Service Scheme (NSS) is 'Education and Service' to the community and by the community. It is a programme for students to cater to the needs of the community, as and when required. It helps the students to communicate with the society. The students joining this scheme develop many behavioural interactive skills.

Objectives:

- The National Service Scheme (NSS) is an Indian government-sponsored public service program aims to instill the idea of social welfare in students, and to provide service to society without bias.

NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

- There are two types of activities: Regular Activities (120 hours) and Annual Special Camp(120 hours).The Annual camps are known as Special Camps. Camps are held annually, funded by the government of India, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as:

- Cleaning
- Afforestation
- Stage shows or a procession creating awareness of such issues as social problems, education and cleanliness
- Awareness Rallies
- Inviting doctors for health camps, Blood Donation Camp
- PUC Camp

SOP:

For smooth conduction of NSS Regular Activities and special winter camp below mentioned procedure is followed:

- Appointment of NSS Program Officer by the principal of the institute.
- NSS PO is the official representative of the institute for NSS related responsibilities and acts as the interface between students and the University for Smooth Execution of the NSS Unit.
- A notice is displayed to inform the students to fill up NSS form through online portal of SPPU.
- Submit the NSS form to SPPU NSS office.
- Display NSS members list on notice board.
- Distribution of NSS diary and batches to NSS Students.

- Prepare and display Activities scheduled for the year as per directions of SPPU.
- Maintain following documents at NSS Office.
- College Unit sanction letter given by SPPU NSS office.
- Appointment letter of Program officer given by SPPU NSS office.
- Sanction Letter for Special Camp given by SPPU.
- Stationary requirement for NSS Activities.
- Activity one page report.
- Activity photos.
- Prepared and submit yearly Audit report as per University given format.
- Follow-up of New activity progress by the students.

4.4. ISR

The Cell initiates and organizes several Social activities to awaken the spirit of Social Awareness in students. The staff coordinator along with his / her team will prepare an activity planner for the academic semester. The student team along with the faculty coordinators conduct activities.

Objectives:

- The objectives set by Institute is to be a globally recognized academic institution, which inspires and prepares individuals for developing innovative, socially responsible leadership in order to build a better social environment.
- To develop an institutional **social action programme** aimed at a benchmark, which allows us to link and involve different groups in the community.

- To offer different means of collaboration, including: voluntary work, participation in events, socially-oriented consultancy and visibility.
- To Integrate and highlight the different engineering projects and initiatives to be carried out in the plans' various areas of action.
- To raise awareness and promoting the adoption of **habits and behavior** by students, faculty, administrative and services staff, in line with a more sustainable vision of the organization.

4.5. Alumni Cell

The Alumni Cell works

- To provide a forum to establish a link between the alma mater and its alumni.
- To enable the alumni to participate in activities which contribute to the general development of the Institute
- To organize and coordinate reunion activities of the alumni
- To organize seminars/lectures to support and promote the educational objectives of the institute.
- To collect, publish and distribute such information as may be useful to the alumni and their alma mater.
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4.6. Vidyarthi Vikas Mandal

- The Vidyarthi Vikas Mandal promotes and co-ordinates the different students' activities for better corporate life.
- It tries to nurture students' mental, physical, cultural growth with various activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world.
- It also implements the Earn & Learn scheme of SPPU. The main objective of the scheme is to develop a student as a multifaceted personality with academic excellence and a commitment to a democratic society.
- This scheme is basically undertaken for the benefit of students coming from the rural areas who are economically backward, intelligent and meritorious but cannot afford higher education, needy and financially hard pressed.
- It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude. It is now being announced that the scheme should be flexible to give work to those who demand it.
- This will make higher education accessible and available to the poor, meritorious and the marginalized.
- The scheme is at undertaken at the graduate level in the affiliated colleges and recognised institutions under the jurisdiction of the University of Pune. Financial assistance to the extent of fifty percent of the expenditure incurred by the affiliated Colleges/ Institute is reimbursed to the concerned on submitting the necessary papers to the Director, Board of Students' Welfare.
- Under this scheme those students who are interested in joining are to fill the necessary application form, which is then scrutinized by an appropriate committee.

- The students enrolled under the scheme are given the following types of work namely-that increase their skills in areas of their study, office work, technical work and field work.
- However when the distribution of work is given it is seen that all students get equal opportunity to get all different kinds of work and that each student gets eighty percent of technical work and twenty percent of fieldwork.
- Office work includes working at the Library or any other office of the institute. Technical work includes knowledge of computers, office machines such as photocopying etc. or even working at a telephone booth, while field work includes working in the garden, looking after newly planted trees, play grounds, cleanliness of the campus etc. Each student is expected to work for three hours daily.
- Students working under this scheme are paid an honorarium as per the attendance sheet, which is maintained by the institute.
- The welfare schemes provided by the college for students include a group insurance policy for all the students to cover accidental death or injury, financial to needy students, special library facilities and academic, personal, career, psycho-social counselling programs help the students to enhance employability.

4.7. Clubs

- Institute clubs are the platform provided to interested students in area like technical, career, arts, life skill and social. Clubs provide opportunities for students to participate and discover different areas of interest. They also provide source of networking through alumni, businessman and entrepreneurs. Club coordinators spent time, efforts and energy in planning of activities till its execution. Student gain

valuable experience from these club initiatives. Student Clubs also provide important leadership opportunities within the society.

- Modern College of Engineering has thirty such clubs for students, which help them for their holistic development. Students also got exposure, firsthand experience to experiential learning. These clubs play vital role in providing a platform for co-curricular and extracurricular activities.

Objectives:

- To provide opportunities in order to polish various skill sets such as leadership, communication, team work and interpersonal relationship etc.
- To imbibe core concepts in related engineering fields such as Robotics (Electronics and Mechanical), Maths (Applied Maths), Pegasus(Automobile)
- To create a sense of community for self & others by inculcating a sense of belongingness & ownership.

SOP for Club formation:

- For formation of club one or two students approaches the HOD and express his/her interest for formation of the club.
- HOD discusses the student interest in the departmental meeting and appoints staff coordinator for the club.
- Notice is put up on a Notice board regarding the same by the HOD, concerned staff member and student coordinator regarding registration of the students for joining the Club.
- Promotion regarding benefits of the club is done by student coordinator

- Students approach the faculty coordinator and register his/her name.
- Formation of student body is done by nomination
- A note regarding formation of Club is sent to Principal/ IQAC and guidance and advice is sought from the college management.
- College management allocates a specific area in the college premises
- Club Planner is prepared
- Activities are carried out by the students and at the end of the year summary report is submitted.
- SOP for implementation of activities under clubs:
- Notice is displayed, eight days' prior
- Ticker is send for the upcoming activity to website 8 days before
- Attendance and feedback is taken on the day of the activity
- Profile of the expert/ guest is maintained with club file
- Report and photos of the activity is prepared next day and mailed to website and club coordinator
- End of term summary report is prepared and mailed to website and club coordinator

4.8. Karmanya

Objective:

- Karmanya, the annual college magazine, aims to inform, inspire, entertain and create awareness on a number of current social issues to a diverse readership. Every year, a new theme is provided as guidelines for submission of article, poems etc. Karmanya has a great educative value. It encourages students to think and write and hence develops their writing skills and talent. It contains a collection of articles, poems and stories primarily on social themes. They are written and edited by the students and committee members.

- For the management of the magazine, an Editorial Board is formed comprising faculty coordinator and students. The students send their articles to the editor or any member of the editorial board. Then a selection is made and the best articles are published in the magazine with necessary addition and changes. Besides contributions from students Karmanya records the achievements of students and congratulates them for their hard work. It also contains information on the activities of the college.

SOP:

- Staff coordinator calls the meeting of previous committee members.
- Previous committee members invite interested students, so that to form a new committee. (Display posters and announcement in all classes)
- Staff Coordinator schedules the meeting with the students to select the theme for the magazine. Also decides editor, Co-editor.
- New committee members elect Magazine editor, Co-editor and section heads (English, Marathi and Hindi).
- Staff coordinator with the help of committee members prepare activity list and the planner for annual magazine
- The above team (The team) propose budgetary provisions and get sign off for the same from College Principal
- The team announces the planned activity and display activity charts at college campus, well in advance.
- Team executes the activity on scheduled date and prepares the activity report using standard format.
- Magazine team collect the articles, sketches, technical and non-technical writings from students and staff members

- Magazine team collects the relevant and required data from respective departments and put them in order.
- Magazine team create draft version of magazine and get corrected from respective staff members
- The Principal and Vice Principal approve the final version of magazine to get it printed.
- Magazines are distributed among the students and soft copy is uploaded on the college website.

4.9. Art Circle

- The Art Circle of the College is formed with the objective of developing the personality of students, search the hidden skills and talent of students, in performing arts and provide them a suitable platform.
- It encourages the students in preserving our cultural heritage of performing arts.
- It is responsible for conducting cultural programs at college level, and participation in Inter-collegiate competitions
- Workshops are organized for students and renowned artists are invited to the college as chief guests in various functions.

4.10. M pulse

- M-Pulse is an annual technical event of Institution which was started with an intention to enhance the technical and managerial skills of students and provide them with an effective platform to face competitive activities.

Objectives:

- To provide a platform for students to explore innovative ideas.
- To share the knowledge and ideas of students with other
- To develop technical and management skills of the students
- To encourage the students to take active participation in various events

4.11. Campus Discipline and Safety, Security and Canteen

The Discipline Committee's role is to supervise discipline among the students, maintain a healthy environment on the college campus and avoid disturbances in the college premises. The committee ensures this by:

- Checking Identity Cards of the students.
- Identifying the areas where special supervision is required.
- Educating the students from about the rules and regulations.
- The committee members take care of discipline on the campus at the time of admission of the students, Annual Gathering and Day celebrations by the students.

The committee shall also be responsible for Safety, Security and Canteen.

- It shall be responsible for ensuring high level of preparedness against security issues and fire- fighting system.
- It will also ensure that all fire-fighting equipment held in the campus are maintained in good order and carry out periodic fire-fighting mock drills for target areas such as library, oil and lubricant storage areas and areas prone to electric short circuit and fire.

- Security and fire preparedness of the campus shall be accorded high priority in terms of periodic AMC of the fire extinguishers. Refilling records of extinguishers shall be maintained and reflected physically on the body of equipment.
- For security of the campus, periodic check of security related resources, surveillance systems shall be done and anything that compromises the security in terms of probable thefts, sabotage, pilferage etc reported.
- Due cognizance shall be taken of operations of all shutters, grills, collapsible doors, surveillance of the departments and offices for effectiveness.
- Contact numbers of the Principal, key office bearers and fire stations shall be prominently displayed to be used for emergency needs.
- The committee will engage closely with the main gate security staff for close vigil on visitors and entries of men, material, vehicle, during and off college working hours.
- There will be a fire precautions and security audit biannually and full records shall be maintained.
- Students and staff of the college shall be made aware about natural and man-made disasters (in house and outdoor) such as L.P.G. leakage, collapse of building, fire, etc.
- The committee will evaluate the optimum utilization of the resources for efficient running the canteen in terms of quality of food and beverages, water, hygiene, sanitation, waste disposal, lighting, ventilation, furniture and adequacy of canteen staff.
- The items of food and beverages offered by Contractor shall be scrutinized by the committee and the rate thereof per unit shall be made transparent and prominently displayed.

- Health records of canteen staff for immunization details will be maintained and audited.
- Disposal of solid food waste shall be examined and necessary direction to canteen contractor shall be given with due attention towards health and hygiene considerations.

4.12. Student Counselling

- The committee conducts students' counselling periodically to guide the students for creating a positive attitude among them.
- It tries to create awareness among students about ragging and its implications.
- It also advises dos and don'ts to students in general and girls in particular.
- The committee shall bring any serious matter to the notice of HOD.
- The committee shall contact the parents in case it feels the need to communicate about any student's irregularity or personal problems.

4.13. Health Check up

The main objectives of the committee are

- To organize first year student's health check-up camp.
- To guide the students and parents on health care if any issues are found in medical check-up.
- A team of Doctors/ Experts are called on the campus for health guidance to the students.
- All students in first year are checked for their health every year.

- The college authorities take proper care of the students having health problems when they are on the campus for lectures, practical and examinations.

V. Training and Placement

The objective of the training and placement committee is to prepare students to practice professionally, achieve personal and professional success with an understanding and appreciation of ethical behaviour, social responsibility and diversity, both as individuals and in team environments.

5.1. Industry Institute Interaction

Objectives:

- To interact between technical institution and industry, this will have great bearing on the Engineering Curriculum, exposure of industrial atmosphere to engineering students and subsequent placement of young graduating engineers in industries across the country.
- To prepare students according to engineering Industry needs, by giving them knowledge of newer technologies and engineering methodologies.

SOP:

- To promote staff for arranging Industrial Visits, Skill development courses by Professional bodies, Project Exhibitions, appointing Adjunct Professors from Industries for student's encouragement according to curriculum.

- To give permission to students for In plant training in industry also to arrange Trainings to students for Aptitude cracking and Interview skills by HOD.
- Accordingly schedule is to be prepared of different activities and displayed for students.
- After completion of each activity report is submitted to department and summary has to be prepared by respective staff

5.2. Training and placement

Objective:

To mold the students to meet the corporate expectation and place them in reputed companies based on the expected Job profiles of each student. The goal of Training & Placement Cell is to provide employment opportunities and market ready training to Students

SOP:

- Database of the students in excel format is created for the campus drive..
- Requirements stating no of vacancies, percentage criteria, package, bond status etc sent by the T & P cell as per the company criteria.
- Database of students sent to the TPO in excel format as per the criteria mentioned by the company.
- Company after going through the data agrees and decides the date of campus interview to come for the campus drive. Sometimes they ask the T& P cell to accommodate other couple of colleges to have a pooled campus.
- Communicate to students about campus drive through mail, notice and verbal communication.

- All arrangements are made at the college by T & P cell and extends its facilities like seminar hall, projectors, mikes, online computer labs, rooms for conducting Aptitude round, GD round, Technical Round, Personal interview rounds etc for campus interviews.
- Company comes for campus drive to the college and is welcomed by the TPO with Flower Bouquets.
- TPO personally takes the delegation members for a visit of the college campus and facilities and then takes them to the Seminar hall for presentation.
- Company Presentation & Pre Placement Talk followed by interaction with the students for clearing their doubts regarding the company is done.
- Interview rounds are conducted like Aptitude Test (sometimes online), Group Discussion Round, Technical Tests in written or oral form, Personal Interviews is conducted. Sometimes Personal Interview round is conducted at the company's premises for the students to have view of the company where they are going to join and work.
- Selection of Candidates and Declaration of the results is done.
- Offer Letter is distributed on the same day by some companies or Soft copies of the offer letters is sent by the company to the TPO.
- Offer letters are accepted and communicated to all the students.
- Students join the company as per the date of joining and joining procedure.
- In view of above two meetings are conducted at the department for smooth conduction of planned activities.

5.3. Skill development

- To create an awareness among the students about the requirements of various recruiting organizations.
- To create awareness and train the students in communication skills.
- To organize professional counselling by experts in career opportunities.
- To prepare students for campus recruitment by arranging training in Aptitude tests, Group discussions, preparing for Technical and HR interviews through professional trainers.

VI. Infrastructure and Central Facilities

The infrastructure committee has the responsibility to plan, organize and execute the purchase, annual maintenance as well as scrap of all equipment, furniture and consumables.

6.1. Purchases

- Purchase process of all the Equipment's, Software's, Consumables of department through the local purchase committee:
- Semester wise list of requirement of equipment, software, and consumables are prepared by all HODs and submitted to Local Purchase Committee with list of vendors.
- The priority is decided by Local Purchase Committee considering the factors like previous stock, urgency, budget etc.
- Demonstration of the equipment kits, software etc. is observed by HOD and concern staff members as per the needs.
- The request for quotation to all vendors is prepared by the department considering all technical details.

- Vendors are requested to submit the sealed quotations for the equipments, software, and consumables to College address.
- Sealed quotations are opened in front of the Local purchase committee member.
- The comparative statements are prepared by the department for all the equipments, software and consumables. Then it is checked and verified by the Local Purchase committee member.
- The entire purchase proposal is submitted by the Principal for the approval to the Chairman and Society Purchase Committee.
- Society Purchase Committee Nominees and Local Purchase Committee members negotiate with the lowest three vendors based on several factors like reliability, service and cost.
- The lowest three vendors are requested to submit the revised quotation with the negotiation forms.
- Final vendors are selected by the Local Purchase Committee and Society Purchase Committee member.
- The final comparative is made by the Department and sent to the store for preparing Purchase Order.
- Purchase order is drawn by the stores with proper P.O. No. and specifications provided by the concerned Department.
- Purchase order is checked and verified by the accounts department for the payment terms and octroi etc if any.
- Purchase order is checked by Purchase Co-ordinator.
- Purchase order is issued from the Account's section with proper Outward No.
- Products are delivered by vendor to Store Department.
- Vendors are required to submit the bills to the College address.
- The bills are sent to Account's section by the Principal.

- The Account's section sends the bills for checking and verification to the respective departments.
- Then the verified bills are returned to account's section with the testing report duly signed by HOD and respective in-charge from the Department for completing the payment procedure.
- One copy of the Purchase order is sent from Account's section to Stores for Central DSR numbering and it is transferred to Department DSR.
- Each department maintains supporting file with all verification and testing reports and copy of POs

6.2.DSR & Write-off

- Physical Stock verification and DSR entries along with the detailed report are submitted to Principal before every term end/ end of Academic year.
- Stores Department maintains Central DSR and it is duly signed by Stores In-charge, Internal Auditor, and Principal.
- Department level DSR's are duly signed by HOD's and Principal.
- The policy of the college is to ensure that all the equipments are maintained in good working condition during the life of the asset. If any equipment is not repairable, due process is followed before declaring it as scrap.
- Quotations are invited from vendors for the different types of scrap. Vendors are requested to submit the sealed quotations to College address.
- Sealed quotations are opened in front of the Local purchase committee member who shall also look after the scrap procedure.

- The comparative statements are prepared by the stores in-charge. Then it is checked and verified by the Local Purchase committee member.
- The entire purchase proposal is submitted by the Principal for the approval to the Chairman and Society Purchase Committee.
- Society Purchase Committee Nominees and Local Purchase Committee members negotiate with the highest three vendors.
- The highest three vendors are requested to submit the revised quotation with the negotiation forms for selection of final vendor.
- The order is drawn by the stores section.
- The scrap committee member ensures that the lifting, weighing and removal of scrap from various locations in the college is done as per guidelines without disruption of normal working of the departments.
- The scrap lifted is documented and verified by the department scrap in-charge also.
- The vendor is required to settle the amount in the Account's section.

6.3. Maintenance

SOP

- Requirement from the department is sent to central maintenance coordinator.
- Central maintenance coordinator forwards the requirement to the staff maintenance coordinator according to the area of work. Example Civil work, Electrical work or Computer work etc.
- The staff coordinator identifies the scope of the work.
- If the scope of the work is within the scope of the institute (resource wise) then it considered under internal maintenance work.

- If the scope of the work is beyond the scope of institute (resource wise) then it is considered under the External maintenance.
- To execute the work in both the cases the permission from Institute Infrastructure Committee is required.
- In - house Maintenance
- The Staff maintenance coordinator after taking the permission from Institute Infrastructure Committee, carry out the work.
- After the completion of the work, work completion certificate is prepared with joint inspection by Staff coordinator and department coordinator who has sent the requirement for the concerned work.
- Work completion certificate is sent to the department by the staff coordinator and acknowledged by the head of the department.

External Maintenance

External Maintenance is done in two ways.

Maintenance of the other work (Civil, Electrical, Mechanical etc.).

- The work which is not in the scope of the institute should get approval and sanction from the PES Society.
- With a due approval from central infra-structure committee, vendors/contractors are asked to submit the quotations in sealed envelope.
- Sealed quotations are opened in front of the Institute Infrastructure Committee
- The comparative statements are prepared then it is checked and verified by the Institute Infrastructure Committee.
- The entire proposal is submitted by the Principal for the approval to the Chairman and Society Infrastructure Committee.

- The lowest three vendor/contactors are requested to submit the revised quotation with the negotiation forms.
- Final vendors/contractors are selected by the Institute Infrastructure Committee and Society Infrastructure Committee.
- The work is awarded to the contractor as per the terms and conditions of the both committees.
- After the quality inspection and quantity measurements from time to time, the bill of quantities is prepared in conjunction with staff coordinator by the Vendor/contractor
- Vendors/contractors are required to submit the bills to the Institute address.
- The bills are sent to Account's section by the Principal.
- The Account's section sends the bills for checking and verification to the respective staff coordinators.
- Then the verified bills are returned to account's section with the BOQ signed by the staff coordinators.

Annual Maintenance contract

- For annual maintenance contract the procedure mentioned in [C] is repeated.
- The AMC will be renewed for the next year if the contractor /vendor is working as per the terms and conditions maintaining the quality of work.

6.4. IT infrastructure

Network and Telecommunication Security

Purpose

- The purpose of this policy is to establish a comprehensive set of network security standards for the Institute. Network security is crucial for maintaining the integrity of the data that organization relies on for everyday operations. System administrator of the Institute have the primary responsibility for implementing and ensuring adherence to this policy, however all employees have a responsibility to protect the integrity of the network in the organization.

Scope

- The Policy applies to employees of the Organization, contractors, vendors, and any other person using or accessing information or information systems

Policy

General Network Security

- General network security covers the protection of networks and their services that the network performs its critical functions correctly and optimum performance for business operations. It also provides information accuracy.
- Domain User Accounts shall be considered inactive after 30 day(s) without a valid login. Inactive accounts are disabled and/or deleted.
- No unauthorized user login scripts shall be used on the network. Only group and profile login scripts shall be used.

- An administrator and technical assistant's accounts shall not be for general use. System administrators shall use their own login accounts whenever possible.
- Account rights and privileges shall be limited to what is necessary for a user to perform his or her job function.
- Files stored in a user's shared folder cannot be accessed or viewed by another user without the permission of the owner.
- Rights to storage server should be assigned on as-needed basis. Only the minimum rights necessary to accomplish a task should be granted.
- The access to the user shall be granted as per the Joining / Resource reallocation process.
- Terminated personnel shall not be provided access to any of the network assets of the Institute after termination.
- Sensitive information shall be isolated and provided with restrictive access, on advice from respective data owners.
- All network devices & systems of the Institute must be protected with appropriate protection mechanism.
- Suitable test shall be carried out and proper approval shall be taken prior to installation of up-gradated versions, new servers etc.

External Network Security

- The intent of this policy is to protect organizational information assets and reputation by providing security requirements to any host connected to an external network of
- System Administration Team must receive proper authorization from network coordinator to allow users to connect to an external network(Client Network) using infrastructure.

- Services and trust extended from external networks shall be limited to the minimum necessary to accomplish the task requiring the connection.
- Questionable or unusual activities shall be immediately reported to the System Administration Team.
- Sensitive or proprietary information of the Institute shall not be stored on an external network without permission of the Principal.

Exception:

- Any deviations need to be approved by his respective department head and network coordinator.

Roles, responsibilities and authorities

RACI Chart

Activities	HOD COMP	Network Coordinator	System Administrator
Network Monitoring	I	C & A	R
Network Documentation	I	C & A	R
Network Maintenance	I	C & A	R
Network Device Installation/Config.	I	C & A	R
Network Design	I	C & A	R

Note: **R** = Responsible, **A** = Accountable, **C** = Consult, **I** = Inform

Procedure

Network Design

- Networks should be designed in conformance with sound disciplines.
- The network should be designed to:
- Be compatible with other networks used by the enterprise
- Cope with foreseeable developments in the enterprise's use of IT (such as by performing growth projections and adopting open/proprietary standards).
- Incorporate coherent technical standards, support consistent naming conventions and comply with statutory and industry regulations
- Incorporate distinct sub-networks, protected by rule-based traffic filtering, for example using firewalls
- Minimize single points of failure and the number of entry points into the network

Network Connectivity

Disabling Default Network Equipment Passwords

- All network equipment default passwords (e.g., routers) should be changed, when installed.

Network Access

Use of Networks limited to Institute Use Only

- Computers should be used for valid institute reasons only. The protection of information contained on ABC networks is therefore the responsibility of the management and the activity and content of user information on ABC computer networks is within the scope of review by management. To maintain the privacy of ABC employees,

ABC networks should not be used for personal and or private information, unrelated to job functions.

Restrictions on Network Browsing

- All employees should avoid accessing areas on ABC networks for which they do not have a valid institute need. While networks are intended to share information, it is each user's responsibility to exercise judgment over the information they access.
- Network access has been segregated and Dynamic Host Configuration protocol has been implemented for IP address.

Network Operations and Monitoring System Warning Message

- A message should be displayed on all external network connections warning potential users that unauthorized use is prohibited (e.g. Unauthorized access to the network is prohibited).

Operator logs

Where necessary, systems deemed will maintain a log of activities performed. Logs should include, as appropriate:

- system starting and finishing times;
- operator performing the activity
- system errors and corrective action taken;(if any)
- Operator logs should be subject to regular, independent checks against operating procedures

Network Component Security

Security of Cable and Telecom link termination Facilities

- All cable and telecom link termination facilities for both voice and data should be located in secured areas

Location of Terminals for Performing Critical Functions

- Where technically feasible, access to highly sensitive processing functions should be secured by limiting the terminals from which these functions should be executed and physically and / or logically restricting these terminals.

Security of Network Services

- Networks at Institute are classified into networks. All the Services of respective Network are only available to respective department users. This is controlled by Cisco layer 2 and 3 switches. Service Level agreement is maintained with external networks service like leased lines, web servers.

Responsibility

- Systems Administrator is responsible for maintaining network and telecommunication security controls of all data, applications and operating systems on the server.
- It is the responsibility of IT users to rigorously follow the network and telecommunication security policy. The IT users should formally intimate the Systems Administrator about any lapse on the network and telecommunication security either orally or immediately by mail.

- All the users across all networks who are required to share folders for carrying out their job function should exercise discretion and judgment in allowing permissions to the folder that is shared. This control has to be exercised to safeguard information from unauthorized modifications.

Network Cabling standards:

- Structured Network cabling should be installed and maintained by qualified persons.
- The data cables should be numbered and labeled to identify source and the destination.

Physical and logical Access restrictions:

- Physical and logical access to networking equipment such as switches, cabling, Routers, Firewall etc. should be restricted to IT support team and the vendors support services.
- All routers and gateways should be kept locked up in wall mounted cabinets or racks.
- Enable password feature of the Routers should be activated on Routers
- The clocks of all relevant information processing systems within an organization or security domain shall be synchronized to a single reference time source.

Confidentiality of IP addresses:

- Documentation regarding IP addresses of Institute's network should be maintained as 'confidential' document and access to

it should be restricted to IT support persons and IT auditors only.

- In the Institute, connections to the Internet should be given to all users through the Firewall.

Network Documentation

- The central server room team will be primarily responsible for maintaining an updated network diagram describing the network layout. The diagram should be updated to reflect any change in the network architecture.
- Detailed inventory of all the network assets should be maintained by the IT support team and updated to reflect any changes in the network.
- Network connectivity including switches/routers/link speeds
- Firewalls and their associated segments
- Application Server Details
- IP addressing schema details
- Access List/ Firewall Rule base details
- Approved software list which are authorized for usage in the Institute

Monitoring of Network management activities :

- The activities carried out by the vendor should be monitored by the IT support team members in the organization. In no case the support person should be left alone with institute's assets. Detailed Record of the support activities should be maintained in a register/Service Report when vendor will access Institute network or device.

Firewall Security Policy

Purpose

- This Policy will document the procedures and mechanisms for requesting and applying changes to the firewall rule sets protecting the trust on its Internet Gateway.

Scope

- The Policy applies to employees of the Institute, contractors, vendors, and any other person using or accessing information or information systems

Policy

- A system designed to prevent unauthorized access to or from a private network through protecting and controlling both internal and external connections.
- **Firewall Security**
- The security of all the network devices may be addressed on two levels: the physical and the logical. These two aspects ensure that all devices are secured and that no unauthorized access is permitted.
- **Physical Security**
- The Firewall physical device is located in a secure area of the Institute premises. These areas may only be accessed by a restricted number of authorized staff.

Logical Security

- Access to the Institute Firewall is governed by password authentication. Only the Sr. System Administrator is permitted access

to the Firewall. Any changes to the device must be performed by system Administrator. No other member of staff is authorized or capable of accessing the Firewall.

- **Firewall Monitoring**

- Regular monitoring of the Firewall will occur so that the device is functioning properly. It will also ensure that the Trust Network is being provided with the requisite protection.

- **Suspicious Activity Monitoring**

- The Firewall will be continually monitored for occurrence of any suspicious activity. This monitoring will enable the System Administrator to identify any potential threats arriving through the Firewall and enable a swift response to potential dangers.

- **Log File Monitoring**

- Due to the nature and size of log files, it is accepted that daily monitoring is not always feasible. As such, monitoring of Firewall logs will occur regularly after periodic interval & only under specific circumstances such as:

- An attempted intrusion
- Suspicious Inbound/Outbound activity

- **Security Monitoring**

- The Sr. System Administrator will perform regular auditing of the Firewall to ensure that the integrity of said devices has not been compromised. Examples of this auditing will take the form of regularly auditing access to the devices to ensure that only authorized users have gained access· monitoring the devices for any suspicious activity etc. Incidents will be created if Firewall system is breached

- **Analysis**

- Information gathered from the monitoring of the Firewall will be utilized to assess such areas as security. This will enable the Network Coordinator to efficiently assess the performance of the device and ensure that security is maintained.
- **Port Control**
- The Firewall will provide access to the trusted Network only through a restricted number of Ports. Any Port that is not used to provide a connection will be disabled to prevent unauthorized access and ensure the Trust Network Security is maintained.
- **Exception:**
- Any deviations need to be approved by Network Coordinator.
- **Roles, responsibilities and authorities**

RACI Chart

Activities	HOD COMP	Network Coordinator	User	System Admin
Firewall Installation & Configuration	I	C & A	--	R
Port & Protocol Blocking/Disabling	I	C & A	--	R
Website Blocking/Disabling	I	C & A	I	R
Application/Content Filtering	I	C & A	--	R
Firewall Log Monitoring	I	C & A	--	R
Firewall Config. Backup	I	C & A	--	R

Note: **R** = Responsible, **A** = Accountable, **C** = Consult, **I** = Inform

Procedure

- **Procedures - General**

- Firewall compromise would be potentially disastrous to the subnet security. The Central Server Room will adhere to the detailed procedures during deployment and subsequent use of firewall.

- **Use of Firewall and Proxy Server**

- All direct Internet connections must be authenticated at the firewall. The router connecting the internal network to the Internet should restrict all services except minimum required for web browsing and to accomplish routine operations.

- **Remote Firewall Administration**

- Any remote access over untrusted networks to the firewall for administration must be disallowed under any circumstances.
- Physical access to the firewall terminal is limited to the Network Coordinator and System administrator.
- All firewall administration must be performed from internal designated system or the console - no access to the firewall operating software is permitted via the Internet.

- **Virtual Private Networking (VPN)**

- Remote users (if available) connecting via the Internet shall use encrypted Virtual Private Networks to ensure the privacy and integrity of the data passing over the public network. All VPN connections must be approved and managed by the System Administrator.

- **Domain Name Server (DNS)**

- It is strongly recommended to have separate DNS, web server and e-mail server .If the firewall is running as a DNS server, then the

firewall must be configured to hide information about the network so that internal host data is not advertised to the outside world.

- **Firewall Backup**

- To support recovery after failure or natural disaster, backup of data files as well as system configuration files must be done. The firewall (system software, configuration data, database files, etc.) must be backed up weekly and monthly so that in case of system failure, data and configuration files can be recovered.

- **Firewall Incident Handling**

- The firewall shall be configured to log all reports on daily, weekly and monthly basis so that the network activity can be analyzed when needed. Firewall logs should be examined on a weekly basis to determine if attacks have been detected.
- The firewall shall reject any kind of probing or scanning tool that is directed to it so that information that is protected is not leaked out by the firewall.

- **Restoration of Services**

- Once an incident has been detected, the firewall may need to be brought down and reconfigured. If it is necessary to bring down the firewall, Internet service should be disabled. After being reconfigured, the firewall must be brought back into an operational and reliable state. In case of a firewall break-in, the System Administrator is responsible for re-configuring the firewall to address any vulnerability that was exploited. The firewall shall be restored to the state it was before the break-in so that the network is not left wide open While the restoration is going on, the backup firewall, if any, shall remain deployed. Revision / Update of Firewall Rule

- Firewall security rule should be reviewed on a regular basis or whenever major changes are incorporated in the Network or Firewall configuration.

6.5. ICT, Website committee and Student MIS

Website Committee

Objective:

- To enhance the web presence of the department @target audience.
- Convey a sense of permanence and credibility to audience.

SOP:

- To ensure website remains consistent changes or new information is submitted to the website coordinator in the prescribed format.
- Only website coordinator can coordinate website updates.
- Website coordinator arranges all the changes as per the tabs on the website. All the changes and updates are discussed with HOD. The decision to implement the proposed change will be up to the HOD.
- After approval of HOD changes and updates are sent to ‘website@moderncoe.edu.in’ to update the changes.
- Any upcoming news about workshops, seminars, project competitions sent to website before one week with flyer and details.
- Website is checked frequently to check implementation of information.
- In case of any issues department website coordinator should report to central website coordinator to resolve it.
- All the tabs of the department should be kept updated.

Student MIS

- To maintain the database of all students' information and documents indigital format.
- To have centralized control on student's records and monitor it.
- To minimize paper work in record keeping.
- To facilitate speedy retrieval of student data and the analysis of the same.

6.6. Hostel / facilities for differently-abled

Objective:

Hostels function under the administrative control of the Warden. The Warden is appointed by the higher authority. The policy framework/decisions regarding hostels is decided by Warden in consultation with higher authority. Hostel Policies are implemented by the Warden. The decisions of Warden in their respective jurisdictions are final.

SOP:

- All students seeking admission in the hostel are required to submit duly filled hostel admission form with all the enclosures.
- The old students can submit their hostel admission forms directly in the hostel office personally.
- Hostel Admission forms are available in the hostel office.
- Admission in the hostel will be done strictly in accordance with the hostel admission policy.
- The room in the hostel is allotted accordingly.

VII. Academic and Administrative Processes

7.1.Anti Ragging

- An Anti-Ragging committee is formed every year with the Principal as Chairman and Vice Principal, Faculty representative, hostel representative, parent representative, hostel in-charges, civil authority, media member and a police authority as other members.
- A squad is appointed which comprises of eight faculty members.
- Roles and responsibilities of the squad and the committee members is to monitor all the student activities in college campus and at hostels to ensure a ragging free campus.
- An awareness program is conducted at the beginning of every year for the fresher students to make them aware about Anti ragging cell at the College and helpline numbers are conveyed to the students' for any assistance if required.
- An affidavit is submitted by every student while taking admission.
- All SE, TE and BE students while registering in their new semester submit an Anti-Ragging student and parent affidavit.
- If an issue occurs then it is discussed amongst the committee members and finally decision on what action is to be taken is decided.
- The objective of the committee is to eliminate the attitude of Ragging.

7.2.SC/ST

The SC / ST Cell in the College functions

- To guide the SC/ST Students for applying schemes offered by Government of India, DTE, FRA and Government of Maharashtra.
- To assist the Staff, teachers and students belong to SC/ST and help standing Committee in carrying out their entire functions of the Cell.

- To assist Grievances Redressal Cell for the Grievances of SC/ST Students and employees and render them necessary help for academic as well as administrative problems.

7.3. Grievance Redressal

- The complaint of grievance shall be received in written form and submitted to the Mentor/GFM
- Anonymity of the complainant and confidentiality of the matter shall be maintained.
- The complaint shall be resolved at the department level through H.O.D. If the complaint doesn't get resolved it shall be taken up for further action.
- The written complaint for that particular grievance shall be submitted to the Principal of the institute.
- The Principal, after taking a note of the issue shall direct the administrative office for further action.
- The administrative office shall call a committee meeting to discuss and resolve the grievance after proper verification of facts.
- The resolution of the grievance shall be communicated to the concerned persons.
- Record shall be maintained at the central office regarding the entire matter of the grievance.
- The committee shall hold meeting twice in a semester or as required.

7.4. Internal Complaint

- The complaint shall be received in written form.
- Anonymity of the complaint and the concerned individual shall be maintained.
- The written form for that particular internal complaint shall be submitted to the Principal of the institute.
- The Principal, after taking a note of the issue shall direct the administrative office for further action.
- The administrative office shall call a committee meeting to discuss and resolve the complaint after proper verification of facts.
- After discussion and decision, the internal complaint will be resolved by the committee if no further escalation of issue takes place.

- The implementation of the complaint shall be communicated to the concerned persons.
- Record shall be maintained at the central office regarding the entire matter of the internal complaint.
- The committee shall meet once in a year or as per requirement

7.5. Academic Audit

- An academic audit reviews the processes and procedures used by Departments to enhance the quality of their programmes and awards. Departments are required to have processes that guarantee quality in teaching and learning they provide to students. Standards for student achievement must be set and attendant processes must be in place to implement College policies directed to these ends.

7.6. Administrative Audits

- The main objective of an administrative audit is to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs.

The process of Academic & Academic Auditing is to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineering and management graduates and researchers passing out from the Institute.