



Guru Gobind Singh foundation

**Guru Gobind Singh College of  
Engineering & Research  
Centre Nashik, Maharashtra.**

**Policy Guidelines**

**Guru Gobind Singh Foundation**  
**Guru Gobind College of Engineering & Research**  
**Centre, Nashik**

## **Vision**

An institute striving for excellence in providing transformative academic education and stimulating environment for research to enhance skills for developing intellectuals and to inculcate quality education with social and technical knowledge which will benefit the society and industrial challenges.

## **Mission**

1. To be a technical educational institute in transforming aspiring engineers through rigorous course work and technical skills.
2. To benchmark with the best global standards of quality education.
3. To enhance commitment of the faculty, staff and students by inculcating the spirit of inquiry, team work and professionalism.
4. Establish a centre of excellence to enhance academic industry partnership, work on collaborative projects, and develop new products, service and patents.
5. To develop globally competent students by enhancing indigenous technologies and inculcate entrepreneurship in them.



GURU GOBIND SINGH FOUNDATION'S

**GURU GOBIND SINGH COLLEGE OF ENGINEERING & RESEARCH CENTRE**

APPROVED BY AICTE, GOVT OF MAHARASHTRA & DTE MUMBAI, AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

NAAC ACCREDITATION FIRST CYCLE 'B+' WITH CGPA 2.72 IN APRIL 2019. DNV- GL CERTIFIED FOR ISO 9001:2015 STANDARDS



## Policy Guideline List

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<b>Document Number: GCOERC/PGL/001</b>		<b>Date : 07.02.2020</b>
<b>Title: Policy Guidelines for Academic Calendar.</b>		
<b>Reference / Inputs:</b>	<ol style="list-style-type: none"> <li>1. University academic calendar.</li> <li>2. Institute Activity.</li> </ol>	
<b>Outcome of the Document:</b>	<ol style="list-style-type: none"> <li>1. Institute academic calendar.</li> <li>2. Time table.</li> </ol>	

### 01) Introduction:

Academic calendar is a pre-planned well-structured approach for enhancing teaching learning process. The academic calendar is also designed to take care of various academic and extracurricular activities; it is in line with the academic calendar of affiliated university and its exam notification.

### 02) Aim and Objectives:

This policy document is to provide the guidelines for effective curriculum planning and delivery. The objectives of the academic calendar are given below.

<b>Objective</b>	<b>Measurement</b>	<b>Indicator</b>
To ensure timely implementation of the curriculum requirements.	To ensure compliance of start and conclusion of the academic.	Compliance of the requirements
To ensure effective implementation of the planned activities.	To calculate the % compliance as a ratio of completed activities versus planned activities.	%
To ensure effective dissemination of the academic calendar.	To verify the following- <ol style="list-style-type: none"> <li>1) Display on website</li> <li>2) Display on notice board</li> <li>3) Communication through e-media.</li> </ol>	Compliance to the requirements

### 03) Academic calendar procedure:

1. Head of the department prepares the academic calendar by considering curricular and extracurricular activities.
2. Academic coordinator compiles the academic calendars received from various departments in the institute to prepare the institute academic calendar.
3. The Academic dean and Principal finalizes the institute academic calendar for approval from the CDC and BOG.

**04) Format of Academic calendar:**

Following is the format for the planning of various activities to be included in the academic calendar.

Name of the Institute: \_\_\_\_\_

Semester: ODD/EVEN

Academic Year: 20 -20

DATE	Jul.-20	Aug.-20	Sep.-20	Oct.-20	Nov.-20	Dec.20	DATE
1.	Activity						1.
2.							2.
Working Days							Working Days
<b>SUMMARY (in terms of no.)</b>							
Dept.	Industrial Visit	FDP/Work shop / Seminar /Webinar	Unit Test/ Project Review	Guest /Expert Lecture	Students Activity	Parent meet/ Students feedback	Total
CE							
ME							
CO							
EE							
<b>Total</b>							

**05) Review of Academic calendar:**

Review the compliance of the academic calendar and initiate the necessary corrective actions.

Frequency: Monthly.

**Dr. Neelkanth G. Nikam**

**Principal**



<b>Document No: GCOERC/PGL/002</b>	<b>Date: 07.02.2020</b>
<b>Title: Policy guidelines for Activities of Alumni Association.</b>	
<b>Reference / Inputs:</b>	1. List of registered alumni 2. Availability of feedback link on institute's website
<b>Outcome of the Document</b>	1. Alumni feedback report

## 1. Introduction :

Alumni are the brand ambassadors of the institute and also a source for enhancing performance and employability of current students. Guru Gobind Singh College of Engineering & Research Centre, Nashik has registered alumni association which organizes yearly alumni meet and regularly obtains feedback from the alumni.

The alumni feedback index helps to identify the student satisfaction, continuous improvements and helps to improve the various academic and administrative services to the students which is useful for the development of the institute.

Following parameters are considered during the feedback.

- Employability skills
- Infrastructural facilities
- Central facilities like library, auditorium, computer center etc.
- Sports and gymnasium facilities
- Co-curricular activities
- Other general facilities

## 2. Objectives:

<b>Objective</b>	<b>Measurement</b>	<b>Indicator</b>
To evaluate the Alumni feedback and to utilize it for development of current students.	To calculate the index of satisfaction from the feedback	Number on 5 point scale
To enhance the co-curricular activities like training and placement through alumni	Number of activities planned and conducted.	Number



To strengthen the alumni institute association	To calculate % of alumni registered with institute as a ratio of number of alumni registered to number of students graduated	%
To improve alumni contribution	To calculate number of contributions by alumni in any form (books, guidance, finance, donations, placement assistant, visits for interactive sessions with juniors, MoUs etc.)	Number

### 3. Alumni Association Coordination Committee

Sr. No.	Name	Designation
1	Sahani Taranjeet Singh Bhujbalbir Singh (Alumni)	President
2	Jha Bipinkumar Gulabchandra (Alumni)	Vice President
3	Chowdhary Parneetkaur Mohindarsingh (Alumni)	Secretary
4	Shinde Gaurav Hemant (Alumni)	Treasurer
5	Jorvekar Ankush Dnyaneshwar(Alumni)	Student Member
6	Shirsath Pranali M.(Alumni)	Student Member
7	Joshi Anushri Kiran(Alumni)	Student Member
8	Joshi Premraj Padmraj(Alumni)	Student Member
9	Pallavi A. Padalkar	Staff Advisor (Civil Dept.)

### 4. Process for organizing Alumni meet & obtaining Feedback :

#### Process:

- 1) Every year alumni association should organize one alumni meet.
- 2) Alumni meet details to be communicated to registered alumni-
- 3) Budget for the alumni meet to be prepared and approved by the executive body of the alumni association.
- 4) Alumni meet program schedule to be prepared and displayed on the institute's website.
- 5) Feedback from alumni to be collected manually or online through institutes website.
- 6) Analyze the feedback and submit the report to the Principal.

**Dr.Neelkanth G.Nikam**

**Principal**





<b>Document Number: GCOERC/PGL/003</b>		<b>Date: 07.02.2020</b>	
<b>Title: Policy guidelines for Anti-ragging</b>			
<b>Reference / Inputs:</b>		1. Order from Hon. Supreme Court of India. 2. Directives from Ministry of HRD, AICTE, UGC, DTE-M.S. and SPPU-Pune.	
<b>Outcome of the Document</b>		1. Generating and maintaining high level of confidence within new entrants and experiencing pleasant environment at the campus. 2. Keeping in place an integrated system to discourage and prevent any negative act of ragging. 3. Monitoring performance of anti-ragging squad in prevention of ragging in the institution.	

## **Policy guidelines for Anti-ragging**

### **1. Introduction:**

To be an ultimate destination for world-class education, the institute shall prepare and train professionals in the modern era of 21st century with a sense of strong ethical consideration, sound judgment and work culture in global environment. Institute believes in social integration in the campus. 'Ragging' is considered as a social menace, jinx and an abuse of human rights in the academic environment of the civil society. Ragging is a criminal offence too and lowers the standards of education. Hence the Guru Gobind Singh College of Engineering and Research Center (GCOERC), Nashik adopts a comprehensive '**Anti-Ragging Policy**' with regard to its concerted efforts to overcome the problem and make the campus absolutely ragging free.

The 'Anti-Ragging Policy' takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, instructions / guidelines issued by the University Grants Commission, Ministry of Human Resource Development (Government of India), State Government and other regulatory authorities such as the AICTE and affiliating bodies.

### **2. The objectives:**

- i. Creating, developing and nourishing conducive environment within the student community by their social integration.
- ii. Generating and maintaining high level of confidence within new entrants and their parents/guardians that new entrants to the institute are not going to be harassed and intimidated and will get all support and learning pleasant environment in the campus.
- iii. Keeping in place an integrated system to discourage and prevent negative acts (if any), which disrupts socio-academic integration of new entrants.





### 3. Ragging:

- i. Any disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing or handling with rudeness any other students, rowdy or indiscipline activities, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.
- ii. Until otherwise specified, the following would constitute the act of ragging:
  - a) Any act that prevents disrupts or disturbs the regular academic activity of a student.
  - b) Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.
  - c) Any act of financial extorting or forceful expenditure burden put on junior student/ (s) by senior /(s)
  - d) Any act of physical abuse including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- iii. Ragging has several aspects viz. psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging as listed below are seen to cause permanent damage to the victim's personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.
  - a) Any act or abuse by spoken words, emails, public insult or alike should be considered within the physiological aspects of ragging.
  - b) This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.
  - c) Any act that affects the mental health and self-confidence of students can be described in terms of the psychological aspects of ragging.

### 4. Preventive measures of ragging :

- i. **Address by the Principal:**

Principal during his address assure the students and parents about full protection and support against any attempt of ragging by seniors while briefly explaining the 'Anti Ragging Policy' of the institute.
- ii. **Awareness through Social, cultural and sports activities.**
- iii. **Mentoring** – Mentoring shall be done covering junior as well as senior students



highlighting the effects and consequences of ragging.

iv. **Display of poster & notices.**

v. **Display of anti-ragging committee & squad along with contact numbers.**

#### **5. Anti-Ragging Committees:**

Institute shall have an Anti-ragging committee functioning as per following details:

a) Chief executive Officer of GGSF, Nashik	Appellate Officer
b) Principal	Chairman
c) H.O.D. of Respective Departments	Member
d) Librarian	Member
e) Registrar	Member
f) Girls' Hostel Representative (Rectors)	Member
g) Transportation in Charge	Member
h) Representative of Civil Administration	Member
i) Media Representative	Member
j) Representative from NGO	Member
k) Legal Advisor	Member
l) Security Officer	Member
m) Representatives of parents	Member
n) Representatives of students from each Class	Member
o) Representatives of students from students Council	Member
p) Boys' Hostel Representative (Rector)	Member secretary

#### **Roles and responsibilities of anti-ragging committee:**

1. To ensure compliance with the provision of UGC regulation 2009 at the institute level.
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.
3. To recommend preventive measures that can be adopted by the institute to prohibit, prevent and eliminate the menace of ragging in any form on campus of the Institute.

#### **Role & responsibility of the anti-ragging squad:**

1. The Anti-Ragging Squad shall make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
2. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution, by any staff, any student, any parent, any employee of a service provider and any other person, as the case may be.
3. The report along with observations shall be submitted to the Anti-Ragging Committee for action.
4. The Anti-Ragging Squad shall conduct enquiry of incidence of ragging noticed by them during surprise raid, thoroughly observing a fair and transparent procedure &



the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses.

The committee shall ensure strict vigilance on activities of senior students and shall also be available to the students for any counseling needs either individually or collectively. They should also provide counseling to 'fresher' in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

**6. Frequency of meeting :**

At least twice in a year (preferably before beginning of new semester).

**7. Quorum:**

The Quorum shall be fifty percent of which presence of Chairman and Member Secretary is mandatory.

**8. Tenure :**

The Committee shall have tenure of one academic year.

**9. Undertaking from existing students and their parents/guardians:**

An undertaking given in **Annexure-A**; shall also be taken from the existing students and their parents/guardians. Such an undertaking should be obtained, before commencement of the next academic session, failing which registration would be denied to the defaulting student.

**10. Ragging reporting procedure :**

- i. If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, shall have the option to file a complaint with the Registrar or Principal at the college. This may be done in writing or orally. However, written complaint is preferable.
- ii. All Committee' members will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- iii. If the committee feels that it's a case of ragging, principal of the college shall be the sole authority to file the FIR with the due approval of the Management.

**11. Punishment/Penalties for 'ragging' :**

Based on the findings of the enquiry and nature of the act of ragging, any of the punishment/(s) listed below or any other kind of punishment, which they may consider to be appropriate will be taken against the accused.

- i) Withholding of scholarships or other benefits
- ii) Debarring from representation in events
- iii) Withholding of result
- iv) Debar from hostel/mess
- v) Debarring from appearing in examination/s
- vi) Denying admission to any of the colleges
- vii) Suspension from the college or class for a limited period
- viii) Fine with public apology
- ix) Prosecuting for criminal offences



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- x) Filing FIR with the local police
- xi) Cancellation of admission/expulsion from the colleges.

**12. 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 appellant officer, which should be filed within a period of two weeks from the award of punishment.

**13. Saving and withdraw Clause:**

Principal of the college will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time.

**Dr. Neelkanth G. Nikam**  
**Principal**



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### Annexure no. 3.1

(ON NON JUDICIAL STAMP PAPER OF Rs. 100.00)

### UNDER TAKING BY STUDENT SEEKING ADMISSION IN GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTER, NASHIK

Name of the student \_\_\_\_\_ Name of the  
Parent/guardian \_\_\_\_\_ Course \_\_\_\_\_  
Enrolment No. \_\_\_\_\_ College \_\_\_\_\_ Admission year \_\_\_\_\_

I \_\_\_\_\_ s/d of \_\_\_\_\_  
do hereby undertake

1. That I will not be involved in any ragging during my stay in the College.
2. That I will follow all rules and regulations established by the Guru Gobind Singh College of Engineering and Research Center, Nashik.
3. I will not involve myself in any activity which may cause mental or physical harassment to any student in the campus.
4. That I will not use any word written or spoken, email which may cause public insult or humiliation to another student.
5. I will remain disciplined at all times whether inside or outside the campus and would also continue to motivate junior students to be disciplined at all times.

I also undertake that if I am found indulging/involved in any activity which constitutes the act of ragging as defined in the Anti-Ragging Policy of the Guru Gobind Singh College of Engineering and Research Center, Nashik, which includes rustication from college, withholding of scholarship or other benefits, debarring from representation in events, expulsion from hostel, debarring from appearing in examination(s) and any other punishment that the enquiry committee may recommend and handing over the case to law enforcing authority.

Further, I have also read the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, carefully and fully understood the provisions contained in the said Regulations (available on the University as well as UGC Website).

Date: \_\_\_\_\_

Signature of the student



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## UNDERTAKING BY THE PARENT/GUARDIAN OF THE STUDENT

I \_\_\_\_\_ hereby undertake that if my ward \_\_\_\_\_  
who is my \_\_\_\_\_ found indulging in ragging or any  
indecent activity which is not permitted as per the rules and regulations of the  
Society, as applicable from time to time, the institute may take any action as deemed fit.

**Date:** \_\_\_\_\_

**Signature of the Guardian**



<b>Document Number: GCOERC/PGL/004</b>	<b>Date:07.02.2020</b>
<b>Title: Policy guideline for Course File&amp; Personal File</b>	
<b>Outcome of the Document</b>	1. Course File 2. Personal File

**1) Introduction:** In order to enable the teachers to understand teaching learning process thoroughly they have to maintain the course and personal file. The course file mainly includes the learning outcomes and lesson plan, whereas the personal file reflects the academic and professional development and achievements of a faculty.

**2) Objectives:**

- 1.To Ensure curriculum delivery compliance.
- 2.To Ensure availability of academic assessment record.
- 3.To Ensure availability of personal information of the faculty.

**3) Contents of Course File**

Faculty should organize their academic document of allocated subject as per the following :

1. Index of course file
2. Institute and Department Vision Mission, and PEO
3. PO, PSO Statement
4. Syllabus copies of respective course
5. Academic Calendar
6. Roll List of the students
7. Class time Table and Individual Time Table
8. Course Objective and Course Outcome statements of respective course
9. CO – PO mapping
10. Lesson plan
11. Practical Plan
12. Attendance Record- Theory and practical
13. Unit Test / Prelim exam record - (Question Paper, Synoptic, Attendance Record, Marksheet, CO Attainment)
14. Practical Continuous Assessment & Evaluation and CO Attainment
15. Provisional Assessment Sheet
16. Remedial Teaching record
17. Final Assessment Sheet
18. Continuous Internal Evaluation Sheet (CIE)
19. Semester End Examination Sheet (SEE)
20. CO Attainment Direct (CIE + SEE)
21. Question Bank
22. University Exam Question papers of past exams
23. Teaching Notes.
24. Result analysis of last two years of same subject.

**Note:** - Above guidelines are indicative only, the teacher is at liberty to add any innovative practices.

#### **4) Contents of Personal File**

Faculty should organize their personal document as per the following :

1. Updated resume of teacher
2. Appointment order
3. Joining letter
4. Approval letter for the appointment by affiliating body
4. B. E., M. E., Ph. D. Marksheet / certificate
5. Original / Xerox copy of Certificates of STTP, FDP, workshop participation / Conduction.
6. List of Research papers, Books, Articles Published.
7. List of B. E. projects undertaken and T. E. seminars guided.
8. Subjects taught and their result analysis.
9. List of Mentees
10. Original / Xerox copies of Certificates of Membership of various academic institutes/professional bodies if any.
11. Certificates of Awards/medals received, if any.

**Dr.Neelkanth G.Nikam**  
**Principal**



<b>Document Number: GCOERC/PGL/05</b>	<b>Date: 07.02.2022</b>
<b>Title: Policy Guidelines for Activities under Institute Social Responsibility (ISR)</b>	
<b>Reference / Inputs:</b>	1. Academic Calendar
<b>Outcome of the Document</b>	1. Program Report

### A. Introduction:

Responsibility towards our society is a major personality aspect of human beings. Social activities help to incorporate moral, ethical and social values in students and staff at workplace as well as in the society. Such extracurricular activities built up holistic personality of students, which ultimately benefit the institute and society.

Main aim of the ISR is to inculcate social awareness, values and environmentally responsible behavior among students and staff through various social activities.

### B. Objectives:

<b>Objective</b>	<b>Measurement</b>	<b>Indicator</b>
To conduct various social activities under Institute Social Responsibility (ISR)	Number of activities conducted	Number
	Number of beneficiaries	Number

### C. Committee at institute level for ISR Activities:

Following are the committee members:

1. Chairman: Principal of Institute
2. Member Secretary: One of the Sr. faculty members
3. Member: One faculty & one Student from each department.



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**b) Frequency of meeting:** At least twice in a semester and also as & when required

**D. Functions and Responsibilities:**

- 1) To create awareness regarding social responsibility among student and staff
- 2) To arrange training/awareness programs for unprivileged school children, orphanage, old homage, etc.
- 3) To undertake activities, schemes for village development.
- 4) To plan and execute projects for physically challenged persons.
- 5) To plan activities to educate the society on use of electronic gadgets/I-pads/mobile apps etc as a part of the mission of digitization by involving our students.
- 6) To plan and execute donation drives in terms of kinds from student, staff and community members.
- 7) Visits to NGOs and initiating the various programs in association with them.

**Dr.Neelkanth G.Nikam**

**Principal**



<b>Document Number : GCOERC/PGL/06</b>	<b>Date: 07.02.2020</b>
<b>Title: Policy guidelines on student's discipline</b>	
<b>Reference / inputs:</b>	1. The grievances and acts of indiscipline by students. 2. Suggestions from the staff about appropriate disciplinary action.
<b>Outcome of the document</b>	1. Address all issues that are disruptive to the teaching and learning environment. 2. Provide constructive learning experiences for students.

### **Policy guidelines on student's discipline**

#### **1. Introduction:**

It is designed to provide constructive learning experiences for students with good behavioral standards. The primary purpose is to roll out consequences for unacceptable behavior. Students need to think about how their actions affect the other students, and how other students feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the students to be a more empathetic and social. They shall be with better understanding of the effects of their action and behavior that may have significant impact on the whole college community.

Such disciplinary measures will prompt the students to move from past mistakes and rethink on old habits and actions.

#### **2. Objectives :**

- a. To maintain discipline in students during the in-campus as well as out-campus activities.
- b. To address all issues those are disruptive to the teaching and learning environment.

#### **3. Role and responsibility of discipline committee:**

The responsibilities of discipline committee includes various activities like discussing importance of discipline with students, observing their behavior, correcting them whenever necessary etc. Which are described in detail hereunder.

The discipline committee at institute level shall comprise of:

- i. **Chairman** : Principal
- ii. **Member** : Head of Department
- iii. **Member** : Dean
- iv. **Member** : Warden of hostel (one each from boy's and girl's hostel)
- v. **Member secretary (Coordinator)** : A senior faculty appointed by the Principal.

#### **Roles and responsibilities of discipline committee**

1. To maintain a safe and orderly learning environment
2. To maintain discipline in campus as well as in the close proximity of outside campus.
3. To enquire about the acts of grievances and indiscipline by students



4. To suggest appropriate disciplinary action.
5. Counselling of the students for reporting in time, wearing proper uniform and maintain silence/discipline.

**4. Tenure:** One Year.

**5. Frequency of discipline committee meeting:**

The committee shall meet at least once in a semester, otherwise as and when an act of indiscipline by students will be reported.

**6. Quorum :**

The quorum shall be fifty percent, where the attendance of the chairman and the member secretary is mandatory.

**7. Awareness about discipline:**

- a) Formulation of standard code of conduct for students (Annexure-I).
- b) Explaining the importance of discipline to students.
- c) Instructions to students regarding standard behavior that institute expects.

**8. Corrective action in-case of misbehavior :**

The cases of misbehavior by students, to be reported by any faculty or staff member coming across it, in writing to the chairman of committee, narrating the incidence and the names of student involved in the acts of indiscipline.

The discipline committee shall inquire into the matter after interrogation of students and actions, if any, be communicated to the defaulter students.

**9. Rules to be followed by the student:**

- i. Students should be punctual in attending classes, practical and regular submission of assignment and projects. If their progress, conduct and attendance is not satisfactory, they will not be allowed to appear for the examination / placements.
- ii. Loitering in the college corridor or/campus or during the class or after lecture and practical is not permitted.
- iii. Students are expected to wear laundered, clean dress while attending the institute. On days specified by the institute, they shall follow a formal dress code.
- iv. Smoking, tobacco chewing, consumption of alcohol and use of 'drugs' are strictly prohibited in the premises of institute, hostel and the canteen. Students found guilty will be summarily expelled from the institute and handed over to the law enforcement authorities.
- v. Eating or drinking anywhere in the campus is strictly prohibited.
- vi. Student's mobile phones shall be switched off in the institute. In case they are found using mobiles; the same be confiscated.
- vii. Damage to the property of institute like tampering with fixtures, fittings, equipment, instruments, furniture, books, periodicals, walls, windows panes, vehicles etc., will be viewed seriously and is likely to result in recovery of the cost of damage and instant expulsion of the defaulting student/students from the institute, if necessary temporarily for a period of one week or permanently if damage cause is serious.





- viii. Ragging in any form within or outside the institute and hostels is totally banned. Incidence of ragging (if any) be reported to anti-ragging committee.
- ix. Students shall wear identity card issued by the institute on the campus.
- x. The authorized media of communication with the students of institute is the notice board. As such, the students are expected to read the notice board regularly. The institute shall not accept any responsibility for loss caused due to negligence of the students not for reading notice regularly displaced on the notice board.
- xi. Bicycles, scooters and other vehicles shall be parked only in the area provided for the purpose on their own responsibility. Motorcycle rider shall wear helmet while entering in the campus through entry gate.
- xii. The use of any verbal or non-verbal language or gestures that will rise to the level of disrespect will not be tolerated.
- xiii. Any student of the institute if expelled or debarred from the institute or his/ her name is struck off from the muster roll; amount paid by the student in any form to the institute shall stand forfeited.
- xiv. All students shall give name and address, mobile number of parents, local guardian to contact in emergency.
- xv. All students shall take prior permission in writing from the Principal for activities such as, any social, personal and cultural gathering festival meeting, exhibitions, sports etc.
- xvi. Students are liable to stick the disciplinary norms as established by each Department, library, canteen etc. Act of indiscipline in any part of campus will be dealt by discipline committee.

**Dr. Neelkanth G. Nikam**  
**Principal**



## Annexure- 6.1

### Code of conduct for student

1. The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline.
2. It is compulsory for every student is to maintain minimum 75% attendance separately for lectures, tutorials and/or practical conducted for each semester i term, failing the same the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the university / board.
3. It is compulsory for every student to wear his/her identity card and complete uniform within the campus.
4. Students are not permitted to possess or use mobile phones, pagers, walkman, discmans, ipods etc., inside the college campus.
5. Browsing is not allowed during lab hours. Staff and students are not allowed to misuse the internet facilities.
6. Ragging, consuming alcohol and smoking are strictly prohibited in the hostel and college campus.
7. No function/activity shall be arranged by the students in the hostel or college campus without prior permission from the Principal.
8. If the damage is caused to college property then the cost of damage will be charged to the students in addition to disciplinary action.
9. No student will be allowed to take active part in current politics.
10. No student should communicate any information or write about matters dealing with the college administration to the press.
11. It is the responsibility of the students to read the notice boards regularly for important announcements made by the college office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
12. Students must not loiter in the verandas, canteen, sit on the steps of porticos and stair cases during class hours.
13. Students driving two-wheelers should park their vehicles only in the student's parking area. The college will not be responsible for any loss of vehicles. Students are not permitted to ride on two-wheelers within the campus.
14. Under disciplinary action, the Principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
15. No money should be collected by students from their classmates without obtaining prior permission from the Principal.

**Secretary**

**Discipline Committee**

**Chairman**

**Discipline Committee.**



<b>Document Number: GCOERC/PGL/007</b>	<b>Date: 14.02.2020</b>
<b>Title: Policy guidelines for incubation, start-up &amp; entrepreneurship development cell.</b>	
<b>Reference / Inputs:</b>	<ol style="list-style-type: none"><li>1. Ministry of Education's Innovation Cell a GoI Initiative.</li><li>2. Institute Activity</li></ol>
<b>Outcome of the Document</b>	<ol style="list-style-type: none"><li>1. Student Innovations.</li><li>2. Student Entrepreneurs.</li></ol>

**Introduction:-**

Incubation, start-up & entrepreneurship development cell is established in the institute to motivate, guide and assist the students to cultivate & promote innovation, startup & entrepreneurial skills among them.

**Objectives:-**

- To identify & promote new innovative ideas from students with respect to product development/processes.
- To inculcate a culture of innovation driven entrepreneurship through student projects.
- To encourage the students to incubate their ideas by providing necessary guidance & facilities.
- To promote students for start-ups to commercialize the products / process developed by them.
- To assist the prospective student entrepreneurs for preparation of project reports.
- To develop technical, financial, and marketing skills to student entrepreneurs.

**Functions:-**

- To create an environment for student to come forward with innovative ideas.
- To create an ecosystem to incubate innovative ideas product/process development.
- To organize
  - Entrepreneurship awareness/development programmes,
  - Faculty development programmes
- Organize business plan competitions
- Arrange students-to-entrepreneurs "face to face" programmes.
- To assist them in starting industries of their own right from:
  - Product identification (PI)
  - Field survey, methods for marketing research
  - Creation and dissemination of new knowledge
  - Preparation of project report/business plan.
  - Participate in institution entrepreneur building efforts
  - Respond effectively to the emerging challenges and opportunities



GURU GOBIND SINGH FOUNDATION'S

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**Committee for Incubation, start-up & EDP Cell:-**

- |   |                                |
|---|--------------------------------|
| ✓ i) Principal                                | Chairman                       |
| ✓ ii) One of the senior faculty               | Member Secretary (Coordinator) |
| ✓ iii) Expert from outside                    | Advisor                        |
| ✓ iv) One faculty member from each department | Members                        |
| ✓ v) Two students from each department        | Members                        |

**Dr. Neelkanth G. Nikam**  
**Principal**

<b>Document Number: GCOERC/PGL/08</b>		<b>Date:14.02.2020</b>
<b>Title: Policy Guidelines on Faculty Development Initiatives</b>		
<b>Reference / Inputs:</b>	Requirement of <b>Faculty Development Initiative</b>	
<b>Outcome of the Document</b>	Faculty Development Policy	

### **1) Introduction:**

In the wake of globalization quality excellence and continued improvement in all walks of life have become a key word for success. This is more so in the area of education, and has been realized and implemented by GCOERC in all its academic initiatives. Faculties are the backbone of any educational institution hence the institutes have given its primary thrust on faculty development activities.

### **2) Aim and Objectives:**

Aim of this document is to provide the guidelines for effective planning and execution of faculty development activities. Based on this aim following are the objectives

#### **Objective**

- To enhance the skill and knowledge of faculty through participation and organization of faculty development initiatives.
- To promote the faculty to pursue research and higher education.

## **Faculty Development Initiative:**

Faculty Development Initiative could be broadly categorized as below:

- a) Pedagogical Initiatives.
- b) Acquisition of higher education.
- c) Continuous learning.
- d) Industrial Training.
- e) Consultancy
- f) Community Services.
- g) Involvement in Administration.
- h) Research and Publications

### **a) Pedagogical Initiatives :**

In the Pedagogical initiations the faculty will be provided training in teaching learning techniques, communicative skills and soft skills evaluation. faculty members are encouraged to participate in FDP/STTP/Workshop. conducted by University / AICTE / UGC/Institutes with the prior permission from higher authority.

The college shall depute faculty to participate in such programmes. However, while deputing faculty members care shall be exercised not to affect the working of college / Institute, by distributing the work of faculty members so deputed, to the rest of the faculty members.

### **b) Acquisition of higher qualifications :**

On occasions the faculties having adequate qualifications at different cadres are not available. It therefore becomes necessary to encourage faculty members having flair for teaching to acquire higher qualification. The faculty members considered and approved for higher qualification may be granted for study leave.

### **c) Industrial Training:**

The faculty members under professional colleges rarely get an occasion to have the latest live experience of processes and products in the industry / business. It is therefore essential for faculty to undergo training in industry business to make themselves familiar with the various practices and products.

Institute will depute at least 2 faculty from each department per academic year for industrial training of minimum duration of one week.

### **d) Consultancy:**

The faculty members will be encouraged to undertake consultancy projects received from individuals, industry, institutions, Community University, AICTE, UGC, DST etc. This endeavour will enable them to update and sharpen their knowledge and skills. The institute shall make available physical and human resources for such activities. The consultancy may be undertaken by one or a team of faculty and staff members,



without affecting the normal functioning of the Institute. The funds generated out of consultancy shall be shared among the institute and the staff.

**e) Community Services:**

Faculty members are encouraged to involve in community services. Thus students also get motivated to participate in community services. Such activities are undertaken through NSS, Student Association of different departments, ASTHA Forum, Rotrac club etc.

**f) Involvement in Administration:**

Each and every faculty member is required himself or herself to actively participate in administration of the college/institute, so that a sense of commitment and belonging is evolved in the faculty members. This will also benefit the faculty member in his / her grooming to undertake higher administrative responsibilities as he / she climbs up in the cadre. These activities may be conducting tests and examinations, making arrangements for tests and examinations, organizing social and cultural events, organizing sports, games, industrial visits, applying for grants and effective utilization of such grants, assisting students in filling their admission and examination forms etc.

**g) Publications:**

Faculty members are encouraged for Presentation and Publication of research papers.

**Faculty Development committee**

The faculty development initiatives shall be planned, monitored and implemented by a committee at the institute level. It shall have the following members.

**1. FDP Committee**

Principal	Chairman
Vice-Principal	Member
All Heads of Departments	Member
All Departmental Coordinators	Member
FDP Coordinator	Member Secretary



**2. The Tenure:**

The tenure of the Committee shall be for three years.

**3. Frequency of the Meetings :**

The Committees shall meet at least once in a semester.

**4. Quorum :**

The quorum shall be 50% of which the presence of the Chairman and Member Secretary is mandatory.

**5. Finance :**

Provision for finance for faculty development activities shall be done by applying to various funding agencies. Funds may be made available through appropriate budgetary provision in the institute budget.

**Dr.Neelkanth G. Nikam**  
**Principal**



<b>Document Number: GCOERC/PGL/09</b>	<b>Date: 14.02.2020</b>
<b>Title: Policy Guidelines for Rewards and Awards</b>	
<b>Reference / Inputs:</b>	1. List of topper students 2. Nomination from the students
<b>Outcome of the Document</b>	1. Rewards & Awards to the students

### 1. Introduction :

The Institute has been prompt and generous in recognizing, appreciating and encouraging the meritorious students towards excellence in curricular, co-curricular and extracurricular activities.

Trophies and Certificates (Annexure 09.1) are awarded to the students excelling in curricular, extra & co-curricular activities every academic year including to the best outgoing student.

### 2. Objectives :

- a) To motivate students to excel in their career, there by contribution to the cause of college.
- b) To appreciate their achievement from time to time.

### 3. Process:

Eligible students are identified by academic, cultural & sports committee for felicitation during annual function.

**Dr.Neelkanth G.Nikam**

**Principal**





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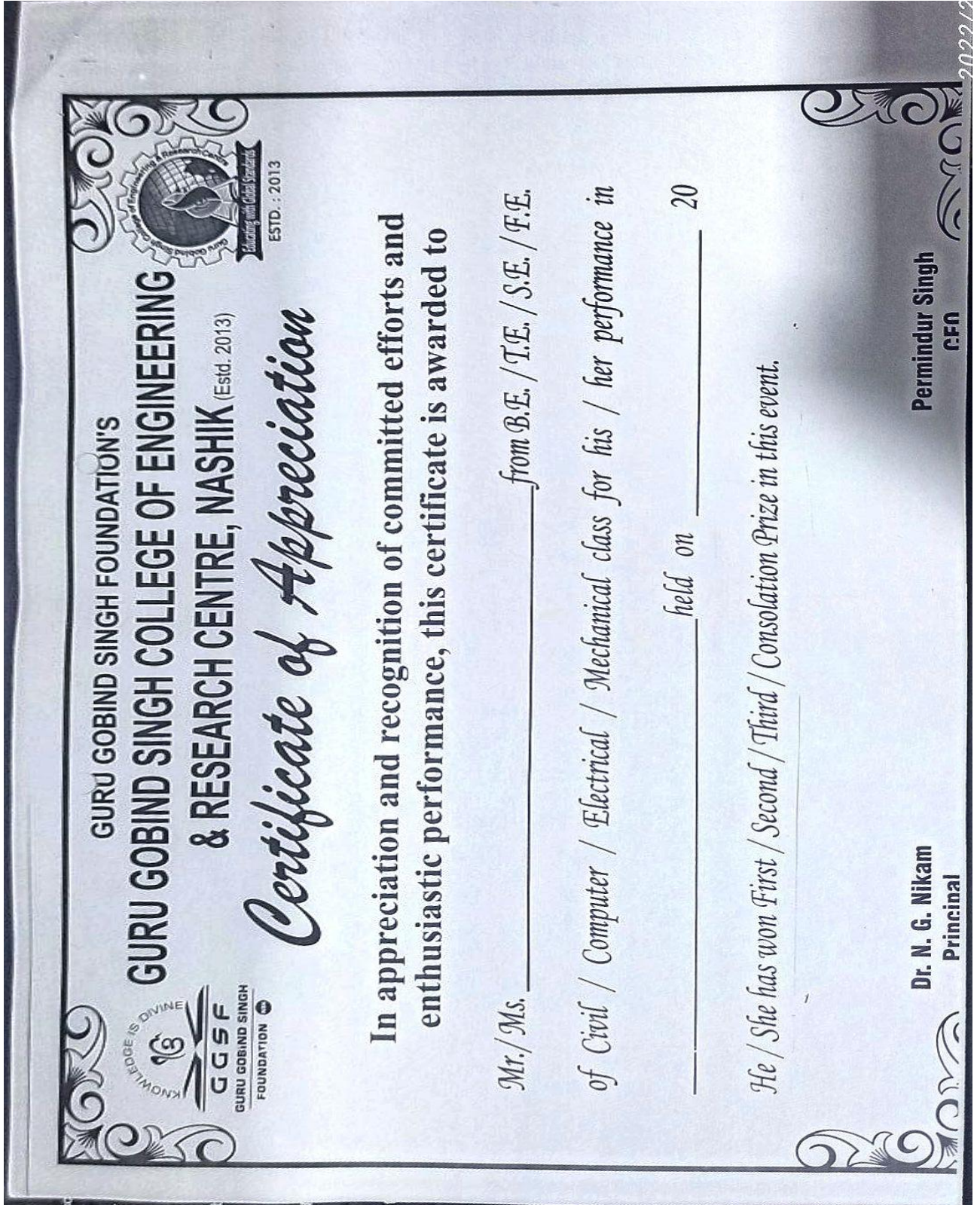
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Annexure 9.1



<b>Document Number: GCOERC/PGL/10</b>	<b>Date: 14.02.2020</b>
<b>Title: Policy guidelines for Publication of Technical Magazine.</b>	

**1. Introduction :**

Rich potential of creativity and talent is available in the members of faculty, staff and students. To give a prospect and to tap this hidden talent and make the same known to all, institute publishes its magazine “Techguru” every year and newsletter twice in a year. It includes scholarly, literary and professional dialogue amongst students, staff faculty and alumni.etc. It will give due recognition and publicity to the achievers.

**2. The Objectives:**

- a. To give the platform for showcasing technical & literary talent.
- b. To promote platform for discussion of topics of interest of students, staff and faculty.
- c. To circulate useful information to students, staff and faculty.
- d. To introduce and highlight achievers from institutes.
- e. To give a boost to different facets of the individuals & institutes.
- f. To provide recognition to the students, staff, faculty, parents, management for the good work they do by featuring them in the newsletter.

**3. Magazine & Newsletter committee:**

- a. **PATRON:** CEO, GGSF, Nashik.
- b. **CHAIRMAN:** Principal.
- c. **MEMBERS:**

<b>Faculty Members</b>	<b>Students Representatives-</b>
One chief editor	One editor
One editor	Two members from each department
One Co-editor	Two members from first year
Seven Members (teaching & non teaching, preferably at least one from each department/office)	

#### **4. RESPONSIBILITIES OF THE COMMITTEE:**

- a. Collection & Scrutiny of Contents
- b. Drafting & Editing
- c. Printing
- d. Circulation & Distribution of Magazine
  - i. To affiliated University (SPPU)
  - ii. To library for record.
  - iii. To all Departments of Institute
  - iv. To the members of Alumni Association
  - v. To all students of respective department.

#### **5. FREQUENCY OF THE MEETINGS OF THE COMMITTEE:**

The committee shall meet at least once in a month, or as & when required.

#### **6. PUBLICATION OF GCOERC MAGAZINE**

Title	Techguru Magazine
Issue	Yearwise
Frequency	Yearly (Jan- Dec)
Contents	<ol style="list-style-type: none"><li>1. Contribution by invitation</li><li>2. Important events of the quarter related to the institutes</li><li>3. Celebrations</li><li>4. Speech by eminent personalities, guest lecture</li><li>5. Seminars / Conferences / Workshops</li><li>6. Outbound / travelogue</li><li>7. Publications of the articles of the staff etc.</li><li>8. Student articles, poems, quote, humor, new venture, expressions, achievements, Sketches etc.</li><li>9. Photographs of the various events.</li></ol>

**Dr. Neelkanth G. Nikam**  
**Principal**





<b>Document Number: GCOERC/PGL/11</b>	<b>Date: 14.02.2020</b>
<b>Title: Policy Guideline for Grievance Redressal Committee</b>	
<b>Reference / Inputs:</b>	Grievance raised by stakeholders.
<b>Outcome of the Document</b>	Record of Action taken.

### 1. Introduction

A Grievance Redressal Committee is constituted to redress the grievances and complaints of the stakeholders (students, parents, faculty, staff, etc.). This committee review the complaint received and initiates the necessary actions. Stakeholders can submit their written/online complaints/suggestions which are then taken up to the committee for necessary discussion and actions. Women's grievance complaints will be forward to the WGC committee. All other grievances will be taken up by the Grievance Redressal Committee.

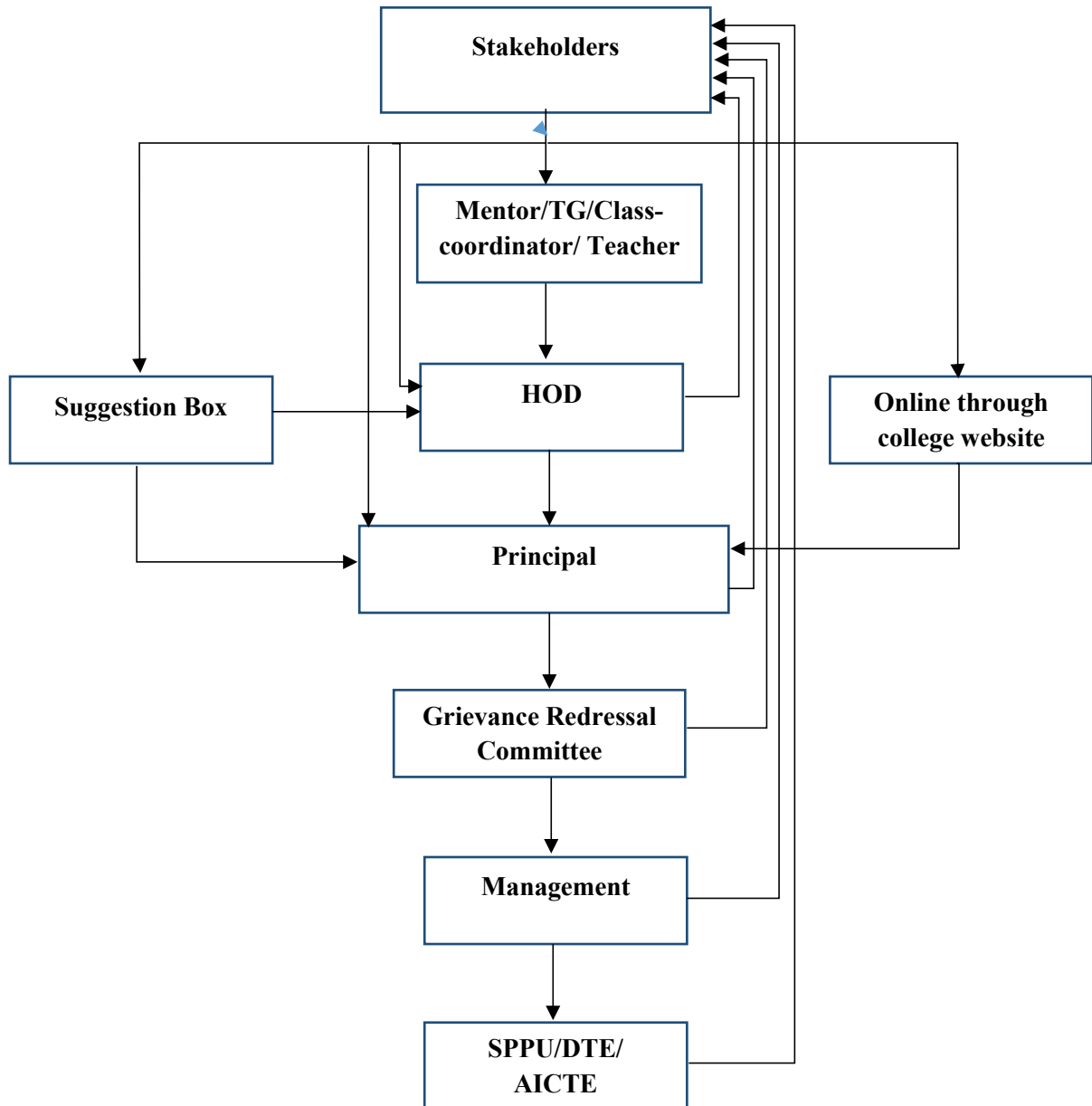
### 2. Objectives:

- To resolve the complaints
- To maintain the healthy working environment
- Initiate immediate actions for the received complaints

### 3. Functions:

- The function of the committee is to look into the complaints registered / received
- Anyone with a genuine grievance may approach the committee.
- In case the person is unwilling to appear in self, he/ she requested to submit grievances in writing through suggestion box or online through college website.
- The cases will be attended promptly on receipt of grievances from the stakeholders.
- The Grievance Redressal Committee will assure that the grievances resolved within time.
- The committee will review and investigate all cases and will prepare report and submit the same to the head of the institute.

#### 4. Grievance Flowchart:



#### 5. Grievance Redressal Procedure:

- i. An aggrieved stakeholder present his/her grievance verbally or in writing to the concerned Mentor/ TG/ Class-coordinator/ Teacher or directly to the head of the department or Principal. If he/she afraid to present grievance in person, then can put grievance in suggestion box available at every floor/department (which will be opened in first week of every month) or lodge online through college website.
- ii. The HOD/ Principal will try to resolve grievance at their level if feasible and inform to concern stakeholder otherwise forward the same to Grievance Redressal Committee.
- iii. Grievance Redressal Committee shall evaluate the case within 8 days after receipt.



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- iv. Chairman shall resolve the case in Grievance Redressal Committee meeting and communicate to concern.
- v. If the committee is unable to give feasible/acceptable solution then chairman of the committee will discuss with management and resolve the grievance and communicate to stakeholder.
- vi. If the grievance related to the competent authorities like affiliated university, DTE, AICTE, Management of GGSF may be referred to them for redressal.

#### **6. Grievance Redressal Committee :**

There shall be a Grievance Redressal Committee constituted at institute as below:

- |                          |                    |
|--------------------------|--------------------|
| 1. Principal             | – Chairman         |
| 2. Vice-Principal        | – Member           |
| 3. HOD (All Departments) | – Member           |
| 4. Registrar             | – Member           |
| 5. Senior faculty(1)     | – Member           |
| 6. Senior faculty(2)     | – Member-Secretary |

**Dr. Neelkanth G. Nikam**  
**Principal**



<b>Document Number: GCOERC/PGL/12</b>	<b>Date : 14.02.2020</b>
<b>Title: Policy Guidelines for Guest Lectures</b>	

### **1. Introduction:**

The experts from various industries and educational institutes are invited to deliver lectures on recent trends in engineering & technology, personality development, carrier opportunities etc. This activity is organized and conducted by respective Department.

### **2. Objectives:**

1. To upgrade knowledge and skill of students & faculties.
2. To excel the industry-academia relations by inviting experts from industries.

### **3. Steps for organizing Guest Lecture:**

1. Select the topic in line with curriculum gap and need.
2. Identify the expert speaker.
3. Obtain approval from competent authority.
4. Schedule, invite & conduct the expert lecture on identified topics.
5. Publicity before & after the event.
6. Collect the feedback from audience.
7. Prepare program report & submit to department.

### **4. Frequency:** As per academic calendar.

### **5. Format of Program Report and Feedback:**

Annexure- 12.1 & 12.2

**Dr. Neelkanth G.Nikam**

**Principal**

**Annexure : 12.1****Program Report on Completion of Expert Lecture**

<b>Title of Program</b>	
<b>Objective of Program</b>	
<b>PO Addressed</b>	
<b>Name of Resource Person</b>	
<b>Resource Person Post and Organization</b>	
<b>Date and Time of Program</b>	
<b>Venue</b>	
<b>Organised By</b>	
<b>Program In-Charge</b>	
<b>Target Student</b>	
<b>No of Students Present</b>	
<b>Program Approved by Principal/HOD</b>	
<b>Supporting Staff Member</b>	
<b>Photograph/Video Available</b>	
<b>Nature of Photo Submission (Soft/Hard) &amp; To whom</b>	
<b>Brief about the Program(Activity/Event)</b>	
<b>Name and Sign of Program In charge</b>	
<b>Signature of HOD</b>	
<b>Signature of Vice Principal</b>	
<b>Signature of Principal</b>	
<b>Remark if Any(for office use)</b>	

- List of Enl:-
1. Photos/Screenshots of the program.
  2. Attendance
  3. Feedback Analysis

**Annexure : 12.2****Feedback on Expert Lecture****Name of student:****Roll No:****Year:****Class:***(\*Minimum 3 Questions related with mapping POs)*

1) At what level Expert Lecture helps in developing software through modern Engineering Tools

3. Very Good       2. Good       1.Average 

2) At what level expert lecture help for functioning effectively on multidisciplinary teams?

3. Very Good       2. Good       1.Average 

3) At what level expert lecture help for need of independent life-long learning

3. Very Good       2. Good       1.Average 

4) Rate content delivered in Expert Lecture

3. Very Good       2. Good       1.Average 

5) At what level your doubts are resolved / answered by the expert?

3. Very Good       2. Good       1.Average 

6) How would you rate the overall Expert Session?

3. Very Good       2. Good       1.Average 

7) Would you like to attend such session in future?

Yes       No





<b>Document Number: GCOERC/PGL/13</b>		<b>Date: 14.02.2020</b>
<b>Title: Policy Guidelines for Industry visit</b>		
<b>Reference / Inputs:</b>	1. Curriculum 2. Curriculum Gap	
<b>Outcome of the Document:</b>	1. Visit Report & Feedback	

### **Introduction:**

Industry visit bridges the gap between theoretical learning and practical training. Students get an opportunity to gain knowledge about the field of their interest. Interfacing with the industry, provides a chance to build network and hone their skills. Industrial visit helps the students to learn about the various facets of the corporate functioning. The Head of the Departments (HoD's), Faculty in-charge of Industrial visit and students shall adhere to guidelines given below. Its compliance is ensured from the planning of industrial visit to the completion of visit.

### **Objectives:**

The objectives of industry visit is to adhere with PO's & PSO's of programme.

### **General Guidelines:**

#### **1. Before going to Industrial Visit:-**

- Industry visit shall be arranged according to the academic requirements as per the curriculum.
- The industries identified for visit shall be suitable to the specialization, academic requirements and relevant.
- Preferably one day visits shall be organized. In case of industrial tour of more than 2 days duration shall preferably be arranged during vacation.
- HoD's shall ensure that benefit of the visit is taken by maximum number of students.
- At-least two faculty members will accompany students. There shall be at least 1 lady faculty/staff accompanying if there are girls in the tour.



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- The Industry visit shall commence only after confirmation from industry and due permissions from Principal. The application for permission will be routed through HoD and Dean (Academics) well in advance. (Annexure 13.1)
- Transportation facility shall be arranged by institute.
- The students going on the visit shall produce parent consent letter and give in writing an undertaking as per attached format.(See Annexure 13.2).

## 2. **During Industrial Visit:-**

- Students must carry institute ID cards throughout the Industry visit.
- Students shall completely stay away going near to water bodies (rivers, swimming pool, boating place, water falls, etc.) and shall avoid dangerous places where the loss of life or there is high risk of accidents. This shall be strictly followed while taking selfies. Going to restricted areas and not following the instructions of the Group Leaders/Faculty in-charge will be treated as a serious disobedience.
- All students always need to be in the group during the entire duration of Industry visit till they return to the destination. There shall be no subgroups heading towards different cities or in different locations within the city. Subgroups might be permitted if there is need in the industry within the industry campus. In this regards faculty in-charge decision will be final.
- All safety norms as issued by industry should be strictly followed.
- Decision to abort the Industry visit for any student/group of students in case of illness or any unforeseen incidence during the Industry visit shall be dealt by Faculty in-charge.

## 3. **After Industrial Visit**

- A detailed report of the Industry visit shall be submitted by faculty in-charge within 08 days after completion of the Industry visit to concern authority as per prescribed format as attached herewith (See Annexure 13.3).

**Dr.Neelkanth G.Nikam**

**Principal**



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## Annexure 13.1

**Outward No. - GCOERC/OFF/20\_\_/\_/**

**Date: -**

**To,**

\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Permission for Site Visit of \_\_\_\_\_ Year(Branch) Students to  
\_\_\_\_\_ (Name of Plant/Site/Industry).

**Ref: .**

Respected Sir,

Guru Gobind Singh College of Engineering & Research Centre is deemed as the best upcoming Engineering College in Nashik. Established in the year 2013, the institute became the most preferred Engineering College among the upcoming engineering colleges in Nashik. Currently undergraduate courses in Computer Engineering, Civil Engineering, Electrical Engineering and Mechanical Engineering under Savitribai Phule Pune University are offered to aspiring engineering students.

The mission of the institute is to groom students into exceedingly employable engineering graduates and responsible citizens. This is accomplished by providing specialized training to bridge the gap between Industry and Academia.

As a part of curriculum and as a prerequisite to bridge the gap between industry and institute, students of \_\_\_\_\_ **Year (Branch)** would like to visit your industry/site. This visit will definitely prove to be beneficial to our students.

Thus we request you to kindly grant the permission to visit and cooperate.

Thanking you,

Yours faithfully,

**Principal  
GCOERC**

For further communication please contact (Name & Mobile no. of the Faculty In-charge)

**Annexure 13.2****Letter of Undertaking for Industrial Visit by Parents/ Guardians**

Date:

To,  
The Principal  
GOCERC, Nashik

**Subject:-** Submission of "Industrial Visit Undertaking"

Dear Sir,

I, Mr/Mrs./Ms. \_\_\_\_\_ Parents/Guardian  
of Mr./Ms. \_\_\_\_\_ Studying in \_\_\_\_\_ Year of \_\_\_\_\_ Dept.  
of your college, hereby voluntarily submitting the undertaking. I am aware that my ward is  
participating in the industrial visit at \_\_\_\_\_ (**Name of Plant/Site/Industry**)  
organized by the institute scheduled on \_\_\_\_\_ (Date of Visit) with my full  
acceptance.

I shall ensure that my ward shall abide by the college terms and conditions and shall  
obey the instructions of the faculty members who are accompanying the industrial tour. I also  
declare and confirm that the college will not be held responsible in the event of any accident/  
personal injuries involving my ward and take full responsibility of any damage to the  
property or accident/ personal injuries to the other person as a result of my ward's negligent  
act during the period of the tour.

Your's truly  
Parents/Gaurdian  
Mobile No \_\_\_\_\_

---

**UNDERTAKING BY STUDENT**

I, \_\_\_\_\_ S/o / D/o Mr./Mrs \_\_\_\_\_  
Student of \_\_\_\_\_ Department, GCOERC, hereby, declare that I am going on industrial visit  
at \_\_\_\_\_ (Name of Visit) on  
\_\_\_\_\_ (Date). I will cooperate with all my class mates and will follow all  
the set of instructions given by the faculty in-charge. I shall be responsible for any act of  
indiscipline or misbehaviour by me and shall abide by the action / decision taken by the  
faculty in-charge.

I will follow all the rules & regulations during the industrial visit.

Name & Signature of Student:- \_\_\_\_\_  
Roll No & Division:- \_\_\_\_\_  
Date:- \_\_\_\_\_



GURU GOBIND SINGH FOUNDATION'S

**GURU GOBIND SINGH COLLEGE OF ENGINEERING & RESEARCH CENTER**

APPROVED BY AICTE, GOVT. OF MAHARASHTRA & DTE MUMBAI, AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

NAAC ACCREDITATION FIRST CYCLE 'B+' WITH CGPA 2.72 IN APRIL 2019. DNV- GL CERTIFIED FOR ISO 9001:2015 STANDARDS



### Annexure 13.3

Title of Program	
Objective of Program	
PO Addressed	
Programme Specific Outcome (PSO's)	
Date of Program	
Venue	
Organized By	
Program In-Charge	
Program Approved by Principal/HOD	
Supporting Staff Member	
Name of Resource Person	
Attendance Available	
Nature of Evaluation Submission	
Brief about the Program (Activity/Event)	
Signature of Program In charge	
Signature of H.O.D.	
Signature of Academic Dean	
Signature of Principal	

#### List of Enl:-

1. Permission letter
2. Attendance
3. Photos
4. Feedback & PO Attainment
5. Thanking Letter



<b>Document Number: GCOERC/PGL/014</b>		<b>Date: 14.02.2020</b>	
<b>Title: Policy Guidelines for Guru Gobind Singh Foundation's Scholarship/ Freeship Scheme for Deserving Students.</b>			
<b>Reference / Inputs:</b>		1. Scholarship scheme of GGSF	
<b>Outcome of the Document</b>		1. Provided scholarship to economically weak but bright student so that no student will be deprived from education.	

## **Introduction –**

With humble beginnings in 1978, Guru Gobind Singh Foundation was formed by prominent and illustrious Sikh residents of Nashik, as worthy followers of the great saint soldier “Guru Gobind Singh”. The foundation set upon itself the aim of imparting high quality education with culture activities, ethics and social commitment to students.

Presently around 7000 students are studying in the three Institutes Guru Gobind Singh Public School, Guru Gobind Singh Polytechnic and Guru Gobind Singh College of Engineering & Research Centre.

## **Objectives:**

To identify talented and economically weaker students.

Support students keen desire to perceive higher education.

## **Resources:**

For the award of financial support funds shall be generated from following resources:

1. Guru Gobind Singh Foundation
2. Respective institutes under GGSF
3. Any individual from management, staff or society who wish to donate.

## **Selection procedure:**

1. Inviting applications from the students through the Principal of respective institute (Annexure 14.1).
2. All applications are scrutinized by the Principal of respective institutes.
3. Scrutinized applications are forwarded to the CEO of GGSF for approval from management.
4. Approvals are notified to the concerned students through the Principal.





## **Terms and Conditions**

**Scholarships are awarded to the students of the institutes under Guru Gobind Singh Foundation only for institute fees.**

The scholarship structure will be divided into three parts:

### **A) Students of Sikh Community:**

- Up to 50% of institutes fees as scholarship will be given to Sikh community students.
- Students who have single parent or single person earning in the family & that too with income less than Rs. 20,000/- per month only from salary and/or other sources.
- Students who scores more than 70% in final exam will be eligible for scholarship.

### **B) Students of Staff Member of School:**

- Up to 30% of institutes fees as scholarship will be given to the children of staff members who have completed minimum 5 years of service with the organization.
- The income of staff member should be less than Rs. 20,000/- per month only from salary and/or other sources.
- Staff member must be single person earning in the family or may be the single parent.
- Students who scores more than 80% in final exam will be eligible for scholarship.

### **C) Students of General Public:**

- Up to 20% of institutes fees as scholarship will be given to the children of General public members.
- Students who have single parent or single person earning in the family & that too less than Rs. 20,000/- per month only from salary and/or other sources.
- Students from school who scores more than 90% in final exam will be eligible for scholarship and those who are all clear in final exam from polytechnic & engineering will be eligible for scholarship.

## **Other Terms and Conditions:**

- Application must be made in proper application form (Annexure 14.1) for scholarship
- Scholarship will only be given for economically weaker students.
- Scholarship will be given to only one child of a family.
- Students/parents must not been involved in any act of misbehavior to the Principal/Management.
- The student has to apply for renewal of his/her scholarship in the beginning of every academic year after the declaration of results.
- It is desired that the student has to show good conduct and perform well in the examination.



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### **Note:**

- All scholarships are at discretion of management & should not be treated as right.
- Management reserves right to accept or reject any application without assigning any cause.
- This scholarship is applicable only for institute fees. (Bus fees is not applicable under this scholarship)

### **Management of the scholarship funds:**

The funds shall be managed by a committee constituting of following office bearers

1. **Chairman** :CEO of the Guru Gobind Singh Foundation, Nashik
2. **Member** :
  - i. Principal of Guru Gobind Singh Public School nominated by GGSF, Nashik
  - ii. Principal of Guru Gobind Singh Polytechnic nominated by GGSF, Nashik
  - iii. Principal of Guru Gobind Singh College of Engineering and Research Centre nominated by GGSF, Nashik
3. **Member Secretary:** Accountant nominated by GGSF, Nashik

### **Role and responsibilities of the committee:-**

1. To give wide publicity and invite applications for scholarships from needy and deserving students under Guru Gobind Singh Foundation during the period of admission
2. To compile and scrutinize the applications.
3. To make the list of economically weaker students and recommend the same for approval by management of the GGSF.
4. To consider and settle grievances of students if any, in the regular disbursement of scholarships.
5. To appeal potential donors for raising the funds for scholarships.

**Frequency of meetings:** Frequency of the meeting shall be at least once in a year or as and when required.

**Permindur Singh**  
**CEO GGSF**



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## Annexure 14.1

### Guru Gobind Singh Foundation

#### Scholarship Application Form for Academic Year: 20 / 20

Select the Category	Student of Sikh Community	Student of Staff Member	Students of General Public

#### 1. Full Name (in Block Letters):

First Name									
Middle Name									
Surname									

#### 2. Father's Name(in Block Letters):


#### 3. Mother's Name (in Block Letters):

--	--	--	--	--	--	--	--	--	--

#### 4. Corresponding Address:

House No.									
Building									
Street									
City									
District									
State									
Pin Code									
Tele Phone									
Mobile No.									

#### 5. Date of Birth:



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<b>D</b>	<b>D</b>		<b>M</b>	<b>M</b>		<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**6. Religion:**

--	--	--	--	--	--	--	--	--	--

**7. Details of course for which scholarship is being sought:**

<b>Class</b>	<b>Academic Year</b>	<b>Class last attended</b>	<b>Percentage obtained</b>

**8. For renewal of Scholarship:**

<b>Examination passed (Class)</b>	<b>Academic Year</b>	<b>Percentage obtained</b>

9. Annual income of Parents/Guardian of the student: Rs. \_\_\_\_\_

10. Details of Bank Account of Parents/Guardian

Name in Bank Account: \_\_\_\_\_

Name, branch & address of the bank: \_\_\_\_\_

Account Number:

--	--	--	--	--	--	--	--	--	--

11. Documents: To be enclosed with the application.

a) **Income declaration**

(Affidavit on non-judicial stamp paper) for self-employed parents/guardian.

b) **Salary slips of last 6 months or income proof of parents/guardian.**



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- c) **Bank statement of last six months in which the salary is being credited.**
- d) **Copies of education certificate of last class of student.**
- e) **Address & identity proof of parents.**

## **12. Declaration:**

**I hereby declare that information given above is correct. In case at any stage if found the information is false or if violate the terms and conditions of the scholarship, the scholarship sanctioned to my ward may be cancelled and the entire amount of scholarship will be refunded by me.**

**Date:**

**Place:**

**Signature**

<b>For Consideration</b>	<b>Recommended By</b>	<b>Approved / Not Approved</b>
<b>Principal</b>	<b>CEO</b>	<b>President / Secretary</b>



<b>Document Number: GCOERC/PGL/15</b>		<b>Date: 21.02.2020</b>	
<b>Title: Policy Guidelines for Internal Evaluation of Students</b>			
<b>Reference / Inputs:</b>		1. University syllabus 2. Academic calendar 3. Course coverage 4. Laboratory Manual	
<b>Outcome of the Document</b>		1. Unit test related schedule 2. Unit test question papers 3. Unit test attendance and evaluation records 4. Term work submitted by students 5. Practical / Assignment evaluation records 6. CO Attainment records	

### 1) Introduction:

The purpose of Evaluation and Examination is to assess student's attainment through the teaching and learning process. It is necessary to track the students progress during the learning phases. It is equally necessary to the authorities to assure that the work entrusted to its institutes being carried on satisfactorily and that the students studying there are receiving the right type of education and attaining the expected standards. Examinations are the normal means adopted for this purpose.

### 2) Objectives:

<b>Objective</b>	<b>Measurement</b>	<b>Indicator</b>
To assess the learning outcome of the student during the semester	To determine CO attainment through Unit test, Practical/Assignment	Level of attainment
To initiate actions for continual improvement	Number of actions taken to improve the PO attainment	Number of actions taken

### 3) Formation of Academic Committee at institute level:

Following are the details of the committee members:

- Principal – Chairman
- Academic Dean – Member Secretary
- One faculty from each department - Member





#### 4) Frequency, Quorum and Tenure of the committee :

**Frequency:** The committee shall meet at least twice in a semester.

**Quorum:** Shall be 50% of which presence of Chairman and Member Secretary is mandatory.

**Tenure** : Committee shall have tenure of one academic years or the Principal and Member Secretary will decide to be revised as and when required

#### 5) Process:

For smooth conduction of the internal examination, each department shall appoint a faculty as an in-charge for the internal examination.

##### I) Conducting Unit test:

1. In each semester, two unit tests are to be scheduled and conducted as per academic calendar
2. Total marks of the question paper will be 30/70 and or as decided by the Academic committee.
3. Subject teacher should set the test paper ensuring that the relevant CO (course outcomes) are covered in question paper.
4. Subject teacher should submit the copy of question paper, model answer and marking scheme script to the department examination incharge.
5. To ensure robustness departmental examination incharge will maintain all the question papers in his custody
6. Subject teacher should evaluate the answer sheets and declare the score preferably within 15 days. To ensure transparency, answer sheets to be discussed with students when demanded by the students.
7. Each subject teacher should prepare CO attainment sheet and submit the same to departmental examination incharge (Refer Annexure 15.1).
8. Record the results of class test in academic diary

##### II) Arrangements for Conducting the Class test:

1. Departmental examination incharge will prepare the Notice / Schedule for the examination and display on notice board and disseminated through electronic media like WhatsApp group.



2. Departmental examination incharge will circulate the information regarding the setting of question paper, invigilation duties and evaluation to concern faculty.
3. Departmental examination incharge will make arrangements for the printing of question papers from central examination office
4. Invigilators should be provided with roll list of the students for the attendance purpose and blank answer sheets.
5. Stationary record to be maintained by the examination incharge.
6. Departmental examination incharge will prepare the seating arrangement chart and will display prior to the examination as approved by HoD.

### **III) Continuous Assessment through laboratory work:**

- 1) The list of practicals along with relevant COs and lab manual to be made available to the students.
- 2) Conduct the experiment (While conducting the experiment ensure that 2-3 students will take at least one reading during the experimentation)
- 3) Each experiment to be assessed out of 10 Marks as per following guidelines:
  - a) 4 marks for cognitive knowledge about the experiment (write-up for the practical and attendance in related theory discussion).
  - b) 4 marks for psycho-motor skills like how he/she performed the experiment, recorded the readings and analyzed the obtained readings.
  - c) 2 marks for timely evaluation.
- 4) Maintain the records in academic diary and evaluate the CO attainment (Refer Annexure 15.1)
- 5) At the end of the semester, subject teacher should prepare the CO attainment sheet and record the same in academic diary.

### **VI) Final internal evaluation of term work:**

Final internal evaluation of term work to be done as per Annexure 15.2



## Annexure: 15.1

### Process for obtaining the Attainment of Course Outcomes

(Assessment processes used to gather the data for the evaluation of Course Outcome)

In the Outcome Based Education (OBE), assessment is done through one or more than one processes, carried out by the institution, that identify, collect, and prepare data to evaluate the achievement of Course Outcomes (CO's)

For CO Assessment Process's two methods used for assessment of course outcomes as:

#### **Direct methods and In-direct methods.**

Direct Methods display the student's knowledge and skills from their performance in the continuous internal assessment tests and laboratory assignments etc. These methods provide strong evidence of student learning shown in Table no: A

Table A: Direct Assessment Tools

<b>Assessment Tools</b>	<b>Assessment process</b>	<b>Responsibility</b>
Unit Test	Internal exam papers evaluated by the concerned faculty	Department/ Individual Faculty
Practical/Assignments	Practical/Assignment Evaluation done on performance basis	Department/ Individual Faculty

#### **Process for determining the CO attainment:**

Based on the performance of the students the assessments throughout the semester CO attainments calculated as explain:

Course Outcomes are narrower statements that describe what students expected to know, and be able to do at the end of each course. These relate to the skills, knowledge, and behavior that students acquire through the course.

The CO attainment levels are to be measure based on the results of the cumulative internal evaluations tools (CIE - Weightage 40%) and semester end external examination (SEE- Weightage 60%) conducted by the affiliating University. This is a form of direct measurement of attainment having weightage of 80%.

The Complete CIE and SEE assessment process is explain here by giving an example of course Mechatronics (Third Year Mechanical Engineering)

**Cumulative Internal Evaluations:**

For CIE assessment, unit tests and practical/assignment to be considered for every course included in the program

Following table (table B) summarizes the reforms taken during each academic year for the evaluation of CO attainment through CIE

Table B

Academic year	Tools Considered
2016-17	Practical/Assignments
2017-18	Unit Test – 1 & Practical/Assignments
2018-19 onwards	Unit Test – 1, Unit Test - 2 & Practical/Assignments

## A) Unit Test:

- 1) Paper set by the respective faculty by mapping of question with CO/CO's.
- 2) Answer sheets are evaluated
- 3) Mark sheet of unit test submitted by faculty department. The sample of unit test mark sheet is shown in Table C
- 4) The unit test mark sheet shows the CO attainments and it is calculated by formula:

$$\sum (\text{Marks Scored by Each student}) / (\text{Number of Students attempt Q1}) * 100$$

Note: Average marks scored by the students in respective question considered as CO attainment of respective question

**Dr.Neelkanth Nikam**

**Principal**



Table C: Unit test CO attainment

Guru Gobind Singh College of Engineering and Research Centre, Nashik														
CO Attainment- Unit Test-I										Max. Marks:				
Department:		Name of Teacher:						Academic Year:						
Name of Subject:		Class & Div:						Subject Code:						
Date of Test:								Date of Result:						
QUESTIONS	Q1	Q1	Q2	Q2	Q3	Q3	Q4	Q4	Q5	Q5	Q6	Q6	Max Marks	
Max. Marks Allotted:														
Unit No.:														
Mapped with Course Outcome:														
Average Percentage of Marks Scored:														
CO														
%Attainment CO-wise														
Roll No	Name of Student	Q1	Q1	Q2	Q2	Q3	Q3	Q4	Q4	Q5	Q5	Q6	Q6	Total Mark
<b>Total:</b>														
<b>Average:</b>														
<b>Average Percentage of Marks Scored:</b>														
<b>Maximum Marks Scored:</b>														
<b>Minimum Marks Scored:</b>														
<b>No. of Students Attempted a Question:</b>														







The CO attainment of course through CIE calculated by taking the average of considered tool in the percentage. The percentage then converted into the levels mentioned below.

Level 1: Below 40%

Level 2: 40% to 59.99%

Level 3: 60% and above

### Semester End Examination conducted by the University (SEE) –

The program is divided into four years First, Second, Third and Final Year and Semester End Examination has conducted by the affiliated university according to the years. End semester examination pattern of affiliated university for each year is mentioned in Table E

Table E: Marking Scheme of University Examination

Year	SEE Categories			
	Online/Insem Marking Scheme	Marking Scheme Endsem	Term wok	External Practical Examination
First year	Online	50	for selective subject and marking scheme is of 25/50	NA
Second Year	Online	50		for selective subject and marking scheme is of 50
Third Year	Insem	30		70
Fourth Year	Insem	30		70

After declaration of university results, course wise marks of each students are tabulated by considering the applicable criteria mentioned in table 3.2.1D. the summation of marks of all applicable criteria are converted in 100-point scale for calculating percentage. As attainment levels are set in percentage. The percentage is converted into the levels mentioned below.

Level 1: Below 40%

Level 2: 40% to 59.99%

Level 3: 60% and above

The sample for SEE of course Mechatronics is given in table F





<b>Document Number: GCOERC/PGL/16</b>	<b>Date: 21.02.2020</b>
<b>Title: Policy Guidelines for Library</b>	
<b>Reference / Inputs:</b>	<ol style="list-style-type: none"><li>1. university Syllabus</li><li>2. Competitive &amp; General Reading</li></ol>

### **1. Introduction:**

The library is the centre for learning materials and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the library to students through the orientation classes. The programs and services of the Library are geared towards implementing the vision of the institute with the specific objectives of meeting the educational needs of the students. The staff members of the library are committed to the following core values:

a) Excellence:

Library staff members are committed to the highest realistically achievable standards in their role and responsibilities. They are also committed to help and support teaching, non-teaching staff and students.

b) Integrity:

Library staff members are committed to the practice of ethical behaviour and ethical attitudes. They embrace the practice of high standards in their professional conduct and their personal interaction, which automatically disseminated down the line to other staff members and students.

c) Service:

Library staff members are committed to provide service to library users, & committed to the safety of the library resources.

d) Communication:

Clear communication is a vital part of provide any successful service. Staff are good communicators with library users, who may not be familiar with policies. Library staff communicates and inform about the events, and resources that are available.

The staff of the library works with the following objectives:

### **2. Objectives:**

1. To develop collections of books, journals, periodicals and other learning materials that support, enrich and satisfy the curriculum and research needs of the institute.
2. To encourage use of the library and its facilities by the students and faculty.
3. To aid and aware students, faculty and staff in the use of the library resources.

4. To create opportunities to collaborate, inform, and support staff and students.



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## 3. Library Rules

### 3.1 For Circulation

1. Library users must bring their ID card & must sign in the entry register while entering in the library.
2. Library facility is available to following :
  - a. Students & Faculty /Staff of the college
  - b. Faculty & staff members of the sister concerned Institutions
  - c. External guests, subject to an approval by the Principal.
3. No personal belonging including books are allowed inside the library.
4. Maximum number of books to be issued to the member is as below:
  - Student : Four books
  - Faculty members : Eight books
  - Non-Teaching Staff : Two books
5. Students will be issued books for a maximum period of 15 days. Overdue books will be charged as per rules in force.
6. The book-bank facility is available only for the regular students and for further details students may contact librarian.
7. The library reserves the right to recall back any issued book/document at any time even before the due date.
8. Users should verify the physical condition of the book/document during its issuing. They will be held responsible for any damage caused thereafter.
9. Scribbling/markings in the books, magazines, journals, and newspapers is not permitted.
10. Safe return of book/ document is the sole responsibility of user being lost or damaged he/she will have to be compensated by replacement or payment.
11. No material from the library should be taken out without prior permission.
12. Periodicals and Journals have to be referred in the Library as they are not to be issued on individual's name.
13. Request for usage of library resources by alumni of any other external student / public person will be considered case to case as & when approached.
14. Stealing or attempting to steal a library document or any of the library property is an offence and will attract appropriate disciplinary action.
15. The discretion/decision of the Principal, on any matter pertaining to the library services shall be final and will be binding on all library users.



### **3.2 For -Digital library**

1. Student should wear college I-Card/uniform to avail digital library facility and produce it, as and when asked by the library staff.
2. Digital library computers should be used for only for the purpose of educational and research activities.
3. Members should not share their internet access ID and passwords with other users.
4. Users should use computer resources in an effective, efficient, appropriate, ethical and legal manner.
5. Upon completion of their session users should logout the computer and should remove extraneous materials and papers before leaving.
6. Any violations of the above stated rules and regulations may results in banning of entry to library.

### **3.3 For Reprographic Facility:**

- a. Photocopying service is available to all members and external guests on nominal charges.
- b. All photocopying must comply with the Copyright Legislation
- c. Some material in Library cannot be photocopied because of copyright laws, unhealthy condition of book and donor restriction.
- d. The discretion/decision of the Principal, on pertaining to any matter on photocopy services will be final and binding on.

### **3.4 For Reading Room**

1. The reading room will remain open from 08:30 am to 05:30 pm. In addition during semester examinations working hours may be extended as per requirement.
2. Reading room facility is available for the regular as well as ex-students.
3. It is mandatory to sign entry register before entering reading room.
4. Student should display college I-card/uniform to avail reading room facility and produce it, as and when asked by the library staff.
5. All personal belongings should be deposited in property counter. They are advised not to leave cash and other valuable items in their belongings and library shall not take any responsibility for the same.
6. Strict silence, discipline and decorum should be maintained in the library.
7. Use of personal mobile phones/laptops is allowed only for the educational purpose.
8. Handle all the library property carefully to avoid damage.
9. Beverages and eatables are not allowed inside the library.



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10. Request for usage of library resources by alumni of any other external student / public person will be consider case to case as & when approached.
11. Suggestions on all aspects of the library services are highly appreciated.
12. Violation of any of these rules and regulations will lead to disciplinary action.
13. The discretion/decision of the Principal, on all matter concerning library is binding to all users.
14. Follow rules of Circulation room & digital library displayed separately while using these facilities.

### **3.5 For Misuse/ Loss of library resources:**

Library is an asset which has to be used carefully and developed for use of its member in future. As such causing damage or loss to the books, periodical and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

- i. To recover the market price of the books / periodicals and such other library property along with suitable fine as decided by the head of institution.
- ii. Suspension of membership temporarily or permanently.

### **4. Library committee:**

The library committee at college level shall comprise of:

- i. Chairman : Principal
- ii Member : Academic Dean, one faculty one student representative from each department
- iii. Member Secretary: Librarian-convener

### **5. Role and responsibility of the Library committee:**

1. To prepare annual budget estimates for library and submit the same for approval of the principal.
2. To decide priority and procurement of books, periodicals and relevant library resources and complying its quantity for purchase.
3. To organize annual stock verification and submit the report to a principal by the end of June every year.
4. To ensure proper upkeep and maintenance of the library.
5. To compile books required for binding and arrange to give them to the binder in the month of May/June every year.
6. To remove from the shelf outdated and unserviceable books if any and proposed for writing off such books at least once in two years



7. To propose action against misuse of library facilities, such as theft, damage, loss of library facilities



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8. To take surprise visit to the library and make a report to the principal to ensure proper functioning of the library.
9. To arrange to keep the library open beyond normal working hours on demand from the members promptly
10. To inspect and remove from the shelf-books and such other resources, if they have not been used at least once in a period of two years
11. To install safety gadgets in the library such as fire extinguisher, close circuit camera etc.
12. Make such recommendations as are necessary for efficient and safe use of library to satisfy its member
13. To ensure issue/removal of membership cards to the members within one month from the date of reopening of the college/institute
14. To ensure provision of safe drinking water, ventilation, lighting and seating arrangements and ambiance so that users are satisfied in the use of library

**6. Frequency of the meeting:** At least twice in semester.

**7. Tenure of the committee:** The tenure of the committee shall be for two years.

**Dr. Neelkanth .G. Nikam**  
**Principal**

-+

<b>Document Number: GCOERC/PGL/17</b>		<b>Date: 21.02.2020</b>	
<b>Title: Policy Guidelines for Remedial Classes.</b>			
<b>Reference / Inputs:</b>		1. Result analysis. 2. University examination schedule. 3. Workload of the teachers.	
<b>Outcome of the Document:</b>		1. Remedial class notice. 2. Remedial class time table. 3. Remedial class attendance.	

### 01) Introduction:

The students admitted to the institute come from different linguistic backgrounds. This causes barriers in their teaching and learning communication. To take care of such students or slow learners and to facilitate their learning process, remedial classes are arranged to build their confidence and come out as effective engineers / technicians/professionals.

Remedial Measure is a pro-active learning technique designed to prepare students to the level of skill and knowledge competency expected as per curriculum.

### 02) Aim and Objectives:

- a) To focus attention towards a slow learner by proper guidance.
- b) To improve the academic performance of the learner.

### 03) Remedial class procedure:

- i) Identification of students: Through result analysis class coordinator shall identify subject-wise list of weak students.
- ii) Allotment of faculty: Head of the department will allot the specialized faculty for conducting the remedial classes.
- iii) Classes can be arranged on Saturday or as per the convenience of the student and faculty referring to his/her workload.
- iv) Proper circulars clearly mentioning name of the subject, name of the faculty, time table and class room number etc. shall be notified to the students.
- v) Respective subject Teacher will conduct the classes as per the schedule and report it to the head of the department.

**04) Output of remedial classes:**

The output of remedial classes shall be mentioned in the tabular form as follows, after analysis of the result of examination by affiliating University.

Sr. No	Name of subject	Name and Designation of Teacher	Class and Year	Total No. of Students appeared	No. of students passed in SEE	% of improvement	Remark
1.							
2.							
3.							
4.							

**05) Feedback from Students:**

After conclusion of remedial classes feedback should be obtained from the students in the following format.

- a) Was teaching satisfactory? : Yes / No
- b) Are you satisfied with the contents? : Yes / No
- c) Are the number of classes planned sufficient? : Yes / No
- d) Timing and duration was convenient? : Yes / No
- e) Do you expect improvement in the forthcoming exam? : Yes / No
- f) Any other comment

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**Dr. Neelkanth G. Nikam**

**Principal**



<b>Document Number: GCOERC/PGL/18</b>	<b>Date:28.02.2020</b>
<b>Title: Policy Guidelines for Building Records &amp; Construction Activities.</b>	

**A) Structure of the committee :**

- I.** Chairman: Executive Director, GGSF.
- II. Members :**
  - a) Principal : Member Secretary
  - b) Two senior faculty members preferably those having knowledge of building construction & vice principal administration
  - c) Maintenance supervisor of the institute/campus

**B) Duties and responsibilities of the committee :**

- a.** To keep updated records of land, available with the institute such as 7/12 abstract, N.A. order, demarcation drawings.
- b.** To keep all record of existing building such as plan approved by the competent authorities (both blue print and small scale line plans ) showing room wise function ,size are ,room label as required for AICTE reports etc.
- c.** To keep details of required carpet / built up area, for all existing courses or as per AICTE norms, with respect to instructional, administrative and amenities.
- d.** To work out details of additional area required for proposed new courses or additional intake as and when required & preparing its appropriate estimate.
- e.** To collect and comply details about modifications / changes to be made in existing building so as take care of change in norms (if any) by AICTE with respect building.
- f.** To collect and comply details of construction within existing building like partition walls, platforms, machine foundations, furniture's etc. as per the need for budget provision.
- g.** To collect and comply all details about yearly maintenance works like colouring, plumbing etc. Along with estimate for making budgetary provision.
- h.** The committee will also keep the continuous follow up with respect to all above construction activities so as to complete the same in time.

**C) Frequency of the meeting :**

The committee shall meet at least 2 time in a year and more frequently if necessary and maintain proper records of such meetings.

**Permindur Singh**  
**CEO, GGSF.**



<b>Document Number: GCOERC/PGL/19</b>	<b>Date: 28/02/2020</b>
<b>Title: Policy Guidelines for Student Feedback.</b>	
<b>Reference / Inputs:</b>	<ol style="list-style-type: none"><li>1. Roll list of the students</li><li>2. Student attendance</li><li>3. Feedback form</li></ol>
<b>Outcome of the Document</b>	<ol style="list-style-type: none"><li>1. Feedback analysis</li><li>2. Action taken report</li></ol>

### 1. Introduction :

Institute obtains the feedback on academics and related service to ensure improvements in its academic processes. Guru Gobind Singh College of Engineering & Research Centre believes in its core values hence takes the feedback as a means of enhancing the teaching learning and its services to the student. Besides the formal process of obtaining the feedback institute also allows to put their suggestion through the suggestion box.

This policy articulates the process of collecting, analyzing and using the student feedback for identifying the improvement areas.

### 2. Objective:

- A. To enhance the teaching learning process & facilities.
- B. To improve students satisfaction.

### 3. Steps for collecting Student Feedback :

Two types of feedbacks are taken as - a. Teaching learning, b. Institutional services.

- 1) Prepare a student feedback questionnaire.
- 2) Rating the questions in the 5 point scale.
- 3) Feedback can be obtained through ERP or and as hard copy filled and submitted by students
- 4) Students may give the feedback through suggestion box.
- 5) Collect, analyze & maintain the feedback responses along with action taken report.



#### **4. Responsibilities :**

##### **Students have a responsibility to:**

- a) Contribute constructive, honest and thoughtful feedback.
- b) Provide feedback, which is not derogatory or vindictive.
- c) Recognizing their role for contributing toward improvements in teaching and learning process

##### **Teachers have a responsibility to:**

- a) Provide information, guidance and support to students to enhance their learning.
- b) To take appropriate actions after receiving the feedback analysis

#### **5. Frequency of feedback :**

Once in a Semester.

#### **6. Feedback format :**

Refer Annexure 19.1 & 19.2 for the format of student feedback. Three different formats are suggested and feedback to be obtained using all these formats.

**Dr. Neelkanth G. Nikam**  
**Principal**





**Annexure : 19.1**

**STUDENTS FEEDBACK FORM**

**Guru Gobind Singh College of Engineering and Research Centre, Nashik**  
**Student's Feedback Report (Mid Term)**

<b>Academic Year:</b>	<b>Programme:</b>	<b>Year &amp; Div:</b>
-----------------------	-------------------	------------------------

Rate the teaching-learning process parameters of mentioned subject:

- Very Poor: 1
- Poor: 2
- Average: 3
- Good: 4
- Excellent: 5

S. N.	Question	Rating									
	<b>Name of Subject</b>										
	<b>Th/Pr</b>										
	<b>Name of Teacher</b>										
1.	<b>Regularity in class conduction</b>										
2.	<b>Delivery of course content</b>										
3.	<b>Teaching methodologies used for understanding concepts</b>										
4.	<b>Understanding of course objective</b>										
5.	<b>Overall command on class and subject</b>										
6.	<b>Effectiveness in meeting the course outline</b>										
7.	<b>Clarity given in evaluation format</b>										
8.	<b>At what level Course meets the expectation</b>										
9.	<b>Strength of Teacher</b>										
10.	<b>Weakness of Teacher</b>										
11.	<b>Improvement Area</b>										



**Guru Gobind Singh College of Engineering and Research Centre, Nashik**  
**Student's Feedback Report (Mid Term)- Through ERP**

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of: (a) Technical content/course content (b) Communication skills (c) Use of teaching aids (ICT, PPT)					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill (i) Practical demonstration (ii) Hands on training (iii) Case Study / Other					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to Students					



**Annexure : 19.2**

**Guru Gobind Singh College of Engineering and Research Centre, Nashik  
 Student's Feedback Report (Mid Term) – Institute**

Academic Year:	Programme:	Year & Div:
----------------	------------	-------------

Rate the teaching-learning process parameters of mentioned subject:

- Very Poor: 1
- Poor: 2
- Average: 3
- Good: 4
- Excellent: 5

S. N.	Question	Excellent	Good	Average	Poor	Very Poor	Remark if any
1	Laboratory Equipment and Training						
2	Library						
3	Play Ground & Sport Activities						
4	Canteen						
5	Internet Facility						
6	Assessment of Examinations						
7	Co-curricular & Extra- curricular activities						
8	Motivational Activities						
9	Training and Placement Support						
10	Handling of Grievances of the Students						
11	Safety and Security of the Students						
12	Gender Equality Promotions						
13	Campus Environment and Cleanness						
14	Teaching Quality						
15	Public perception about the Institute						
16	Overall Ranking of the Institute						
17	At what level Digital India is Promoted						
18	Any Suggestions for Review and Design of Syllabus for Further Recommendations:						



<b>Document No : GCOERC/PGL/20</b>	<b>Date: 28.02.2020</b>
<b>Title: Policy Document for Mentoring</b>	

## 1. Introduction:

The term “mentoring” is used widely to seek out a mentor. Mentors (Faculty) are helpers. They are instrumental in building the self confidence and achieve excellence in performance

A mentoring scheme offers an opportunity to recognize and reward many of the outstanding students. An effective mentoring needs trust, confidentiality, non judgmental interactions, and mutual respect.

Mentoring can lead to more effective teaching, a college atmosphere that encourages professional growth, a celebration of success and a comfortable transition of students.

## 2. Objectives of Mentoring :

- a) Identify students personnel information with regards to their strength, weakness, achievement.
- b) Facilitate learning and speedier adaptation in the new environment by the Mentee (Student).
- c) Increased connectivity, caring & managing interpersonal relationship
- d) Nurture confidence, potential & encourage mentee to set goals and achieve these goals
- e) Encouraging him to generate alternatives for dealing with his problems and prepare an action plan.

## 5. Frequency of Mentoring:

It is advisable for the mentor to meet the Mentee regularly on weekly basis by making provision in the time table. The mentee may meet the mentor as and when he/she needs counseling, help support.

## 6. Mentoring Group :

One faculty may be assigned a group of students. Faculty is expected to maintain a record for each student. Any faculty once assigned with a group of mentee (from SE onwards) will be the mentor till the mentee pass out from the institute.

## 7. Process:

- a. To facilitate the process of learning and to motivate the mentee to achieve the goals, the mentor may discharge his responsibility within the parameters mentioned below:
  - i. Maintaining confidentiality
  - ii. Being accessible



- iii. Listening actively to the mentee
- iv. Motivating and supporting the mentee to achieve their goals
- v. Ensuring a professional relationship
- vi. Acting as a role model.
- vii. Encourage creativity

b. Proposed Methods/Ways to be adopted while mentoring:

Adopt any one of following methods while mentoring:

- i. Counseling and personal caring
- ii. Motivating & encouraging to participate in sport activities to channelize the strength in a healthy way
- iii. Motivating & encouraging to participate in cultural activities to showcase creative talent
- iv. Motivating & encouraging to participate in debates
- v. Motivating & encouraging to participate in quiz competition
- vi. Motivating & encouraging to participate in Language skill development workshop
- vii. Motivating & encouraging to participate in Group discussion
- viii. Motivating & encouraging to participate in case studies, lab practices and technical analysis activities
- ix. Encourage reading habit
- x. Peer counseling
- xi. E-learning facilities
- xii. Motivation to watch TV (News and Business channels) and
- xiii. Provide anchoring opportunities during events organized in the institute.

c. Informal and formal observations and documentation.

**11. Mentoring Committee: (Institute level )**

- |   |                    |
|---|--------------------|
| 1. Principal                                | - Chairman         |
| 2. Vice Principal/Academic Dean             | - Member           |
| 3. Head of Department's                     | - Member           |
| 4. Sr. Faculty of Department                | - Member           |
| 5. Mentoring Coordinator of Department      | - Member           |
| 6. Institute level Mentoring Co-coordinator | - Member Secretary |

**12. Frequency of the meeting of Mentoring Committee:**

The **mentoring Committee** shall meet once in a Semester.



<b>Document Number: GCOERC/PGL/21</b>		<b>Date:28.02.2020</b>
<b>Title: Policy Document for Research and Development Cell</b>		
<b>Reference / Inputs:</b>	1. Activity list	
<b>Outcome of the Document</b>	1. Program report	

**1) Introduction:**

Guru Gobind Singh College of Engineering and Research Centre, Nashik is one of the reputed engineering college in the state of Maharashtra. It has very strong Industry Institute Partnership Cell for skilling the students on various value addition courses.

The institute encourages the faculty and students for new ideas and innovations in technology and science. It also motivates them to develop the useful materials, devices, processes, and other intellectual property, some of which may have potential commercial value.

**2) Aim and Objectives:**

Main aim of this policy document is to provide the guidelines for research and development. Based on this aim following are the objectives

- To provide guideline for drafting and submitting project proposals under various government schemes and individual projects.
- To develop awareness of IPR among the faculties and students about IP.
- To provide every possible support to filing the patents.

**3) Committee at institute level for Research and Development Cell :**

Chairman	-	Principal
Member	-	Vice –Principal (Academic)
Member	-	All HOD
Member	-	Staff Co-Ordinator (from each department)
Member	-	Staff Co-Ordinator (BSE)
Member Secretary	-	One of the senior faculty





#### **4) Frequency, Quorum and Tenure of the Committee:**

- a) **Frequency:** The committee shall meet at least once in a semester.
- b) **Quorum:** Shall be 50% of which presence of Chairman and member secretary is mandatory.
- c) **Tenure:** Committee shall have tenure of one academic years or the Principal and Member Secretary will decide to be revised as and when required.

#### **5) Process for Research Project Proposal**

##### **5.1 Research project proposals with funding from institute**

- a. Few innovative and useful to institute research proposals may be submitted by the faculty to HOD for approval of the budget from the principal and management.

##### **5.2 Research project proposals for grant from various funding agencies:**

- a. Faculty will select suitable government schemes announced by various funding agencies such as, DST, ISTE, AICTE etc. for submitting the research proposal prepared in consultation with HoD and Principal.

#### **6) Process for Patent Filing**

- a. The inventor's innovative idea will be assessed by IPR cell of the institute for the suitability of the innovation. This will be forwarded to IP consultant for further scrutiny and processing.
- b. After the assessment by IP consultant, Invention Disclosure Form and undertaking form (Annexure 21.1 & Annexure 21.2) will be submitted to R & D cell through respective head of the department.
- c. The inventor and applicant shall also bear the expenses for drafting and filing the IP application.

##### **6.1 IP Ownership**

- a. Guru Gobind Singh College of Engineering and Research Centre, Nashik would hold the ownership rights when the IP is developed by the students, faculty, staff, or any external personnel not related to GCOERC by using the funds or facilities available with the institute.
- b. In case when an IP is developed as a part of work that has been funded by external agencies or consultancy, then a joint ownership must be established with proper rights to license the innovation.
- c. Also, Guru Gobind Singh College of Engineering and Research Centre, Nashik reserves the



GURU GOBIND SINGH FOUNDATION'S

**GURU GOBIND SINGH COLLEGE OF ENGINEERING & RESEARCH CENTER**

APPROVED BY AICTE, GOVT. OF MAHARASHTRA & DTE MUMBAI, AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

NAAC ACCREDITATION FIRST CYCLE 'B+' WITH CGPA 2.72 IN APRIL 2019, DNV- GL CERTIFIED FOR ISO 9001:2015 STANDARDS



right to use the IP for academic purposes.

## **6.2 Conflict of Interest and Jurisdiction**

It is the responsibility of the inventors to disclose any conflict of interest or potential conflict of interest prior to applying for assessment to the institute's committee. In all circumstances, the decision taken by the institute would be final and enduring by all. All the agreements or contracts signed by Guru Gobind Singh College of Engineering and Research Centre, Nashik will be under the Nashik, Maharashtra jurisdiction.

**Dr. Neelkanth G. Nikam**  
**Principal**



## Annexure : 21.1

### INVENTION DISCLOSURE FORM

**Note: The Questions with \* should be answered and others are optional.**

1. **Name of the Inventor(s)\*:**
2. **Affiliation/branch:**
3. **Address and Citizenship of the Inventor(s)\*:**
4. **Title of the Invention (Optional):**
5. **Problem Solved by the invention\*:** *Describe the unmet need/problems in the current solutions and the problem that this invention solves.*
6. **Brief Description of the Invention\*:** *Describe the invention in general terms: What does it do? And how does it do?*
7. **Detailed Description of the Invention (Optional):**
8. **Diagrams/Figures (Optional):** Provide figures showing all the components of your invention.
9. **Literature or Prior arts (If Any-Optional):**



GURU GOBIND SINGH FOUNDATION'S

**GURU GOBIND SINGH COLLEGE OF ENGINEERING & RESEARCH CENTER**

APPROVED BY AICTE, GOVT. OF MAHARASHTRA & DTE MUMBAI, AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

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## Annexure : 21.2

### UNDERTAKING

I /We the undersigned, hereby certify that the Work \_\_\_\_\_ has been undertaken by the undersigned at Guru Gobind Singh College of Engineering and Research Centre, Nashik, making use of significant use of Guru Gobind Singh College of Engineering and Research Centre, Nashik resources.

I/ We hereby agree to abide by the provision of the intellectual property policy of the Guru Gobind Singh College of Engineering and Research Centre, Nashik.

Signature(s):

Name:

Address:



<b>Document Number: GCOERC/PGL/22</b>	<b>Date: 28.02.2020</b>
<b>Title: Policy Guideline for Final Year Project</b>	

### 1. Introduction:

In fulfillment of the requirements for the award of a bachelor's degree of engineering under affiliating university. The final year students are required to complete the project work in seven and eight semesters of the program. As, project should complete in two semesters and it is expected that 40% project work should complete in SEM-I and remaining 60% in SEM-II of the final year. The evaluation of the project is based on the guidelines given by the affiliated university. After completion of the project work all project groups have to prepare a project report as per the guidelines given by the affiliating university.

### 2. Objectives of Final Year Project:

1. To apply the knowledge & skills to solve engineering problems.
2. To create prototype/model/simulation by applying project based learning
3. To inculcate skills like teamwork, communication, cooperation, coordination, report writing etc. through project work.

### 3. Learning Outcomes:

#### **Upon completing project, students are able to:**

1. Develop idea using existing knowledge and skills and identify appropriate technique.
2. Plan & execute the project work.
3. Communicate the findings effectively through report writing, oral presentation and technical publication.
4. Interpret results from the analysis of data and formulate solutions to engineering problems with respect to the project topic.
5. Identify findings, conclusion and future scope with respect to project work.



#### 4. Types of Project:

1. **Product Development:** students are required to use the knowledge of engineering for the solution of problems/development of models by considering the industrial, environmental, safety, social issues.
2. **Industrial Project:** Studies relevant to the needs of research and/or industrial problems that can be studied to improve existing processes or systems.
3. **Software / Database Development:** The development of computer literacy programming, software improvements for innovations, and the production of models, designs, systems, etc. according to engineering disciplines.
4. **Research/ Innovation:** Research on a specific topic in the field of engineering. Students are required to use theory, collect data and process them using appropriate analytical methods such as statistical analysis.
5. **Case Study:** Specialized engineering studies, in which students are required to identify and solve problems, analyse data and recommend solutions to problems in the form of a framework and/or an action plan.

#### 5. Steps for Final Year Project Completion

1. Identify probable group leaders based on academic performance.
2. Notice regarding group formation along with group leader name is circulated.
3. Group leaders have to form their own group. (Group size 3-5)
4. Identify the project topic based on -
  - A) Students own idea
  - B) As suggested by faculty.
  - C) Industrial problem.
5. Discuss topics/ ideas with faculty member as per their specialization.
6. Presentation on identified topics in front of faculty members of the department.
7. Finalization of the topic and allocation of guide to respective group.
8. Submission of synopsis on selected topics in a given format. (Annexure - 22.1 )
9. Evaluation: Two review presentations per semester. (Annexure - 22.2)
10. Report writing - Submission of rough draft & then final report.
11. Assessment at the end of semester as per the guideline of affiliating university.
12. The continuous monitoring is done by respective guides.





## **6. Change of Guide**

Students are not encouraged to arbitrarily change guides. Head of Department may allow the change of guide on the request of existing guide/student.

## **7. Change of Project Topic**

Students are also not encouraged to change their project topic once it is approved. In case the project group wants to change the topic then they have to take the permission from the concerned guide and approval from the Head of department.

## **8. Utilization of Laboratory**

For use of laboratories, seek prior written permission from the concerned incharge. The written permission must be endorsed by the guide and approved by the lab incharge and HOD.

## **9. Submission of Hard-bound Final Report**

The student must prepare the hard-bound copies of the Final Report at the end of the semester. All hard-bound copies of the final report must comply with the university's project writing guidelines and must be verified by the guide. The project group should submit two copies of the final project report to the department (for the Guide and the Library) and one copy for each individual.

**Dr. Neelkanth G. Nikam**  
**Principal**



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## Annexure 22.1

Department of “\_\_\_\_\_”

Academic Year:

### Project Synopsis

**Title:**

**Group No:**

**Category: Sponsored/ Non sponsored : (If Sponsored: Certificate by the Industry)**

**Name of Project Guide:**

**Name of Projectee:**

**Introduction:**

**Problem Statement:**

**Objective:**

**Methodology:**

**Expected Date of Completion of Project:**

**Guide Sign**

**Project Coordinator**

**HOD**

**Guru Gobind Singh College of Engineering and Research Centre, Nashik**

**Project Report Sheet**

<b>Department:</b>		<b>Name of Teacher:</b>		<b>Academic Year</b>		<b>Group No.</b>	
<b>Title</b>							
<b>Category:</b>	Sponsored	Non-Sponsored	New Equipment	Actual Model	Prototype	Simulation	Other (Specify):
<b>Project Selected By:</b>	Teacher	Students	Industry	Other	If Other, Specify:		
<b>Problem Statement:</b>							
<b>Objective of Project:</b>							
<b>Application:</b>							
<b>Project Covers Aspects of:</b>	Environment:						
	Safety:						
	Product Development:						
	Research & Innovation:						
	Etics:						
	Other:						
<b>Course Outcome:</b>	Project Stage-I						
	Project Stage-II						
<b>Guide</b>	<b>Co-ordinator</b>					<b>HOD</b>	

**Guru Gobind Singh College of Engineering and Research Centre, Nashik**

**Project Evaluation Sheet Stage I**

<b>Department:</b>	<b>Name of Teacher:</b>	<b>Academic Year:</b>	<b>Group No.</b>
--------------------	-------------------------	-----------------------	------------------

<b>Title of Project</b>															
<b>Name of Student</b>	<b>Class &amp; Div</b>	<b>Attendance</b>													
		Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Total
	Date:														

<b>Review-I</b>										<b>Date:</b>					
-----------------	--	--	--	--	--	--	--	--	--	--------------	--	--	--	--	--

<b>Evaluation Criteria</b>	<b>Role in idea Generation</b>	<b>Need Scope &amp; Objective (Relevance)</b>	<b>Feasibility &amp; Liturature review</b>	<b>Prersentation</b>	<b>Q&amp;A</b>	<b>Total</b>
CO Attended:						
<b>Name of Students</b>	5	5	5	5	5	25

	<b>Name</b>	<b>Sign</b>	<b>Remark:</b>
Evaluator 1:			
Evaluator 2:			
Guide:			

<b>Review-II</b>										<b>Date:</b>					
------------------	--	--	--	--	--	--	--	--	--	--------------	--	--	--	--	--

<b>Evaluation Criteria</b>	<b>Design and Development</b>	<b>Teamwork</b>	<b>Report Prepation</b>	<b>Prersentation</b>	<b>Q&amp;A</b>	<b>Total</b>
CO Attended:						
<b>Name of Students</b>	5	5	5	5	5	25

	<b>Name</b>	<b>Sign</b>	<b>Remark:</b>
Evaluator 1:			
Evaluator 2:			
Guide:			

**Summery**

<b>Name of Students</b>	<b>Review</b>			<b>Attendance</b>		<b>Guide Grading</b>	<b>Total</b>
	I	II	Total	%	Out of		
	5	5	10	100	10	5	

<b>Guide</b>	<b>Co-ordinator</b>	<b>HOD</b>
--------------	---------------------	------------

**Guru Gobind Singh College of Engineering and Research Centre, Nashik**

**Project Evaluation Sheet Stage II**

<b>Department:</b>	<b>Name of Teacher:</b>	<b>Academic Year:</b>	<b>Group No.</b>
--------------------	-------------------------	-----------------------	------------------

<b>Title of Project</b>															
-------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Student	Class & Div	Attendance														
		Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Total	% of Att
	Date:															

<b>Review-III</b>										<b>Date:</b>					
-------------------	--	--	--	--	--	--	--	--	--	--------------	--	--	--	--	--

Evaluation Criteria	Development of System	Anlysis of System/ Desired Outcome	Teamwork- Contribution	Presentation	Q&A	Total
CO Attended:						
Name of Students	5	5	5	5	5	25

	Name	Sign	Remark:
Evaluator 1:			
Evaluator 2:			
Guide:			

<b>Review-IV</b>										<b>Date:</b>					
------------------	--	--	--	--	--	--	--	--	--	--------------	--	--	--	--	--

Evaluation Criteria	Report Prepaton (Rough Draft)	Project Covers Aspects of Envi., Safety, Research & Innov., Prod. Devel. & Ethics	Teamwork- Contribution	Presentation	Q&A	Total
CO Attended:						
Name of Students	5	5	5	5	5	25

	Name	Sign	Remark:
Evaluator 1:			
Evaluator 2:			
Guide:			

Name of Students	Review			Report Writing Contribution & Skill	Attendance		Guide Grading	Total
	III	IV	Total		%	Out of		
		25	25		50	25		

<b>Guide</b>	<b>Co-ordinator</b>	<b>HOD</b>
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<b>Document Number: GCOERC/PGL/23</b>	<b>Date : 28.02.2020</b>
<b>Title: Policy Document for Internal Complaint Committee (ICC)/ Women Grievance Committee (WGC)</b>	
<b>Reference / Inputs:</b>	<ol style="list-style-type: none"><li>1. Grievances received by female faculty, staff and girl students</li><li>2. Awareness workshops for female faculty, staff and girl students</li></ol>
<b>Outcome of the Document</b>	<ol style="list-style-type: none"><li>1. Record of action taken</li><li>2. Awareness workshops reports</li></ol>

### 1) Introduction :

In compliance with the instructions of the National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgment dated 13<sup>th</sup> August 1997 in the case of Vishakha and others on the subject of sexual harassment of women in the workplace, this Internal Complaint Committee (ICC) or Women Grievance Committee (WGC) is duly constituted for considering complaints of sexual harassment of women faculty, staff members and girl students of the Institute. The ICC/WGC aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issues.

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

- a) Physical contact and advances.
- b) Demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Display of pornography.
- e) Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

### 2) Objectives of the ICC/WGC:

- To consider the complaints, grievances from female faculty, staff, and girl students.
- To scrutinize all the complaints thoroughly and professionally within the stipulated time.
- To ensure confidentiality and time-bound response to the complaints and build confidence about impartiality.
- To prevent sexual harassment and to promote the general well-being of female faculty, staff, and girl students.



- To provide appropriate working conditions with respect to work, leisure, health, and hygiene and also ensure that there is no hostile environment towards women at workplaces.
- To provide guidelines for the redressal of grievance related to sexual harassment of female faculty, staff, and girl students of the institute.

### 3) **Constitution of ICC/WGC:**

The ICC/WGC consist of the following members,

- Appellate officer -CEO, GGSF.
- Chairman-Principal.
- Member secretary- Sr. Female faculty.
- Members - 5 female teaching faculty and 2 non-teaching female staff.
- Two members of the committee are External Members, One who have experience in social work and another have legal knowledge.
- Three girl students as members.

If needed committee may be reconstituted due to the relocation of some of the members.

4) **Frequency of meeting of the committee:** Once in three months and as and when a complaint regarding atrocity against women is received by the head of the institution chairman of the committee.

5) **Quorum for the meeting:** The quorum for the meeting shall be a minimum of 50% members including the chairman & member secretary of the committee.

6) **Functions of the committee:** The functions of the committee are as follows,

- To advise complainer of the formal and informal means of resolution as specified by the committee.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To provide information regarding counseling and support services on campus.
- To promote awareness about sexual harassment through educational initiatives that encourage and foster respectful work and a learning environment.

7) **The committee shall achieve these goals through:**

a) **Dissemination of Information:**

The dissemination of information about the committee through the institute website and boards at prominent locations.





**b) Awareness Workshops:**

The committee shall organize awareness workshops about sexual harassment for faculty, non-teaching staff, and girl students. The aim is to develop a non-threatening and non-intimidating atmosphere for ladies staff members and girl students.

**c) Counselling:**

Confidential counselling service is an important service as it provides a safe space to speak about the incident and to know how it has affected the victim because sexual harassment cases are rarely reported and are a sensitive issue. Therefore, the committee shall carry out effective counselling of the victims through an expert.

**8) Grievance Resolution procedure:**

- a) Any women faculty, staff members and girl students has the right to lodge a complaint with regard to sexual harassment by a male employee or student through writing a letter and putting it in the complaint box or submit it to the committee within a period of 90 days from the date of the incident.
- b) The chairman of the committee will call the meeting of the committee members and decide the course of action for further proceedings. The committee will call the complainer for a personal meeting and if necessary may recommend for legal procedures.
- c) In case the committee finds it necessary to proceed with the investigation, the accused will be issued notice to appear before the committee and give an explanation in writing to why suitable action may not be initiated against him.
- d) If the written explanation of the accused is not found satisfactory or he fails to provide a written explanation, the committee decides to intimate suitable penalty considering the offence being minor or major.
- e) The committee then recommends the penalty to the chairman of the committee depending on the degree of the offence committed. Nature of penalty may vary from Warning/Rustication from college/Suspension from college in case of an employee. In case the committee finds no offence is committed, the complaint is treated as invalid and dropped with a warning to the complainer.
- f) The inquiry regarding the complaint has to be complete within three months (90 days) from the date of the receipt of the complaint.
- g) Appeal against the decision of the committee by complainant and accused is allowed within 90 days of the date of recommendation.
- h) All proceedings of the committee shall be kept confidential.

**Dr. Neelkanth G. Nikam**  
**Principal**

<b>Document Number: GCOERC/PGL/24</b>	<b>Date: 28.02.2020</b>
<b>Title: Policy Guidelines for Training &amp; Placement</b>	

### 1) Introduction:

Training and Placement Cell plays a crucial role in imparting life skill, soft skill, & technical skill trainings to the students for development of existing abilities, skills or the acquisition of new ones to meet them industry need to face the challenges in their career.

Training & Placement Cell helps students to develop their skills and to get the job opportunities.

### 2) Aim and Objectives:

The aim of Training & Placement Cell facilitates the placement activities for pursuing and passing out students by collaborating with various corporate and training institutes. The shared aim of cell is to provide employable skill to aspiring engineers in order to grab the opportunities coming in their life.

- To provide career guidance about avenues open after graduation. i.e. Higher education, placements or entrepreneurship.
- Aiming to place the maximum number of students through campus & off-campus interviews conducted by the top companies.
- Organizing pre-placement talks to prepare students and to motivate them to develop technical knowledge and soft skills in terms of career planning, goal setting.
- Collaborating with Industries & Corporate of repute for campus recruitment, internships & project work.

### 3) Committee at institute level:

Chairman	-	Principal
Advisor	-	Training & Placement Manager, GGSF
Advisor	-	Training Head, GGSF
Member Secretary	-	Placement Head



Member	-	Training Head
Member	-	Training Co-ordinator from each department
Member	-	Placement Co-ordinator from each department

#### 4) Frequency, Quorum and Tenure of the Committee:

- a) **Frequency:** The committee shall meet at least once in a week through weekly review meeting
- b) **Quorum:** Shall be 50% of which presence of Chairman and member secretary is mandatory.

**Tenure** : Committee shall have tenure of one academic year or the Principal and Member Secretary will decide to be revise it as and when required

## 5) Training Process & Implementation:

Identify the Training needs of students	<ul style="list-style-type: none"><li>• Personal asseement of student by face to face interview</li><li>• Anlayze the training need wheather it is for the development of technical , soft or life skills</li></ul>
Plan & Prepare Training Time Table	<ul style="list-style-type: none"><li>• Prepare session plan, ensure adequate training facility is organised and select suitable resources according to need.</li></ul>
Teaching & Learning	<ul style="list-style-type: none"><li>• Follow the structure, method , introduction , content to ensure that the learning outcomes are met.</li><li>• Ensure active participation by all and provide appropriate learner support as per assessment .</li></ul>
Asseement	<ul style="list-style-type: none"><li>• Assess the learner through formative and summative asseement. (Quiz, exam, Activity)</li><li>• Encourage learners to assess themselves.</li></ul>
Evaluation & Continuous Improvement	<ul style="list-style-type: none"><li>• Compare and plan regularly during the training.</li><li>• Monitor required outcome versus actual outcome . The performance measurement report form delegates, trainer, observer , teacher Gaudien , Organization and boards are gathered to improvise in future.</li></ul>
Record Keeping	<ul style="list-style-type: none"><li>• As a part of quality assurance process and also a mandatory regulation, Training reports are prepared and maintained securely.</li></ul>

### **5) On/Off Campus Drive Process:**

Steps to be followed by T&P Cell for training & placement activities

1. Categorizing the students on the basis of career choice after graduation.
2. Identifying the training needs of individual students through departmental mock interviews.
3. Arranging the session for hard skills and soft skills as per the requirement of students.
4. Contacting the potential industries to campus for in/off campus placements.
5. Getting exact job description and communicating to the students through electronic media, through what's App and notice board.
6. Inviting applications from the interested and eligible students according to the job requirements.
7. Short listing of the candidates as per criteria
8. Short listed students will appear for the interview process defined by industry like Aptitude Test, Group Discussion, Technical & Personal interview.
9. After the completion of all selection process, industry shall declare the list of shortlisted candidates.
10. Once the student gets the offer from any company he/she will not be allowed to appear for upcoming campus placements.

**Dr. Neelkanth Nikam**  
**Principal**