



CRITERION - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

KEY INDICATOR - 6.2

STRATEGY DEVELOPMENT AND DEPLOYMENT

METRIC NO. - 6.2.1





SHRI GAJANAN SHIKSHAN SANSTHA'S
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

* Recognized by A.I.C.T.E., New Delhi,* Affiliated to Sant Gadge Baba Amravati University, Amravati &
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Date : 04-03-2024

Declaration

This is to declare that the information, reports, true copies and numerical data etc, furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

Dr. A. U. Jawadekar
IQAC Coordinator

Dr. S. B. Somani
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.





Shri Gajanan Shikshan Sanstha's
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6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

INDEX

SN	Description	Link
1	Institutional Strategic Plan and Deployment	Click Here
2	Policy Framework for Optimal Institutional Operations	Click Here
3	Committee Organization and Structure	Click Here
4	Service Rules and Appointment Procedure	Click Here




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

This Document is Certified
from Page 1 to 365



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Strategic Plan

Shri Sant Gajanan Maharaj College of Engineering, Shegaon (SSGMCE), one of the premier institutes in the field of engineering, was established in 1983 by Shri Gajanan Shikshan Sanstha, Shegaon. It is affiliated to Sant Gadge Baba Amravati University, Amravati, recognized by AICTE, New Delhi and approved by DTE, Maharashtra State, Mumbai. Courses at SSGMCE are accredited by NBA 4 times) AICTE, New Delhi. The Institute was selected as the Network Institute under NPIUs TEQIP, MHRD, Govt. of India under Phase-I. SSGMCE is honoured with Dewang Mehta National EDUCATION LEADERSHIP AWARD, CII-GRATITUDE AWARD, and honoured as Management College of the Year by Higher Education Review Magazine. Career360 Magazine ranked the institute as AAA.

The Institute offers 5 Undergraduate engineering courses and 5 Postgraduate (4 Engineering and 1 Management) courses. All the laboratories have been recognized as centres for Ph.D. programme. It has excellent physical facilities in the form of residential and academic buildings, library, laboratories, equipment's, hostels, Yoga and Meditation Centre etc. of its own spread over neat and clean 82 acres of campus. It provides Indoor/ Outdoor Sport facilities with Wooden Flooring Badminton Court, Hi-tech Gymnasium Centre, Skating Ring (National Standard), Cricket Ground of an International Standard.

VISION:

To impart world-class Engineering and Management education in an environment of Spiritual foundation to serve the global society

MISSION:

- To develop Excellent learning centre through continuous design and up gradation of Courses in close interaction with Research and Development centres, Industries and Academia.
- To produce competent, entrepreneurial and committed Technical & Managerial human resource, with spiritual foundation to serve the society.
- To develop state of the art infrastructure, centres of excellence and to pursue Research of global and local relevance.
- To strive for ‘Sarve Bhavantu Sukhinah’ – The ideal of our parent organization Shri Gajanan Maharaj Sansthan through symbiosis of Science and Spirituality.

Core Values:

Personal Excellence

Accountability

Trustworthiness

Holistic Development

Creativity and Innovation



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Strategic Plan (2018-19 to 2022-23)

SSGMCE is dedicated to positioning itself as a leading institution in the education sector, particularly in the domains of engineering, technology, and management. With a primary focus on nurturing highly competent and industry-ready professionals, the institute has meticulously crafted a comprehensive strategic plan spanning from 2018-2019 to 2022-2023.

This strategic roadmap delineates the methodologies, action plans, and specific timelines crucial for realizing our ambitious goals. The formulation of this plan has been shaped by a myriad of factors, including a robust analysis of the institute's Vision and Mission, a detailed SWOC analysis, strict adherence to standards set by accrediting, ranking, and assessing agencies, incorporating valuable feedback from accrediting agencies and stakeholders. Furthermore, the plan is intricately designed to align seamlessly with the National Education Policy (NEP) of 2020, and it incorporates proactive measures aimed at effectively addressing anticipated challenges in the future.

The strategic plan serves as a dynamic framework, guiding SSGMCE towards excellence and responsiveness to the evolving needs of the industry and community

Goals:

To become a premier institute for Engineering and Management education by implementing high-quality teaching and learning practices

To foster and provide assistance for research, consultancy, innovation, and entrepreneurial initiatives

To establish an environment that facilitates students' success through active engagement in academic and both co-curricular and extracurricular activities

To cultivate an environment that encourages continuous development and learning for our faculty and students

To develop and uphold the necessary facilities, infrastructure, governance, and administrative frameworks that contributes to the fulfilment of the college's vision, mission, and values



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Goal 1: To become a premier institute for Engineering and Management education by implementing high-quality teaching and learning practices	
Objectives	Action Plan
Curriculum Enhancement	Develop and conduct Add on courses/ Value added courses to incorporate emerging technologies and advancements. 05 per year
	Integrate crosscutting issues relevant to Professional ethics, Gender, Human values, Environment in curriculum 01 activity per dept per year
	Facilitate internships, industrial visits, and guest lectures by industry professionals. Internships-30 % students per dept Industry Visit-02 per dept per year
	No. of Industry persons to be invited as Resource person = 02 per dept. per year
	Implement regular feedback mechanisms from students, faculty, and industry partners to identify areas for improvement.
Transformative Pedagogies: Advancing Teaching and Learning Excellence	Implement Innovative teaching learning methods (Blended Learning, Peer Teaching, Flipped Classroom, Project-Based Learning (PBL), virtual lab) Integrate innovative teaching tools and e-learning platforms to enhance the overall educational experience
	Implement student-centric teaching approaches that foster critical thinking, problem-solving, and practical application of knowledge.
	Establish mentorship programs and support services to ensure personalized guidance for students.
	Address the diverse learning needs of both slow and advanced learners
	Implementing an Outcome-Based Education (OBE) framework



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Building the Institute as a Center for Excellence and Innovation	Attain the position in NIRF Ranking
	NBA Accreditation for all Programs
	Better Grade in NAAC Accreditation in upcoming cycle
	Obtain ISO 9001:2015 Certification
Goal 2: To foster and provide assistance for research, consultancy, innovation, and entrepreneurial initiatives	
Cultivate a Vibrant Ecosystem for Research, Consultancy, Innovation, and Entrepreneurship	Establishment of Incubation centre
	International Conferences to be organized = 01 per year
	Research methodology related workshops = 02 per year
	Enhancing incubation activities through effective project management and increased engagement with industries.
	Proposals to be submitted to various funding agencies = 02 per dept per year
	Faculty publication in recognized SCI/WoS/Scopus indexed journals and conferences. = 01 per Faculty per year
	Faculty publication in National/ International conference / books / book chapters in edited volumes/ books =01 per Faculty per year
	Faculty undergoing Industry training/Internship = 01 per dept. per year
	Registration of every PhD qualified faculty as a PhD supervisor
	MoUs with academic institutes/industries = 01 per dept. per year
	Grants received from Government and Non-Government Agencies >= 3 Lakhs
	Consultancy Project =01 per dept
	Workshops/ Seminars/ Training program on IPR and Entrepreneurship-=06 per year
Student publication: 05 to 10 high quality publication (project based) per year	
Societal and economically important projects=02 per dept	



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Goal 3: To establish an environment that facilitates students' success through active engagement in academic and both co-curricular and extracurricular activities	
Foster Student Success through Active Engagement in Academic and Diverse Co-curricular/Extracurricular Activities, Cultivating Holistic Development	Students participating in State-level/ National Level activities = 50 % per year.
	Students' achievements in activities – Incremental
	Sports and cultural activities conducted =30 per year
	Professional Chapter Activities=- 05 per dept. per year NSS / Unnat Bharat Abhiyaan Activities=10 per year
	Gender Sensitization activities =04 per year
	Extension Activities =02 per dept
Goal 4: To cultivate an environment that encourages continuous development and learning for our faculty and students	
Establish a dynamic professional development culture for both faculty and students. Additionally, provide targeted guidance and support to enhance students' employability, ensuring they secure quality placements aligned with their career aspirations.	Industry Certified Training Courses for Students =10 per year
	Alumni involvement in guest lectures, mentorship, Internships, placement support, and as innovators in the campus start-up ecosystem=05 per dept per year
	Students completing Campus Placement enhancement training =80 %
	Career Guidance and career counseling offered =05 per year
	Yoga and Mediation session =01 every year
	Campus Placement = 80% of eligible students
	Student's enrollment in State/ National/ International Level examination=20 % per year
	Conduct mock interviews before the visit of companies
	NPTEL/SWAYAM Course Certification = 10% students per dept per year
	Capacity building and skill enhancing program=05 per year
	Industry oriented certified training for Faculty=02 per year
	FDP/STTP completed by Faculty = 80% faculty per year
Financial assistance provided to attend conference/STTP/training program=50 % Faculty per year	



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	Non-teaching Staff completing Skill development program =80 % per year
Goal 5 :To develop and uphold the necessary facilities, infrastructure, governance, and administrative frameworks that contributes to the fulfilment of the college's vision, mission, and values	
Enhance and sustain essential facilities, infrastructure, governance, and administrative frameworks	ICT-enabled classrooms = 100%
	Development of Centre of Excellence = 01 per dept
	Industry-supported lab. = 01 per dept
	Subscription of e-books = 100 per year
	Up gradation of Internet bandwidth
	Student Computer Ratio<5


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Perspective Plan -2023 to 2025

Objectives	Action Plan
Optimize and expand the organization's physical and technological infrastructure	Establishment of Centers of Excellence that align with industry support and adhere to the highest standards 01 per dept
	Implementation of ERP Software
	Smart Board Installation 01 per dept
	Establish Computing Facility Center
	Establish separate Wi-Fi internet and intranet facilities in hostels
	Upgrade the existing laboratory facilities with the latest technology.
	Upgrade the internet bandwidth 1Gbps
	Establish an integrated framework for self-learning through MOOCs like NPTEL and Coursera
Enhance organizational capabilities and employee proficiency	Implement targeted training programs for Faculty 50 % Faculty per year
	Initiate a holistic professional development program covering grant proposals, industrial training, and patents 04 per year
Enhance academic development	Establish Additional Research Centers and Facilities
	Cultivate collaborations with reputed research institutions and organizations
	Engage Industry Experts as Professors of Practice in TLP
	Strengthen the Research and Development (R&D) Resource Center (RRC) system. Faculty with PhD qualification= 50%
	Incentives for high-quality publications
	R&D Projects and Consultancy worth =10 Lakhs per year
	Guidance sessions for GRE/TOEFL etc. = 02 per year
	To attain autonomous status for the institute by improving governance, meeting legal requirements, securing financial independence, and gaining stakeholder support.
	Implement the National Education Policy (NEP) 2020 effectively within the institution, ensuring smooth integration of its key principles and guidelines


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Deployment and Implementation of Strategic Plan (2018-19 to 2022-23)

SSGMCE has a well-defined strategic plan formulated as a Five-Year plan and implemented since the Academic Year 2018-19. Heads of the Departments are actively involved in the implementation of the strategic plan at the department level, overseeing various development activities such as Curriculum Development, Teaching & Learning, Research and Development, as well as Co-Curricular and Extra-Curricular activities. A well-structured Internal Quality and Assurance Cell is in place to monitor and audit periodic activities. The IQAC is responsible for maintaining internal quality and creating a conducive academic environment.

Implementation of Strategic Plan

A five-year plan covering the period from 2018 to 2023 has been developed to ensure the effective functioning of the Institute. Various initiatives have been undertaken to implement the strategic plan.

Curriculum Enrichment

Institute offered 224 additional courses to integrate emerging technologies and advancements, with 84% of students completing the courses successfully.

To integrate crosscutting themes like professional ethics, gender, human values, and environment into the curriculum a range of initiatives were executed. These initiatives encompassed industrial visits, workshops, guest lectures, and other social activities designed to address these diverse issue.

The feedback from stakeholders was collected, analyzed, and suitably incorporated into all new curricula, resulting in the introduction of additional courses in the corresponding academic year.

Advancing Teaching and Learning Excellence

To ensure the seamless execution of academic plans, institute formulated and strictly adhered to the annual Academic Calendar. Academic strategies included the implementation of Student-Centric pedagogy, focused attention on both advanced learners and those progressing at a slower pace, and the adoption of innovative teaching methodologies

Incorporated innovative teaching methodologies, including mind maps for visual learning, crosswords for interactive problem-solving, virtual labs for hands-on experience, and YouTube channels for multimedia content delivery

A mentorship program was successfully launched across departments to provide personalized guidance for students. Mentors were trained to address academic and personal development needs. Resources and assistance were provided for both slow and advanced learners to foster an inclusive learning environment.

Successfully adopted and implemented an Outcome-Based Education (OBE) framework across all academic programs, aligning curriculum, assessments, and teaching methodologies



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with predefined learning outcomes, and providing faculty training on OBE principles for successful implementation

Accreditation and Recognition

Four undergraduate programs have obtained an initial 03-year accreditation from the NBA. Subsequently, these programs have been granted an extension of an additional 03 years, securing accreditation until 20-06-2025.

The ISO 9001:2015 Auditors Certification Training program was successfully conducted.

Vibrant Ecosystem for Research and Innovation

SSGMCE has instituted a Research & Development Cell, led by the Chief Coordinator of R&D, responsible for formulating and implementing the proposed research and development activities outlined in the Strategic Plan. A Research and Development Committee has been established to oversee and guide faculty in various activities, including the review of submitted research projects, organization of workshops, conferences, and guest lectures on advanced research, emerging areas in industry, IPR, and entrepreneurship. To ensure the smooth functioning of these activities, an R&D Policy has been framed. Additionally, an Innovation Cell has been created to address the needs of students and faculty entrepreneurs with innovative ideas of social relevance, fostering a culture of entrepreneurship within the college. This initiative is designed to elevate our education system.

Outcomes:

MBA department successfully organized AICTE Sponsored First National Conference on "Innovation Management" NCIM, fostering global collaboration and knowledge exchange.

The Electronic Department successfully organized the International Conference on Innovative Trends and Advances in Engineering and Technology (ICITAET) during the academic year 2019-20.

During the assessment period, a total of 107 workshops and seminars on Research Methodology, Intellectual Property Rights (IPR), and entrepreneurship were conducted, fostering a culture of innovation and enhancing research skills and methodologies among faculty and students, while also raising awareness about IPR and entrepreneurship

The institute received a total grant of Rs 53 lakhs from various government and non-government funding agencies for organizing FDPs and STTPs. Additionally, two departments received MODROB grants for enhancing laboratory facilities.

Strategic initiatives to enhance placement opportunities

In response to declining opportunities in the production sector, proactive steps have been taken to expand employment avenues for core engineering students by facilitating entry into high-paying Information Technology (IT) jobs. Dedicated courses have been introduced to equip Electrical and Mechanical Engineering students with programming skills and coding abilities. Specialized coding training is integrated, complemented by soft skills and aptitude courses. Additionally, mock interviews are conducted to prepare students for placement drives. Extra coaching is provided to students in core branches before core company



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recruitment drives. Internships and training opportunities are offered in core companies to provide students with a first-hand experience of the work culture

Quality Assurance Initiatives

The initiative for overall Quality Assurance at SSGMCE involves establishing a dedicated Internal Quality Assurance Cell (IQAC) responsible for ensuring internal quality and overseeing various activities aimed at enhancing education standards. The committee is constituted following UGC and NAAC guidelines, advising strategies for conscious and consistent improvement in SSGMCE's overall performance. The IQAC conducts periodic reviews of Teaching-Learning processes and provides recommendations for operational and learning outcome improvements. Additionally, the IQAC ensures the timely preparation and dissemination of the Academic Calendar. Feedback received from stakeholders is used to enhance the teaching-learning process. IQAC takes initiatives in organizing FDPs, administrative, and professional development courses for teaching and non-teaching staff.

The following are the major initiatives of IQAC

- Conducted regular meetings of the IQAC to strategize and implement quality improvement measures.
- Collected and analysed feedback for continuous institutional improvement.
- Established MoUs with industry partners
- Participated in NIRF
- Conducted quality audits recognized by state, national agencies (Green audit, energy audit, environment audit).
- Initiated the Annual Academic Audit
- Four undergraduate programs secured an initial 3-year accreditation from the NBA, extended for an additional 3 years until 20-06-2025.
- Formulated various policies to ensure the seamless functioning of academic and administrative activities.




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Outcomes of Strategic Plan

SN	Activity	Outcomes				
		AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	AY 2022-23
1	No. of Add-On Courses conducted	43	32	23	52	74
2	Students undertaking Projects	424	412	520	603	743
3	Students undertaking Internships	315	152	111	240	261
4	No. of students completing MOOCs/NPTEL Courses	44	58	15	60	41
5	Grants Received from Government and non-governmental agencies (Lakhs)	2.52	4.426	18.96	22.24	4.857
6	Seminars / workshops on IPR, RM and Entrepreneurship	17	13	26	25	25
7	Research Publication by Faculty in Journals	53	36	36	70	106
8	Publication by Faculty in Conferences	17	16	12	51	27
9	Awards received by Faculty and Student	33	05	06	20	25
10	Extension and outreach Programs	16	30	08	22	28
11	MoU/Collaboration	19	16	05	08	15
12	Capacity Building and skill enhancement initiatives	12	12	14	38	28
13	No of Career Guidance Programs conducted	10	04	08	04	29
14	Students' Placement (%)	43	45	45.87	60	66.86
15	Students qualifying State/National/International Exam	16	05	13	05	16
16	Awards received by students in Sports/cultural activities	09	12	01	12	04
17	Participation of Teaching and non-teaching staff in FDP	138	160	121	150	144
18	Financial Support extended to Faculty	70	20	16	28	18
19	Pass Percentage of Students	85.27	97.55	98.86	83.67	88.80
20	Faculty with Ph.D./NET/SET (%)	21.21	24.52	26.47	33.33	34.65

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List of Institutional Policies /Procedures

SN	Description	Link
1	Effective Curriculum Planning and Delivery Policy	Click Here
2	Innovative Practices for Teaching and Learning Policy	Click Here
3	Individual Learner's Capability-Based Teaching Practices Policy	Click Here
4	Mentor Policy	Click Here
5	Student-Centric Learning Policy	Click Here
6	Examination Policy	Click Here
7	Research and Development Policy	Click Here
8	National Innovation Startup Policy	Click Here
9	ICT and Internet Usage Policy	Click Here
10	Maintenance and Utilization of Physical Facilities	Click Here
11	Scholarship Policy	Click Here
12	Grievance-Redressal policy	Click Here
13	Anti_Ragging_policy	Click Here
14	Anti_Sexual_Harassment_policy	Click Here
15	Staff Welfare Policy	Click Here
16	Performance Appraisal Policy	Click Here
17	Policy for Financial Assistance to Staff	Click Here
18	Budget Policy	Click Here
19	Academic and Administrative Audit (AAA) Policy	Click Here
20	IQAC Policy	Click Here
21	Gender Sensitization and Equity Policy	Click Here
22	Green Campus Policy	Click Here
23	Teacher's Training Policy	Click Here
24	Internship Policy for Student	Click Here




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Effective Curriculum Planning and Delivery: Process Curriculum Planning

Shri Sant Gajanan Maharaj College of Engineering, Shegaon (SSGMCE), a prestigious institution in the field of engineering, was founded in 1983 by Shri Gajanan Shikshan Sanstha, Shegaon, with a visionary goal: "To impart world-class Engineering and Management education in an environment of spiritual foundation to serve the global society". The college is affiliated to Sant Gadge Baba Amravati University, and as such, it adheres to the university's prescribed syllabus. The university's curriculum for the proposed programs consists of eight semesters for undergraduate (UG) courses and four semesters for postgraduate (PG) courses. SSGMCE's Academic Planner and Calendar are meticulously crafted to align with the university's academic calendar. Additionally, the institute introduces various events designed to foster the holistic development of students. These events include soft skill development programs, training and placement activities, skill development programs, and activities conducted by the Entrepreneurship Development (ED) cell. The Academic Planner and Calendar also include fixed dates for class tests, guest lectures, industrial visits, seminars, Project Progress Monitoring, and technical events.

At the outset of each academic year, the college disseminates the academic calendar and provides guidelines regarding the commencement and conclusion dates of the semester, continuous internal assessment, semester-end examinations, practical examinations, holidays, and other important events. This information is shared with all departments, ensuring uniformity and clarity in scheduling.

Department heads are responsible for distributing the teaching load among faculty members. This distribution takes into account the preferences expressed by faculty members and their competencies. To ensure a seamless curriculum delivery, the allocation of teaching assignments occurs promptly after the conclusion of the previous semester, affording faculty members ample time to prepare for their upcoming courses.

Faculty members are expected to prepare comprehensive lesson plans and lecture plans for their courses. Furthermore, at the commencement of each semester, faculty members submit an academic action plan. This plan outlines key details, including the submission schedule for lesson plans, class test marks, assignment marks, the course portion designated for class tests, the number of scheduled lectures for the course, the types of assignments, and the methodology for conducting and evaluating assignments.

To facilitate documentation and streamline administrative processes, the institute utilizes the Student Information System (SIS) portal. Teaching timetables are developed by each department and are implemented through the SIS portal. Lesson plans are meticulously prepared for each course by the faculty. The syllabus for each course is divided into six units in alignment with the university's teaching scheme. Course objectives and outcomes are clearly defined for every course, in accordance with Program Outcomes (POs).



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In essence, SSGMCE follows a structured and well-organized approach to curriculum planning, emphasizing transparency, faculty competency, and adherence to university guidelines while also fostering a holistic and student-centric educational environment.

Effective Curricular Implementation

The effective implementation of the curriculum at institution is a holistic process that encompasses meticulous preparation of course materials, diverse teaching methodologies, and a wide array of supplementary resources and activities. The goal is to provide students with a comprehensive and dynamic educational experience, equipping them with the knowledge and skills required to excel in their chosen field and stay updated with industry advancements.

Effective curriculum implementation is achieved through a comprehensive approach and includes:

Preparation of Course Materials: Faculty members meticulously prepare a schedule of instruction along with a comprehensive course file. This file includes lecture notes, a detailed course description, a rich tutorial question bank, key definitions and terminology, concept videos, supplementary topics, model question papers, and additional content beyond the prescribed syllabus. This thorough course file is prepared well in advance of the start of classes.

Innovative Teaching and Learning Methods: Faculty members employ various innovative teaching and learning methodologies to create an engaging and effective learning environment for students. These methods range from traditional "chalk and talk" sessions to the integration of information and communication technology (ICT) tools, ensuring a dynamic and diverse classroom experience.

Supplementary Learning Resources: To enrich the learning experience, classroom teaching is complemented by a multitude of supplementary resources and activities. These include:

- Expert Lectures
- Presentations and Seminars
- In-house and Industry-Supported Projects
- Tutorials and Assignments
- Case Studies
- Industry Visits
- Industrial Training
- Internships
- E-Learning Platforms
- NPTEL Lectures
- Guest lectures
- Concept Video Presentations
- Technical Quizzes



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Active Learning Techniques: Faculty members employ active learning techniques, such as case studies, role-playing exercises, group discussions, and quizzes, to engage students in hands-on and collaborative learning experiences. These techniques promote critical thinking and problem-solving skills.

Contents beyond the Curriculum: Faculty members identify and address content that extends beyond the standard curriculum. This ensures that students are exposed to the latest industry trends, innovations, and emerging topics. Acquiring this additional knowledge equips students with a broader understanding of their field

Initiatives for effective Curriculum Delivery

Several initiatives have been implemented to ensure effective curriculum delivery at our institution. These initiatives involve the active participation of key personnel such as the Principal, HOD (Head of Department), Dean, and IQAC (Internal Quality Assurance Cell) coordinator.

Monitoring and Feedback from Students

Monitoring: The Principal, Deans, HODs and IQAC coordinator actively monitor the delivery of the curriculum to ensure it meets the desired standards.

Student Feedback: Regular feedback is collected from students regarding the teaching-learning process. This feedback is invaluable in assessing the effectiveness of curriculum delivery.

Analysis and Action: The feedback received from students is carefully analysed, and corrective actions are taken based on the identified areas of improvement. This helps in continually enhancing the teaching and learning process.

Feedback from Stakeholders

- **Alumni, Employers, and Industry Experts:** Feedback is solicited from alumni, employers, and industry experts to gain insights into the relevance and effectiveness of the curriculum.
- **Faculty Input:** Faculty members also provide feedback on the curriculum, sharing their perspectives on its strengths and weaknesses.
- **Gap Identification:** Analysis of these feedback mechanisms helps identify gaps in the curriculum, both in terms of content and delivery.
- **Corrective Actions:** Once gaps are identified, corrective measures are taken to address them, ensuring that the curriculum remains aligned with industry needs and best practices.



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Comprehensive Assessment Methods

Class Tests and Assignments: To evaluate student learning comprehensively, class tests and assignments are administered. These assessments encompass various components, including tutorials on syllabus points, presentations/seminars on course extensions, projects, experiments, open-book tests, quizzes, group discussions, fieldwork, industrial visits, and report writing.

Rubrics: Well-defined rubrics are used for the evaluation of seminars, lab sessions, and the progress of final-year projects. Rubrics provide clear criteria for assessment, ensuring consistency and transparency in grading.

Identification of Learner Types: Faculty members identify students with varying learning paces, including slow and advanced learners.

Customized Support: Corrective measures are implemented to address the needs of different learner types. Customized support and additional resources are provided as necessary to help students succeed.

Evaluation of CO-PO/PSO Attainment: The achievement of Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO) is assessed through a comprehensive process that involves the use of various assessment tools

Direct Assessment Tools: These tools are instrumental in evaluating and measuring the attainment of outcomes and include the following components:

- Two class tests
- Assignments
- University examination

Indirect Assessment Tools: Indirect assessment strategies are implemented through the following methods:

Course Exit Survey

Programme Exit Survey

Alumni Survey

Employer Survey

These initiatives collectively ensure that the curriculum is not only effectively delivered but also continuously improved to meet the evolving needs of students, industry, and stakeholders.

Academic Audits

Academic audits provide a structured opportunity for the planned and systematic assessment of a department's teaching and learning processes. This procedure involves verifying and confirming the performance of academic procedures against established standard protocols.



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External Audit: In contrast, external academic audits enlist experts from outside the institution. They provide an impartial evaluation of the institution's academic programs, evaluating their quality and compliance with external standards and regulations.

Quality Assurance: Academic audits play a pivotal role in ensuring the quality and effectiveness of academic programs. They pinpoint areas where improvements are needed to meet or exceed established quality standards. Quality assurance in academic audits encompasses the evaluation of teaching methodologies, curriculum delivery, assessment strategies, and the overall learning experience provided to students.

Compliance Verification: Compliance verification ensures that the institution adheres to external regulatory and accreditation standards. This encompasses compliance with accreditation bodies' criteria, as well as institutional policies and guidelines.

Continuous Improvement: Academic audits yield valuable feedback that institutions leverage to enhance academic offerings, teaching methods, and administrative processes. The findings from an academic audit guide the development of action plans and strategies aimed at addressing identified weaknesses or areas of non-compliance

Roadmap for Continuous Improvement

Following the assessment conducted by the audit committee and the analysis of Course Outcome (CO) and Program Outcome (PO) attainments, a gap analysis are undertaken. This analysis helps in pinpointing areas in need of improvement. Subsequently, a strategic action plan is meticulously crafted to effectively bridge these identified gaps.

This action plan comprises specific strategies and activities tailored to enhance the achievement of COs and POs. It also addresses the recommendations from the audit committee's findings. The entire process is subject to a comprehensive review by the Program Assessment Committee of each department.

The committee then compiles a thorough report, complete with supporting evidence, for each PO. These reports are subsequently submitted to the Internal Quality Assurance Cell (IQAC).

This roadmap ensures that identified areas of improvement are addressed systematically and strategically to enhance the overall quality of education and align with institutional goals and standards.

Dr. A.U. Jawadekar
IQAC Coordinator

Prof. D.L. Bhombe
Dean Academics

Dr. S. B. Somani
Principal



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Innovative Practices for Teaching and Learning

Shri Sant Gajanan Maharaj College of Engineering, Shegaon integrates innovative teaching and learning methodologies, all meticulously designed to elevate the standard of education, enhance student engagement, and proficiently equip students for the challenges that lie ahead. The primary objectives for implementing innovative teaching and learning practices at SSGMCE include:

Enhancing Student Engagement: This goal seeks to captivate students' interest and motivation, transforming the learning experience into one that is engaging and interactive. The ultimate aim is to boost retention rates and foster a deeper understanding of the subject matter.

Improving Learning Outcomes: The foremost purpose of innovative practices is to enhance the overall effectiveness of the learning process. This encompasses improving comprehension, nurturing critical thinking, honing problem-solving skills, and ensuring students retain and apply their knowledge effectively.

Personalized Learning: The objective here is to cater to diverse learning styles and paces. Leveraging technology, these practices provide adaptive learning experiences meticulously tailored to the unique needs and capabilities of each student.

Fostering Critical Thinking: Encouraging students to engage in critical thinking, analyse information systematically, and evaluate evidence rigorously is a pivotal goal. These practices are intended to cultivate these essential skills.

Promoting Collaboration: Collaborative learning is deemed indispensable in today's world. The aim here is to actively promote teamwork, enhance communication skills, and foster seamless collaboration among students, mirroring the dynamics of real-world work environments.

Meeting Industry and Job Market Demands: An essential objective is to effectively prepare students for the competitive job market. To achieve this, innovative practices are meticulously aligned with industry prerequisites and the ever-evolving demands of the job market.

Fostering Creativity and Innovation: Stimulating creativity and nurturing problem-solving abilities in students is another key goal. These practices are designed to inspire innovative thinking and practical problem-solving skills.

Promoting Lifelong Learning: Apart from formal education, the ultimate goal is to foster a profound enthusiasm for learning that lasts a lifetime. Innovative practices play a pivotal role in nurturing an enduring desire for continuous self-improvement and lifelong learning.



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Innovative Approaches to Enhance Teaching and Learning

The faculties at SSGMCE employ various approaches to enhance the teaching and learning experience for every student, aiming to facilitate their understanding of concepts throughout the academic year. Below is a list of remarkable initiatives that the institute has embarked on as part of its on-going dedication to continuous enhancement.

Microsoft Teams

Throughout the pandemic, faculty and students adeptly harnessed platforms like Google Classroom and Microsoft Teams to facilitate the delivery of both theoretical and practical classes, exchange educational materials seamlessly, and submit assignments efficiently. Furthermore, online assessments were conducted through the MS Teams platform, demonstrating the adaptability and resourcefulness during challenging times.

Virtual Labs

Faculty effectively utilize virtual labs, which are online platforms or software applications simulating physical laboratory settings. These virtual labs enable students to conduct experiments and gain practical experience in a virtual environment. As part of an innovative initiative led by India's Ministry of Human Resource Development, online experiments are conducted with the assistance of simulators. These digital resources, known as virtual labs, proved instrumental during the pandemic, facilitating practical classes for both faculty and students with remarkable efficiency.

Animations

Faculty employs animations to simplify complex engineering concepts by visually illustrating processes, mechanisms, and dynamic systems. These engaging animations effectively capture students' attention, enhancing the appeal and enjoyment of the learning process.

PowerPoint presentations (PPTs)

Faculty widely employ PowerPoint presentations (PPTs) in teaching and learning due to their effectiveness in conveying information and engaging students. PPTs serve as valuable visual aids that complement verbal explanations and facilitate the illustration of complex concepts, thereby enhancing comprehension. Moreover, PPTs can be readily shared with students through digital platforms or learning management systems, ensuring accessibility to course materials at any time and from any location.

Working models

Faculty members utilize models as a strategy to not only pique students' interest but also to elevate the depth of their learning. The primary objective is to foster active engagement within the student community, creating an environment conducive to effective and



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participatory learning. Models provide a visual representation of abstract or intricate concepts, making them more accessible and comprehensible to students.

YouTube: A Multimodal Approach to E-Content

Faculty members have embraced YouTube as a powerful tool for education by creating their own channels and sharing recorded subject-specific videos. YouTube's user-friendly platform ensures accessibility to a broad audience, enabling students to conveniently access content from virtually anywhere with an internet connection. Moreover, YouTube accommodates a range of content formats, encompassing videos, animations, presentations, and more. This diverse array of media options caters to varied learning styles and preferences, facilitating a more comprehensive understanding of intricate concepts among students.

MOOCS

MOOCs, or Massive Open Online Courses, represent a recent advancement in the academic domain. They are rapidly gaining acknowledgment within academic circles as an innovative means of enriching students' existing knowledge. The institute acknowledges the value of MOOCs as a supplementary resource to enhance the effectiveness of educational initiatives. We actively encourage both students and faculty to participate on platforms like NPTEL and SWAYAM to access these valuable learning opportunities. Furthermore, our institute collaborates with platforms such as EDX and Coursera to offer additional learning experiences to our students.

Project based Learning

PBL actively engages students in the learning process, encouraging them to address real-world problems, thus nurturing curiosity, exploration, and critical thinking. Through PBL, students cultivate robust problem-solving skills by analysing intricate engineering challenges, formulating solutions, and refining their approaches based on feedback. Our institute has implemented Problem-Based Learning (PBL) to inspire active learning through collaborative problem-solving among our students.

Flipped Class

The flipped classroom model is implemented by educators. In this approach, rather than teachers delivering lectures during class time, students are tasked with independently learning the course material before attending the class. This pre-class learning can be facilitated through readings, videos, online tutorials, or other educational resources. During the scheduled class time, the focus shifts to interactive activities, discussions, problem-solving, and various engaging exercises



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WhatsApp platform

WhatsApp is a modern interactive tool that is effectively utilized in certain courses. Both teachers and students can upload various educational resources such as eBooks, course materials, video lectures, question banks, and real-time issues. This approach helps students better prepare for their classes.

Blogs

Faculty members create blogs as platforms for sharing academic materials and resources. They share supplementary reading materials, links to online resources, and multimedia content to enhance students' understanding of the subject matter. Blogs are also utilized for posing discussion or thought-provoking prompts related to the course material, thereby encouraging students to actively participate in online discussions.

Simulated Software-Based Learning

Simulation is a valuable instructional technique that replicates real-world activities and processes within a controlled and safe environment. It aims to provide learners with an experience closely resembling real-life situations while offering the flexibility to reset scenarios and experiment with different strategies and approaches. Simulated learning enables students to apply their knowledge and gain practical experience in specific situations. In the context of engineering education, commercially available software packages like MATLAB, SPICE, Multisim, XILINX, AUTOCAD, ANSYS, and LABVIEW are commonly utilized to simulate and solve engineering problems. This practice exposes students to authentic engineering instruments and devices, allowing them to gain hands-on experience in a virtual setting.

Content based question making

Questioning plays a crucial role in facilitating meaningful learning experiences. The art of formulating well-crafted questions not only stimulates critical and creative thinking but also deepens students' understanding of the subject matter. In this educational practice, students are actively involved in developing question banks related to the topics covered in their curriculum. Subsequently, faculty members assist students in addressing these questions. This practice serves as a catalyst for enhancing creative thinking, critical thinking, and problem-solving skills among students.

Industrial visit/field work and report writing

Industry visit/ field work means sending the students to certain workplaces sites, garages, Industries for doing some Practical work. Industrial visit is considered as one of the tactical methods of teaching. Students get the practical experience in the organization. They get aware about the recent technologies used by industries. This enhances communication and



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writing skills in students and this enables students to understand professional duties and responsibilities of the personnel in the field.

Think Pair and share

Think-Pair-Share (TPS) is an instructional strategy that promotes collaborative learning, challenging students to collectively tackle problems and address questions within a given subject area. This approach involves a structured sequence of activities. Initially, students contemplate the topic or question individually, encouraging independent thought. Following this, students form pairs or small groups, facilitating discussion and idea exchange. Finally, students share their reflections and insights with their peers. By engaging in TPS, students enhance their critical thinking abilities and refine their communication skills, fostering a more interactive and participatory learning environment.

Student Chapter Activities

Institute hosts a range of professional chapters, each offering an excellent platform for students to actively participate in a variety of competitions, seminars, and lectures organized by their respective societies. These activities are instrumental in nurturing students' talents, enhancing skills such as teamwork, communication, target achievement, and overall professional development.

Key Highlights

Competitions and Challenges: Students have the opportunity to participate in competitive events, fostering teamwork and encouraging them to strive for excellence.

Seminars and Lectures: Regular seminars and lectures organized by these chapters provide students with insights from industry experts, helping them stay updated on current trends and best practices.

Communication Skills: Participation in chapter activities hones students' communication skills, preparing them for effective interactions in the professional world.

Teamwork: Many of these activities require students to collaborate effectively, promoting the development of essential teamwork skills.

Mentorship and Guidance: Each student chapter is assigned a dedicated faculty advisor who serves as a mentor, offering guidance and overseeing the chapter's activities.

List of Student Chapters at our Institute:

- IEEE
- ISTE (Indian Society for Technical Education)
- E-Cell (Entrepreneurship Cell)
- SAE (Society of Automotive Engineers)



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- ACM (Association for Computing Machinery)
- IEI (Institution of Engineers India)
- MESA (Mechanical Engineering Students Association)
- ESSA (Electronics Students and Staff Association)
- ITSA (Information Technology Students Association)
- Team X-Treme Club

These student chapters provide valuable platforms for students to engage in a wide range of academic, technical, entrepreneurial, and extracurricular activities, fostering their personal and professional growth during their time at the institute.

Cutting-Edge Educational Initiatives

In response to the ever-evolving landscape of education and the imperative of embracing diverse teaching approaches, today's educational systems are increasingly incorporating innovative teaching techniques and strategies. These initiatives are designed to foster a culture of diversity and inclusion while nurturing students' passion for learning. Within our institute, several cutting-edge initiatives utilize modern technology to achieve these goals.

Avishkar: Avishkar is an initiative that encourages students to explore and showcase their creativity and innovation. It provides a platform for students to engage in research, develop projects, and present their findings using modern technology.

Hackathon: The Hackathon is an exciting challenge that harnesses the power of technology to solve real-world problems. It fosters collaboration, creativity, and problem-solving skills among students as they work in teams to develop innovative solutions.

Startup & Innovation Cell: The Startup & Innovation Cell promotes an entrepreneurial spirit among students. It supports and nurtures innovative ideas and provides resources and guidance for students interested in launching their startups.

The Entrepreneurship Cell fosters entrepreneurship among students and create a comprehensive resource pool to support aspiring students in their journey towards becoming successful entrepreneurs.

Industry Institute Interaction:

The primary objective of fostering interactions between the industry and the institute is to enhance the quality of technical education, aligning it with the evolving demands of the industry. These interactions serve as a continuous source of valuable input for the refinement of teaching and learning processes. They also aim to raise students' awareness of the industrial environment, impart practical knowledge, and instil the self-confidence needed to pursue entrepreneurial endeavours. The preparation of engineering students for positions in multinational corporations necessitates exposure to cutting-edge technologies and engineering methodologies, which can be facilitated by establishing a robust bridge between the industry and academic institutions.



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SSGMCE maintains close affiliations with various renowned companies and organizations, including Adani Power, Tata Power, ABB, Siemens, Mitsubishi, Cotmac Pune, Zensar Technology, M.I.T. Skills, Mahindra and Mahindra, and many more. These affiliations ensure that our faculty members are deeply engaged with industry practices. Experts from these industries actively participate in several facets of our educational initiatives. They contribute to the development of laboratories, deliver expert talks, share insights about corporate careers, discuss emerging technologies, the current market landscape, and shed light on the corporate environment. They provide real-world applications, facilitate industry visits, and collaborate on industry problem-solving projects.

Additionally, the institute organizes annual industrial visits for students, offering them a first-hand look into real-world operations. Domain experts from various industries are regularly invited to share their knowledge and experiences with our students. Final-year BE project work conducted in association with industry partners is given significant weightage in our curriculum.

The institute regularly organizes Industry Institute meets, providing students and faculty with first-hand insights into the latest industry trends, technologies, and practices. This exposure ensures that the curriculum remains relevant and up-to-date. Thus, this initiative is a mutually beneficial endeavour that enriches the learning experience for students, enhances faculty expertise, and strengthens the ties between academia and industry.

Furthermore, students are motivated and supported in pursuing industrial training and internships, which enrich their understanding of business processes and prepare them for successful corporate careers. These industry interactions play a pivotal role in equipping our students with the skills and insights necessary for their professional journeys ahead.

Prof. D.L. Bhombe
Dean Academics



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INSTITUTIONAL POLICY FOR INDIVIDUAL LEARNER'S CAPABILITY-BASED TEACHING PRACTICES

*[The identification of slow learners and advanced learners, and practices to help them
to achieve their academic goals and nurture extra talents.]*

Shri Sant Gajanan Maharaj College of Engineering, Shegaon strive to create inclusive learning environments that cater to the needs of all students, regardless of their learning pace. This involves differentiated instruction, individualised learning plans, and a focus on academic and emotional support to help students reach their full potential.

Additionally, recognizing and nurturing each student's unique strengths and interests can lead to a more fulfilling and successful educational experience for all learners. To achieve the above objectives, we have adopted a practice of making groups of "slow learners" and "advanced learners".

GOAL:

Implement differentiated teaching strategies to cater to the individual learning needs and abilities of both slow and advanced learners in the same class.

1. Slow Learners:

The institution has recognized that being a slow learner does not necessarily indicate low intelligence; it may simply mean that a student needs more time, support, or a different approach to grasp concepts. Being a slow learner does not mean they cannot succeed or achieve their goals. Everyone learns at their own pace, and it is important to remember that the speed at which students learn does not determine their intelligence or potential.

The institution has adopted a holistic approach to accommodate slow learners, emphasizing their strengths and potential while addressing their specific needs. By implementing these practices and creating an inclusive learning environment, the institution is helping slow learners achieve their academic goals and develop essential life skills.

Identification of Slow Learners:

Students are identified as slow learners based on the applicable criteria provided below:

- Class Teacher Observation and Recommendation.
- Previous Year University Results (Minimum 3 backlogs).
- Institutional Internal Assessment (Scoring below the passing threshold in class tests in a minimum of 3 subjects).
- Mentor Observation and Recommendation.



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Practices for Slow Learners:

Improving the performance of slow learners demands patience, understanding, and the implementation of tailored strategies to address their unique needs. Our institute is dedicated to incorporating the following practices:

- Engagement in Remedial Classes.
- Provision of Extra Study Materials for Preparation.
- Allocation of Mentors to Each Learner.
- Conducting Counselling Sessions by Class Teachers.

2. Advanced Learners:

Recognizing that the needs and interests of advanced learners can vary significantly, the institution emphasizes the importance of a personalized approach. The institute has implemented practices to identify advanced learners, aiming to offer them tailored educational opportunities that both challenge and nurture their talents. Advanced learners often benefit from specialized strategies and practices to ensure they are adequately challenged, enabling them to excel academically and personally.

Advanced Learners Identification:

Identification of Advanced Learners:

Students are identified as advanced learners based on the following criteria:

- Class Teacher Observation and Recommendation.
- Previous Year University Results (CGPA of 7.5 or higher)
- Institutional Internal Assessment Analysis (scoring more than 75% in class tests).
- Mentor Observation and Recommendation.

Practices for Advanced Learners:

Supporting the continuous growth of advanced learners requires education that meets their unique needs and challenges them appropriately.

Below are some practices targeted for implementation at our institute:

- Providing permission to attend workshops, courses, training, etc., on recent trends.
- Allowing students to pursue internships, either remotely or on-site.
- Facilitating participation in sponsored projects, either remotely or on-site.
- Encouraging enrolment in online courses from platforms like NPTEL/SWAYAM or others.



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- Motivating participation in reputed outreach activities and competitions.
- Encouraging the development of in-house projects.
- Motivating students to organize workshops or talks for peers.
- Allocating funds for research and innovative project development.
- Offering scholarships for student development.
- Emphasizing international research paper publication or presentation.
- Providing platforms for preparing for various competitive examinations.
- Establishing an incubation centre with seed money to support start-up initiatives.

Dr. S.B.Somani
(Principal)





Student Mentoring Policy

Introduction

The primary objective of the Mentor-Mentee Program at SSGMCE is to nurture the academic, personal, and professional growth of our students by establishing connections with seasoned mentors. At SSGMCE, we have implemented a comprehensive 'Mentoring System' that encompasses students from all academic years. This system involves the assignment of a select group of 18-20 students to each faculty member at the beginning of their academic journey

Significance of Mentorship

The Mentorship Program is essential because students often experience a sense of isolation when they embark on their professional courses, entering an entirely new environment with the added pressure of academics. This transition can lead to feelings of disorientation and mounting stress. With the growing academic competition, peer pressures, unique challenges of adolescence, and increasing career demands, students face a multitude of challenges.

The college, serving as a place where students step out of their comfort zones, witnesses a rich diversity of cultures and backgrounds, making it even more crucial to provide a support system. The Mentorship Program is designed to address these issues and keep students focused on their goals.

In this program, each faculty member acts as a Local Mentor and counselor for a designated group of students. These mentors play a vital role in helping students adapt academically, offering personal counseling, providing career guidance, supporting co-curricular activities, coordinating welfare initiatives, engaging with parents, encouraging students to actively pursue the college's vision and objectives, and fostering a healthy, collaborative, and academic atmosphere within the college.

Objectives

The objectives of a mentor policy in institution includes

Academic Support: To provide academic guidance and support to mentees to help them excel in their studies, choose appropriate courses, and maintain a good academic record

Personal Development: To assist mentees in personal growth, self-confidence, and leadership skills, fostering a well-rounded education.

Professional Development: To offer career advice, mentorship, and opportunities for internships or job placements to help students make informed career decisions.



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Counseling and Guidance: To provide emotional support and guidance in dealing with stress, anxiety, and personal challenges.

Encourage Involvement: To encourage students to participate in extracurricular activities, research, and community engagement.

Creating a Supportive Environment: To establish an environment where students feel valued, supported, and motivated to achieve their goals

Role of Mentor

Academic Guidance: Provide guidance and advice on course selection, academic goals, and study techniques to help mentees excel in their studies.

Career Counseling: Offer insights into career paths, internships, and job opportunities within the mentees' field of study, and help them make informed career decisions.

Personal Development: Support mentees in building self-confidence, leadership skills, and personal growth, and encourage them to set and achieve personal goals.

Skill Development: Assist in the development of essential skills, including critical thinking, problem-solving, time management, and effective communication.

Emotional Support: Provide a safe and supportive environment for mentees to discuss personal challenges, stress, and emotional well-being.

Networking: Help mentees establish connections with industry professionals, alumni, and peers to build a strong professional network.

Motivation: Offer encouragement and motivation to help mentees stay focused on their goals, especially during challenging times.

Co-curricular Activities: Encourage mentees to engage in extracurricular activities, research projects, and community service to foster a holistic education.

Monitoring Progress: Continuously assess the academic advancement and general welfare of mentees, stepping in with advice and support whenever it's required

Conflict Resolution: Assist in resolving conflicts or issues that may arise within the academic or personal life of mentees.

Parental Interaction: Engage with the parents or guardians of mentees to provide updates on their progress and seek their support when necessary.

Cultivating a Supportive Ecosystem: Actively contribute to the development of a positive and cooperative environment throughout the institution, fostering a culture characterized by shared support and unity.



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Role of Mentee

Proactive Communication: Mentee should exhibit punctuality and preparedness during mentoring sessions

Open Communication: The mentee should openly share their ideas, concerns, and professional goals, allowing the mentor to contextualize the situation and offer relevant guidance

Reflection and Self-Assessment: Regularly engage in self-assessment to identify areas of improvement and growth. Share these self-assessment results with the mentor to receive guidance and feedback

Adaptability: Be open to feedback and constructive criticism, and demonstrate a willingness to adapt and make changes based on the mentor's recommendations.

Accountability: Take responsibility for actions and decisions, and be accountable for following through on commitments made during mentorship discussions.

Respect for Mentor's Time: Value the mentor's time and expertise by being concise and organized in conversations, ensuring that discussions are focused and productive.

Feedback and Gratitude: Provide feedback to the mentor regarding the effectiveness of the mentorship relationship and express gratitude for their time and guidance.

Continued Learning: Proactively seek out additional learning opportunities, resources, and experiences that align with their goals, beyond the mentorship relationship.

Meeting Schedule and Interaction Guidelines

Mentors and student mentees will have a predefined meeting schedule while remaining adaptable to students' individual requirements. The introduction and initial meetings will be conducted in the early weeks following admission.

Regular meetings between mentors and mentees will be scheduled at least once per semester to facilitate ongoing and dependable interaction. This approach emphasizes structured engagement while considering the specific needs and preferences of the students.




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STUDENT-CENTRIC LEARNING

Student-centric learning allows for flexibility and personalization, enabling students to choose their learning paths and explore topics that align with their interests and goals. At SSGMCE, Student-Centric Learning encompasses a wide range of teaching methods and techniques designed to prioritize the individual needs and abilities of students.

This approach encompasses a variety of learning methods, including hands-on, experiential learning, participatory learning, engagement in project-based activities, both individually and in groups, and the integration of technology to enrich and facilitate the learning process. The primary objective is to nurture critical thinking skills and a genuine passion for learning while creating an inclusive and supportive environment that fosters student success. Additionally, the institution offers opportunities for students to collaborate closely with faculty members, participate in research projects, and engage in real-world problem-solving, all of which contribute to the development of a student-centric learning environment.

In this student-centric approach, the learning experience is tailored to meet each student's unique requirements. In such an environment, teachers serve as facilitators; guiding students through their learning journey and helping them develop critical thinking skills, rather than merely transmitting knowledge. The ultimate goal of student-centric learning is to cultivate independent, self-directed learners who are motivated, engaged, and capable of taking ownership of their own education. This approach prioritizes student choice, allowing for a more flexible and personalized learning experience.

Student Centric Learning at SSGMCE includes:

Experiential learning:

Experiential learning is an educational approach that emphasizes learning through direct, hands-on experiences and reflection on those experiences. It is a highly effective method of learning that goes beyond traditional classroom instruction and textbooks. Instead, experiential learning engages students in real-life situations, encouraging them to actively participate, make decisions, and learn from the outcomes of their actions.

Experiential learning activities include:

Hands on learning

Hands-on learning experiences and activities allow students to apply theoretical knowledge to real-world situations. This could include laboratory experiments, workshops, or simulations that help students gain practical skills and insights relevant to their field of study.



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Internships

Internships are structured work experiences that students undertake with organizations or companies related to their academic discipline. During internships, students have the opportunity to work on real projects, gain industry experience, and develop professional skills under the guidance of experienced professionals.

Field Industry Visits

Field industry visits involve taking students on tours to various industries or businesses related to their field of study. These visits provide students with first-hand exposure to industry processes, practices, and operations, helping them connect classroom learning with real-world applications.

Industry Integration Initiatives

Industry Integration Initiatives includes partnerships between educational institutions and industries or businesses. These programs often involve joint projects, research initiatives, or curriculum development efforts that bridge the gap between academia and industry, ensuring that students are well-prepared for the demands of the job market

Skills Enhancement Hub

The Skills Enhancement Hub, situated within Shri Sant Gajanan Maharaj College of Engineering, is a specialized department dedicated to empowering students by enhancing their skills and competencies, aligning them with the demands of the modern job market. This multifaceted hub provides an array of workshops, training sessions, and resources aimed at fostering skill development.

Within SSGMCE, the Skills Enhancement Hub comprises the following specialized centres

Solar Research Centre: This cutting-edge facility is equipped with a range of advanced tools and equipment's. These include a Heat Seal Machine, which ensures secure sealing of components in solar applications, a Sun Simulator that replicates solar conditions for accurate testing and analysis of solar panels, and a Curing Oven crucial for the longevity and durability of solar panels. Additionally, the Centre features a Laminator for encapsulating and protecting solar cells, a Solar Cell Test Apparatus for precise performance measurement, and a Diode Pump Laser Scrambling Machine for specialized solar research processes.

VLSI and Embedded System Design Centre equipped with world-renowned Cadence VLSI Design EDA tools, Agilent's ADS RF Design tools, Xilinx EDA Tools, FPGA, and CPLD Boards, this centre empowers students to excel in digital, analogue, and mixed-signal VLSI design. It serves as a launch pad for future innovators in the field.



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SAP ERP Centre boasts a dedicated SAP ERP Laboratory staffed by experts proficient in FICO, MM, SD, ABAP, and BASIS. Students receive comprehensive training in SAP systems, preparing them for careers in enterprise resource planning.

Electric Vehicle Lab equipped with Trainer Kits for BLDC Drive, Simulators, Battery Management Systems, and a Solar-based Charging Station, this lab immerses students in the emerging field of electric vehicles and sustainable transportation.

FAB Lab: Students can explore their creativity and innovation in the Fab Lab, which features state-of-the-art digital fabrication tools like 3D printers, laser cutters, CNC routers, electronics workbenches, PCB milling machines, and vinyl cutters. This space empowers students to bring their ideas to life using cutting-edge technology.

PLC Automation Lab: This lab provides practical experience in Programmable Logic Controllers (PLC), an essential component of industrial automation. Students learn to design, program, and troubleshoot PLC systems, preparing them for careers in manufacturing and process control.

Dr. Georg H Endress Laboratory: This facility is equipped with advanced instruments for Pressure Measurement, Temperature Measurement, Flow Rate Measurement, and Level Measurement. Students gain valuable experience in precision instrumentation and measurement techniques.

Project Expos

Project exhibitions are events where students can showcase their projects, innovations, or research to a wider audience, including industry professionals and potential employers. These events provide students with networking opportunities and a platform to demonstrate their capabilities.

Students Chapters/ Clubs

Student Chapters are dedicated units within the institution that focus on specific areas of interest or academic disciplines. These groups often organize events, workshops, seminars, and activities related to their respective fields, allowing students to deepen their knowledge and skills in a supportive community.

Participative Learning

Participative learning, also referred to as active learning, is an educational approach in which students actively engage in the learning process through a variety of activities and interactions. Our institute, wholeheartedly embrace participative learning as a fundamental element to enhance students' educational experiences. It includes



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Collaborative Group learning

Group learning activities at SSGMCE are designed to foster collaboration, problem-solving skills, and effective communication among students. These activities encourage students to work together to tackle engineering challenges and enhance their understanding of complex concepts. This includes following initiatives.

Group Projects: Institute assign group projects that require students to work together to design, build, or solve engineering problems. These projects simulate real-world scenarios and help students develop teamwork and project management skills.

Design Competitions : Participating in design competitions, either within the college or at external events, encourages students to collaborate and innovate. These competitions often involve designing and building prototypes or solutions for specific engineering challenges.

Laboratory Experiments: Many courses incorporate group-based laboratory experiments. Students work together to conduct experiments, collect data, and analyse results, reinforcing their understanding of theoretical concepts.

Clubs and Societies : Students clubs or societies related to specific fields, which provides an opportunity for group projects, workshops, and networking.

Hackathons: Hackathons are intense, time-limited events where students work in teams to develop innovative software or hardware solutions. They promote creativity, problem-solving, and quick thinking.

Interdisciplinary Projects: Institute encourage collaboration between students from different engineering disciplines, promoting a holistic approach to problem-solving.

Guest Lectures/ Workshops

Guest lectures and webinars featuring industry experts and corporate professionals provide students with an enriching participative learning experience

Seminars:

Seminars and paper presentations conducted by students serve as powerful tools to foster a participative learning experience for both the presenters and the audience. When students take on the role of seminar presenters, they assume the responsibility of comprehensively understanding and explaining the topic. This sense of ownership motivates them to conduct thorough research and meticulous preparation, resulting in a deeper level of understanding of the subject matter.

Paper Publication:

Student research publications serve as dynamic and participatory learning opportunities, offering numerous advantages. This process sharpens their communication abilities, helping



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them express ideas clearly, structure arguments logically, and use appropriate academic language effectively. At SSGMCE, the publication of a paper in a conference or journal is a mandatory requirement for final-year students, emphasizing the institution's commitment to fostering research and academic development.

Self-Learning

At SSGMCE, students adopt self-directed learning by actively engaging in a diverse range of MOOCs offered by prominent platforms such as SWAYAM, NPTEL, Coursera, Udemy, and others. These courses enable them to acquire valuable knowledge and skills across various disciplines, broadening their horizons and nurturing a culture of ongoing self-improvement

Problem-Solving Methodology

The problem-solving methodology is a foundational approach to learning in our institute, providing students with the skills and mindset required to effectively tackle intricate engineering challenges. This approach encompasses various components, including:

Project-Based Learning (PBL)

PBL is an innovative and transformative educational approach that places students at the centre of their learning experience. In PBL, students engage in hands-on projects designed to address real-world problems or challenges. They often work in teams, simulating real-world engineering environments where collaboration and teamwork are essential. This promotes effective communication and the development of interpersonal skills. PBL equips them with practical skills, nurtures critical thinking, fosters innovation, and prepares them to address complex engineering challenges in their future careers.

Aptitude Training

Aptitude training enhances students' cognitive abilities, mathematical skills, and logical reasoning competencies invaluable in engineering problem-solving. At SSGMCE, aptitude training courses are provided to students to enhance their skills.

Innovation and Incubation Centre (IIC) Activities

IIC activities promote innovation, creativity, and entrepreneurial thinking. These initiatives empower students to apply their problem-solving skills in real-world situations and potentially launch their own projects or ventures.

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Examination Policy

The efficient grievance redressal systems and transparent assessment mechanisms are the foundational pillars of an accountable and effective educational institution. They ensure fairness, uphold academic integrity, and significantly contribute to fostering a positive and satisfying learning experience for students. At SSGMCE, our unwavering commitment lies in continually striving to cultivate high-quality scientific and technical manpower while providing solutions to a diverse range of challenging technological problems that may emerge across various fields. This commitment is realized through our dedicated and well-qualified faculty and highly skilled supporting staff. Our goal is to emerge as one of the foremost centres for teaching, research, and extension in Engineering and Management. The institute is resolutely dedicated to excelling in every facet of our endeavours through an impartial and transparent system.

Assessment Components

Student performance in each course is evaluated through a two-fold approach:

Continuous Internal Assessment: Throughout the semester, students undergo continuous internal assessment. The assessment criteria may vary depending on the type of course.

University Examination: The university examination is a significant component of the evaluation process. It contributes to the overall assessment of student performance.

Specifically:

Theory Courses (100 Marks): In theory courses, the evaluation is out of 100 marks. Of these, 80 marks are allotted for the university examination and 20 marks are allotted for internal assessment.

Practical Courses (50 Marks): Practical courses have a total of 50 marks. This includes 25 marks for continuous internal assessment and 25 marks for an external practical exam conducted by the university. In certain courses, the entire 50 marks are designated for continuous internal assessment.

Project Courses (UG): Project evaluation is out of 150/200 marks. Of these, 75/100 marks are attributed to internal assessment, and the remaining 75/100 marks are allocated for



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external evaluation. The external evaluation includes a project viva conducted by an external examiner appointed by the university.

Project Work (PG): PG students are allocated 200 marks for their project work. In this case, individual students are responsible for completing their dissertation work. However, in the case of Undergraduate (UG) courses, a group of 4-6 students collaborates on a single project.

Seminar Courses (50 /100 Marks): Seminars are evaluated for a total of 50/100 marks.

Evaluation of Theory Courses

In theory courses, the evaluation of learners' performance encompasses two primary components: University examination and Internal Assessment. The allocated relative weightage for these components is 80% for university examinations and 20% for Internal Assessment.

Internal Assessment involves three mandatory components: two class tests, the second is an assignment or Teacher's evaluation component (TEC) and the third component is attendance, accounting for 5 marks as per university guidelines.

The University examination is conducted for 80 marks in accordance with the university's schedule and typically spans duration of 3 hours, covering the entire syllabus of the respective course.

The university-appointed faculty members evaluate Theory Examination papers at the central assessment centre located at the university campus.

Successful completion of both the university examination and Internal Assessment is a prerequisite for awarding grades in theory courses, as outlined in the curriculum manual of the respective program.

Internal evaluation of Theory Course:

Conduction of Class Tests:

The internal evaluation process for theory courses involves the following steps:

At the beginning of each semester, the Dean Exams releases the class test schedule in alignment with the academic calendar. Subsequently, this information is conveyed to the



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Head of the Department (HOD) and the departmental Class Test Coordinator, who holds the responsibility for overseeing the conduction of class tests on the designated dates.

The Departmental Class Test Coordinator, in turn, communicates with the respective course teachers, providing them with instructions to compose question papers in strict adherence to the established guidelines and the prescribed format.

The responsibility for crafting the class test question paper rests with the course teacher. Upon completion, the question paper undergoes a rigorous audit conducted by the Academic Monitoring Committee (AMC). The AMC conducts a thorough review of the paper and offers feedback if deemed necessary.

Subsequent to receiving feedback from the AMC, the course teacher undertakes the required revisions to address any identified issues within the question paper. The revised paper is then resubmitted for final approval.

The specific guidelines adhered to when creating class test question papers are as follows:

The question paper encompasses content from two units as outlined in the university syllabus.

For each unit, one primary question is formulated, accompanied by an alternative choice question from the same unit. No internal choices are incorporated within a single question.

Questions may be presented in either long-answer or short-answer formats, with two or three sub-questions featured within short-answer questions. Each question, inclusive of its sub-questions, carries a total of 15 marks.

The class test is administered within a 1-hour timeframe, with a maximum attainable score of 30 marks.

The course coordinator assumes responsibility for maintaining the scheme and solutions for the question paper.

When devising the question paper, the Course Coordinator takes into account the cognitive levels, in accordance with the Revised Bloom's Taxonomy, and aligns the questions with the prescribed Course Outcomes (COs).

Class tests are conducted as per the established schedule.



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Class test mark-sheets are accessible to all students through the SIS Portal. If any corrections are needed, students can reach out to the respective faculty members. These corrections are then forwarded to the Dean (Exams) by the respective faculty members through the Head of the Department (HOD). Subsequently, the necessary corrections are made to the class test marks data.

Conduction of Assignments (TEC: Teacher Evaluation Component):

Assignments serve the purpose of evaluating students' comprehension and enhancing their subject knowledge. Throughout the semester, students engage with these components, which helps them maintain focus, stay connected with the subject matter, and ultimately, enhance their learning capabilities. These diverse assignment components prove to be invaluable tools for student development

At the start of the semester, the Dean Exams publishes the list of assignment components (TEC).

Assignments are assigned for each course with the intention of fostering self-learning.

In adherence to the standard list of assignments (TECs), each course entails a minimum of two and a maximum of four components.

The subject teacher for each course determines, announces, and submits the assignment action plan within one week of the commencement of classes.

Documentation and evidence of the assignments undertaken are diligently maintained by every course teacher.

Each student is assessed for one assignment per course in the semester.

Standard List of Teacher Evaluation Components (TECs includes:

- Tutorials on Syllabus Points
- Presentation/Seminar on Course Extension
- Mini-Projects(Design/Fabrication/Simulation/Software/Hardware Development/Survey/Case Studies, etc.)
- New Experiment Development and Testing
- Open-Book Test
- Surprise Test
- Quiz/Group Discussion
- Field/Industrial Work
- Industrial Visit and Report Writing



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The details of all the assignment components, including their conduction and evaluation, are outlined below.

Component	Assessment Process
Mini/Term/Short Projects (Design/Fabrication/Simulation/ Software/ Hardware Development)	<p>This component helps students to gain expertise in their subject; students collect and extract the information related with the topic from different online and offline sources.</p> <p>Students demonstrate their presentations skills by presenting the information.</p> <p>They learn to communicate effectively and express their ideas and opinion about the project work.</p> <p>Students form a group of 2 or 3 and based on their interest select a mini project either hardware or software based.</p> <p>They access information through various resources and summarize the main idea.</p> <p>Evaluation is done by the course teacher after completion of the work based on the rubrics,</p>
Survey/Case studies	<p>Case studies help to increase students' critical thinking and problem-solving skills and motivate them towards learning attitude. Case study is found to be beneficial for students in terms of actively engaging them and allowing them to learn the applications of engineering techniques to solve real world problems. Thus, use of case studies is a pedagogical technique that allows students to apply their theoretical knowledge to practical situations. Students are asked to work upon a case study and evaluation is done by the faculty using rubrics.</p>
Industrial visit/field work and report writing	<p>Industry visit/ field work means sending the students to certain workplaces sites, garages, Industries for doing some practical work.</p> <p>Main objectives of field work are:</p> <ul style="list-style-type: none">To give the students opportunities for practical experience in the organization.To make them aware about the recent technologies used by industriesTo remove the fear of project work which they generally do first time in final year.To enable students to understand professional duties and responsibilities of the personnel in the field. <p>To get maximum practical knowledge, Students are supposed to work for two days, preferably on Saturdays and Sundays.</p> <p>Assessment is done on the basis of viva and reports using the rubrics designed for the same.</p>



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New Experiment development and testing	<p>Main objective of introducing this component as assignment is that it helps the students to acquire practical knowledge and increases the utilization of departmental facilities (Software, Interfacing /Computing /Laboratory Equipment's). It helps to develop logical skills and technical manuscript writing skills in students. Students design new experiment which is not included in their experimental list. They identify the experiment, develop outline of experiment (Circuit Diagram, flowchart, algorithm, etc), perform the experiment and then analyze the results. Evaluation is done on the basis of rubrics.</p>
Tutorial	<p>Tutorial is an important teaching-learning tool. It helps learners enhance their intellectual, communication and social skills.</p> <p>Tutorials provide an interactive learning environment where students can clarify and extend, through readings, discussions and other activities, what they learn from the lectures.</p> <p>Tutorial is given to the students based on the topics covered in theory lecture and evaluation is done by the faculty based on the solution of the problem.</p>
Quiz	<p>Quizzes helps to expand students' knowledge and helps to explore new skills. Quizzes are designed in such a manner that to solve that, it requires critical thinking and extensive research.</p> <p>Quiz is based on complete course and quiz scores are calculated based on the number of points assigned to each quiz question.</p> <p>Quiz in the form of MCQ are also assigned to students.</p> <p>MCQs are found to be flexible to various levels of learning outcomes from simple recall of content to more complex level such as students' ability to examine facts, understanding concepts and principles. MCQs are designed to test quickly and effectively students' knowledge about a particular idea or concept.</p> <p>Assessment tool used here is direct and marks are awarded to students on the basis of correct answers.</p>
Group Discussion	<p>Group discussion on study topics plays a vital role in understanding the topic. Discussing the topic among classmates helps in learning a topic with perfection.</p> <p>Various benefits of GD for students are:</p> <p>It enhances the subject knowledge.</p> <p>It helps in exploring more ideas about the topic.</p> <p>It helps students to realize their mistakes and weakness</p> <p>It builds self-confidence and improves communication skills.</p>



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	Evaluation of students is done by the faculty on the basis of Rubrics
Open Book Test	Open book test is an assessment method that allows students to refer their notes, text books or other approved material while answering the questions. Questions devised in open book test are such that helps to assess the interpretation of knowledge, comprehension skills and critical thinking skills. Assessment of open book test is done on the basis of Rubrics.
Presentation /Seminar	Presentation of topics in classroom are most valuable to students to share their knowledge, improve their communication skills and to boost their self-confidence, These skills play an important role in their engineering course and also help them in their career advancement. Students give presentation on technical topic of their interest which is relevant to their course. Faculty evaluates students on various aspects and marks are awarded based on rubrics.

Attendance Guidelines

Attendance is mandatory for all theory, tutorial, practical, seminar, and project/dissertation sessions. According to the University Ordinance, a minimum of 75% attendance is required to maintain eligibility for the current term. Students receive attendance marks based on their class attendance.

Conduction of External Examination

The University examination, encompassing both theory and practical assessments, occurs at the Institute's examination centre according to the prescribed examination schedule. The officer in-charge and the Co-officer, appointed by the university, oversee the overall examination process. The committee, established by the Principal and the Dean (Exams), includes two faculty members as chief invigilators along with supporting staff.

Regarding the University Practical Examinations, the examination timetable is coordinated in collaboration with university authorities. The Principal and Dean (Exams) select committee members, including a Chief Coordinator and one faculty member from each department, to ensure the seamless conduction of these examinations. The Internal and External examiners, along with subject experts, oversee and assess the students' practical performances, and subsequently input the marks into the university's online mark entry portal.



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Internal Marks Evaluations Policy

Internal marks compilation for theory courses involves the consolidation of CT marks, TEC/Assignment marks, and attendance marks according to the specified scheme. These internal marks are then processed and submitted to the University's Exam Cell, either through online means.

Internal Marks evaluation scheme for Theory courses defined by institute is given below-

Evaluation scheme (UG)

SN	Item(s)	Duration for Conduction	Evaluation Scale: Marks and Syllabus	Weightage (Outof20 Marks)
01	ClassTest I andClassTestII	One hour for each Class Test	30 02UnitsforeachC lassTest	60/6 = 10
02	Teacher Evaluation Component(TEC)	Throughout the semester	30	30/6 = 05
03	Attendance	Throughout the semester	95 – 100% 05 90 – 94.99 % 04 85– 89-99 % 03 80 – 84.99 % 02 75 – 79.99 % 01 Below75% 00	05

PG: M. E. (EPS/ Digital Electronics /Computer Engineering /AM&MSD)

S.N.	Items/Syllabus:	Duration for Conduction	Evaluation Scale(Marks)	Weightage (Outof20Marks)
01	ClassTestI (50 %of syllabus)	One &half hour for Each ClassTest	40	80/8 = 10
02	Class Test-II / (Remaining 50 % of syllabus)		40	
03	Teacher Evaluation Component (TEC) Anyone TEC to eachstudent/subject	Throughout the semester	40	40/4 = 10

MBA

S.N.	Items/Syllabus:	Duration for Conduction	Evaluation Scale(Marks)	Weightage (Outof30Marks)
01	ClassTestI(50 %of syllabus)	One& half hour for Each Class Test	40	80/4 = 20
02	Class Test-II / (Remaining 50 % of syllabus)		40	



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03	Teacher Evaluation Component (TEC) Anyone TEC to each student/subject	Throughout the semester	40	40/4 = 10
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Internal Evaluation for laboratory Courses:

Continuous evaluation of students is conducted during each lab session by the faculty, with a total of 10 marks allocated for this purpose. These marks are awarded based on rubrics, and the average marks obtained across all sessions are taken into account when determining the final internal marks. For practical courses, the total internal marks amount to 25. Out of these, 20 marks are attributed to continuous evaluation, while the remaining 05 marks are designated for a lab test administered at the end of the semester.

Rubrics for Laboratory work

Parameter	Marks	High	Medium	Low
Conduction of Experiment	4	Experiment conducted along with necessary calculations & obtained the result	Experiment conducted but not done necessary calculation	Experiment not conducted
Record Writing	3	Neat and clean along with complete practical details submitted	Record submitted but incomplete	Record not submitted
Post experimental Viva	3	Students answered most of the questions	Students answered few questions	Students did not answer any viva questions
		3 or 4	1-2	0

Seminar Evaluation:

In their final year, students are required to deliver seminars as an essential component of their curriculum, focusing on the latest engineering technologies. Seminar is assessed and graded with a maximum score of 50 marks. The department provides a structured framework for preparing these seminars, guiding students through the process effectively:

Students are encouraged to select seminar topics that align with their personal interests and reflect recent technological advancements. They draw from reputable sources such as UGC-approved journals, including IEEE and Science Direct. After consulting with their supervisors, they make their final topic selections.

Once topics are chosen, students embark on comprehensive literature surveys to gather in-depth insights and information. This research forms the foundation for their seminar reports.



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The department provides a well-defined rubric for seminar evaluation. This rubric covers essential criteria, including the demonstration of knowledge, communication skills, report quality, and the organization of content. It serves as a guiding framework, aiding students throughout the preparation process.

Both the department and supervisors offer valuable support through guidelines and mentorship sessions. These resources help students structure their presentations effectively and enhance their delivery.

During the seminar evaluation, a panel of experts is convened. This panel comprises experienced faculty members and Heads of Departments, ensuring a comprehensive and fair assessment.

Following students' presentations, the panel provides comprehensive feedback that encompasses content, delivery, and report quality. This feedback includes constructive criticism and suggestions for improvement, which students value for their personal and academic development.

The seminars are intentionally designed to spotlight cutting-edge technology integration. This ensures that students remain well-informed about the ever-evolving field of engineering, preparing them to navigate and contribute effectively to this dynamic landscape.



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Rubrics#Seminar

Max Marks(50)

Performance Criteria	Marks Allocated	High	Medium	Low
		7-10Marks	4-6Marks	0-3Marks
Organization	10	Objective is clearly stated and information is provided in a logical and easy to follow	Objective is clearly stated but information is not relevant	Objective is not clearly stated and information is not relevant
Demonstration and Knowledge	10	Shows complete understanding of the problem Demonstrates full knowledge of the subject with explanations and elaboration	Response shows some understanding of the problem Few points are explained clearly	Response shows poor understanding of the problem And no clear explanation
Presentation and communication skills	10	Presentation with good technical details and good communication skills, refers the slides to explain the points and completely engaged with audience	Presentation with good technical details and average communication skills, but eye contact not proper	Presentation with poor technical details reads the slides and no eye contact
Impact of Visual aids	10	Visual /PPTs are clear and readable and free of errors/typos	Visual/PPTs are clear and readable but includes few errors	Visual /PPTs are not clear and contain errors
Question/Answer	10	Defends all questions by providing clear and insightful answers to the questions	Answers few questions	Does not provide any answers to the questions

Project Evaluation:

Project Allotment Process

Projects are an integral component of engineering studies, and the final year project at SSGMCE offers students a unique opportunity to immerse themselves in professional engineering practice, addressing intricate and open-ended engineering challenges.

The procedure for project allocation and assessment at SSGMCE is outlined as follows:



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Information Sharing: The project coordinator plays a pivotal role by sharing vital information on the notice board. This information encompasses project guidelines, titles of previous year projects and seminars, regulations for industry-sponsored projects, faculty expertise domains, and more. It serves as a valuable resource for students.

Group Formation: Students are instructed to create project groups, with each group comprising no more than six students. They are required to submit their preferences for project areas and titles to the coordinator.

Guide Allocation: Guides are assigned to project groups based on students' interests and faculty availability. This allocation takes place during departmental meetings and is transparently displayed on the notice board. Student groups meet with their assigned guides to finalize their project titles and commence their work.

Evaluation Guidelines: Clear guidelines for project evaluations, including the evaluation schedule, are prominently posted for the benefit of both faculty and students.

Resource Support: To support their project work, students are provided with ample hardware and software resources.

Promoting Innovation: Faculty members actively encourage students to participate in project exhibitions, offering them a platform to showcase their innovative ideas. Students are also motivated to publish their work in reputable journals and conferences.

Project Evaluations: Projects undergo four evaluations at specific intervals within the department. A project evaluation committee, as designated by the Head of the Department (HOD) and the coordinator, assesses the progress of all project groups. Constructive suggestions or corrective actions are provided as necessary. Evaluation data sheets are completed and submitted to the coordinator.

Rubric-Based Evaluation: Student projects are evaluated based on rubrics, which are distributed to students before the project monitoring rounds. This proactive approach allows students to prepare effectively.

Recognition: Based on the evaluation reports, the best projects are identified, and the names of the project groups are forwarded to the Dean (Academic) for recognition.

Project Report: The project coordinator shares the format and guidelines for drafting the final project report. Upon project completion, students follow their respective guide's instructions to



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create the project report. The report is reviewed by the guide, and the required number of hardbound copies (one for the departmental library, one for the guide, and one for individual submission) is submitted with the guide's signature.

Final Approval: These project reports are subsequently submitted to the Head of the Department (HOD) and the principal for their final approval.

Project Progress Monitoring

At the beginning of each semester, an academic planner and calendar are meticulously prepared. This calendar includes detailed planning related to project monitoring, ensuring that the process is well-organized and structured. It outlines the various phases of project monitoring, known as PPM1 (Project Progress Monitoring Round 1), PPM2, PPM3, and the final PPM. These phases facilitate continuous project monitoring throughout the semester, allowing for comprehensive assessment and guidance at various stages of the project.

Project Monitoring Schedule

S.N.	Phase	Performance Indicator	Date
1	Phase I –PPM1	Literature survey, Topic selection, objectives of proposed work	Month of August
2	Phase II –PPM2	Planning of project work, problem statement, Methodology, Presentation	Month of September
3	Phase III-PPM 3	Percentage of work completion, Demonstration and presentation	Month of January
4	Phase IV -PPM 4	Incorporation of suggestions, Presentation and demonstration, Results & Conclusion	Month of March

The total weightage of the project work amounts to 150 marks, with 75 marks allocated for internal assessment and 75 marks for external assessment. The project work evaluation process involves both the internal project committee within the department and an external examiner appointed by the university. The external examiner conducts a viva voce examination and assigns marks based on the viva and the presentation of the project work. This comprehensive evaluation approach ensures a fair and thorough assessment of the students' project work.



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Rubrics for Project Internal Evaluation (Max marks 75)

Rubrics	Phase / Monitoring Round	Marks
R1	PPM1	50
R2	PPM2	50
R3	PPM3	50
R4	PPM4	75
R5	Evaluation by Guide	75
Total Weightage		Marks obtained in R1, R2,R3, R4 and R5

Rubrics# R1 Phase I (PPM1) Max Marks (50)

Parameters	Marks Allocated	High	Medium	Low
		10-15 marks	5-9 Marks	0-4 Marks
Literature Survey	15	Reviewed wider range of relevant literature from multiple sources Literature survey is relevantly summarized to formulate the problem	Reviewed limited literature Summarized Literature survey to formulate the problem	Reviewed literature is brief and insufficient Literature survey is not relevant to the formulated problem
Topic selection	15	Innovative and useful to society, Industry based problem solving	Less innovative and useful to society	Useful to limited group and not innovative
Objectives of Proposed work	20	14-20	7-13	0-6
		All objectives of the proposed work well explained	Average explanation of the objectives	Objectives of the proposed not well defined



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Rubrics# R2 Phase II (PPM2) Max Marks (50)

Parameters	Marks Allocated	High	Medium	Low
		10-15 marks	5-9 Marks	0-4 Marks
Planning of work	15	50 % or more work completed	30 % work completed	10 % work completed
Problem Statement & Methodology	15	Problem statement is clearly specified Relevant and clearly defined methodology	Problem statement is clearly specified. Average explanation of methodology	Problem statement is vague. Methodology not defined
Presentation	20	Presentation with good technical details and good communication skills	Presentation with average technical details	Presentation with poor technical details and poor communication skills
		14-20	7-13	0-6

Rubrics# R3 Phase III (PPM3) Max Marks (50)

Parameters	Marks Allocated	High	Medium	Low
		10-15 marks	5-9 Marks	0-4 Marks
Percentage of work completed	15	75 % or more than 75 % work completed	50 % work completed	30 % work completed
Demonstration and Presentation	35	Objectives of the proposed work well defined and steps to solve the problem clearly specified	Objectives of the proposed work well defined and steps to solve the problem are not clearly specified	Steps to be followed to solve the problem not defined
		25-35	10-24	0-9



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Rubrics# R4 Phase IV (PPM Final) Max Marks (75)

Parameters	Marks Allocated	High	Medium	Low
		10-15 marks	5-9 Marks	0-4 Marks
Incorporated suggestions	15	All suggestion given by Project evaluation committee during PPM1 to PPM3 are incorporated	Moderate suggestions are incorporated	Suggestions not implemented
		20-30	9-19	0-8
Demonstration and Presentation	30	Able to justify and articulate all the above parameters	All the criteria are justified but still scope for improvement	Not able to justify most of the parameters
Results and Conclusions	30	Presented the results and discussion properly Provides clear interpretations that emerge from analysis	Presented the results and discussion Provides interpretations that emerge from	Presented results and conclusions not adequate

Rubrics# R5 (Project Guide) Max Marks (75/100)

Parameters	Marks Allocated	High	Medium	Low
		15-20/30	07 - 14	0-06
Publication on project work/ Participation in project Expo	20/30	Publication in highly reputed Journal/IEEE International Conference / Participation at national level	Publication in reputed Journal /International Conference / Participation at state level	Publication in Journal/ National Conference / Participation at institute level
		10-20	6-9	0-5
Attendance and consistency of work	15/20	Regularly reports to guide and consistency in work	Reports to Guide but lacks in consistency	Irregular in attendance and does not show consistency
Team work and Group Dynamics	15/20	Good coordination among the members Synergy	Fair team work and majority of the members functions adequately	Lack of coordination



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		15-25/30 marks	08-14 Marks	0-07 Marks
Project Report	25/30	Format for text, tables, figures, charts, etc. is strictly followed; Organization of the content is in logical order with all sections mentioned in the Guidelines; Explanations are clear with properly placed figures and tables; Contents are properly cited.	Format is as per the set standards; Organization of the content is somewhat in logical order with all sections mentioned; Explanations are adequate with most of the figures and tables properly placed; Most of the contents are cited.	Format is not as per standards; • Organization not in logical order; • Explanations in the report are not clear; • Citations are improper

Efficient Grievance Redressal Systems

Effective and transparent assessment mechanisms, along with efficient grievance redressal systems, are the bedrock of a responsible and proficient educational institution. They ensure fairness, maintain academic integrity, and significantly contribute to providing students with a positive and satisfactory learning experience.

Handling Exam-Related Grievances: Institute and University Levels

Institute Level

In cases where a student is unable to appear for an internal assessment or examination due to medical or genuine reasons, an application with proper documentation allows for the conduction of a retest as per established norms. Upon scrutiny by the class counsellor, approval by the Head of Department permits the student to take the retest, which is then conducted by the respective course teacher. The retest marks are submitted to the Dean Exams for further processing.

Students' grievances regarding their assessments are addressed by showcasing their performance in the answer sheet. Answer sheets of concerned students are reassessed in the presence of the student by the faculty. Any identified corrections in the total marks or assessment of answer books are promptly rectified by the faculty members using a marks correction sheet. This sheet is then submitted to the Dean Exams, who updates the student's



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marks in the Student Information System (SIS) portal. The institute follows an open evaluation system where student performance is openly displayed on the SIS portal.

University Level

At the university level, students can request a revaluation of their answer scripts if they receive marks lower than expected, following the payment of a prescribed fee.

The university provides students with photocopies of their answer sheets for evaluation-related concerns, allowing them to request a revaluation if necessary.

In instances during university exams when issues or irregularities arise, like when the exam questions fall outside the syllabus, contain printing errors, or are improperly formulated students submit an application through the officer-in charge and the principal. This application is addressed to the University Examination Controller, requesting necessary resolutions to rectify the grievance. The primary aim is to ensure that students do not encounter any loss in terms of marks.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



Prof. V. M. Umale
Dean (Exams)

Dr. S. B. Somani
Principal

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

RESEARCH AND DEVELOPMENT CELL

Preamble:

The future of any industry, college and university is dependent on innovation index and its linkages with providing the solutions to common problems in a society. With the advent of technologies online resources are available in abundance to each consumer, which make consumers more oriented towards their desired solutions and mounts the pressure on industry to provide more consumer-oriented solutions. So, it is inevitable to change our role from a typical solution provider and go much beyond the traditional problem-solving approach and provide personalized solutions. But the personalized solution comes with premium which consumers are reluctant to pay due several available options and competitors. There is a dire need to transform the solution development model.

Purposes

This policy is developed in accordance with the Vision, Mission and the belief with the purpose to create a vibrant atmosphere to promote research among students, faculty and researchers. The research committee have highlighted the need of the research policy to improve the research profile of the institute.

Scope

The research policy is applicable and mandatory for all faculty members, research scholars and students of all the departments of SSGMCE.

VISION:

To nurture the research culture at SSGMCE by promoting research in emerging and challenging areas of Engineering, Technology, Science and Management.

MISSION:

1. To develop and foster the Research Ecosystem at the institute
2. To develop a support system for researchers in terms of infrastructure, facilities and research funds
3. To collaborate with renown research organizations, leading industries and academic institutions of repute

4. To encourage and motivate the students and faculty members to undertake research projects in their areas of interest and improve the quality of academic research
5. To improve the quantity and quality of research publications, products and patents

Implementation Plan

Students are the key partners for any innovation, research and entrepreneurial activities. Often, they are left out of innovation and research. The innovation and research mindset of the students need to be leveraged to build the culture of innovation, research and entrepreneurship at SSGMCE.

There is a need to motivate and engage all students in research activities.

The strategies for involving the students in academic research, innovation and entrepreneurship (IR & E) are as follows.

Step 1: Each department to identify the department level and interdisciplinary areas for IR & E. Each focus area should form the Similar Interest Groups (SIG)/Faculty Cluster around the activities to be carried out in that specific area. The SIG should include the members from faculty having research interest/skills in giving SIG, Students, Alumni, Industry Experts and relevant outside experts. Each SIG should present their activities to all the students in a common event two times every year inviting them to join the SIG. All SIGs should maintain the project definition format as per **Annexure: I, it will help them to enroll the students, monitor progress and given equivalence to academic activities e.g., Assignments, Projects or other academics.**

The successful SIGs should host Awareness and Information sharing sessions for end users, prospective SIG members and other relevant populations. Beside this department to host department level hackathons, project, and business plan competition in line with the collective focus of all department SIGs. (If required SGIRAC can help to identify the department specific challenges/projects).

Time Frame: To be carried out in First week of August and First week of February every year.

Step 2: Identified SIGs having potential projects for hackathons, publication, patents, grant application, start-up should be nurtured accordingly. Department level single point of contact from faculty and students should meet once in 15 days to discuss, monitor and manage the activities.

Step 3: Launch Event: Public Exhibition of the IR & E outcomes

Organize an open to the public event where all the SIGs will exhibit their IR & E outcomes, it will help them to understand the needs of the solution, test the demand in actual market, secure funding/investment, technology transfer and make the end user aware.

SGIARC can help the potential projects in the following ways.

- i. Establish required collaboration
- ii. Identify the suitable funding/investment options
- iii. Acquiring necessary IPRs and Incubation of the business
- iv. Launch, Technology Transfer, Mentoring and Necessary Training of SIGs
- v. Maturing the project into a product or service as applicable.
- vi. Pilot scale implementation and test marketing
- vii. Completing legal and technical formalities for Spin-off
- viii. Spin-off launching

Step 4: Final Year Projects and Internship

Each module of Section A of Annexure 1 can be offered as a project to final year UG/PG students, PhD Scholars or other relevant groups.

The all SIGs hosts a workshop for all 3rd year students every year to motivate them to take the predefined project of the SIGs, the cross-department teams should be encouraged to promote an interdisciplinary approach.

The outcome of the assigned module should be published in a reputed relevant journal, conference, technical event or obtain necessary IPR.

To execute Final year undergraduate projects, the detailed plan of action and methodology to be followed is mentioned in **Annexure II**

Incentives

The incentives to be offered as per the following criteria

SN	Score as per Annexure III	Incentive
1	Less than 20	No incentive
2	Between 21 to 30	Rs. 10,000/-
3	Between 31 to 45	Rs. 20,000/-
4	Between 46 to 60	Rs. 30,000/-
5	Between 61 to 75	Rs. 40,000/-
6	More than 76	Rs. 50,000/-

Objectives:

- To inculcate a research culture at UG level and strengthen at PG level through credit courses in line with NEP 2020.
- To leverage the Choice Based Credit System to nurture Innovation
- To Leverage NEP 2020 provisions and create conducive environment across the departments to promote research and provide required support facility through research framework and guidelines.
- To organize seminars/conferences/workshops/training programs on cutting edge research/technology to acquire the necessary skill set/knowledge.
- To publish research/review/reports in high quality peer reviewed, indexed journals/books
- To fetch research grants from Govt. /Private Industries and consultancy projects to generate funds.
- To develop and strengthen research facilities within campuses.
- To establish partnership/collaboration with one of the top 100 global universities recognized for its academic and research excellence, Industries and SMEs.
- To develop a support system to help researchers to bring their research to society.
- Emerge as a Centre of excellence in creating knowledge.

Areas covered under the policy

- PhD Research
- Joint Research Projects of Faculty and Students
- Publication by faculty and students
- Consultancy
- Proposal for Funding
- Thrust areas for research
- Procedure for
 - Collaboration
 - Organizing and attending the conference
 - Faculty training for research
 - Management of the research policy
- Non-Faculty Research Appointments
- Establishing Independent Laboratories and Research Centers

Seed Money

- SSGMCE should have provision of research grants under the title “Self-Funded Minor Research Projects” for early-stage researchers. The objective of the grant is to provide financial support for pilot scale validation of the project and motivate the faculty members to take up research on priority basis.
- Further Research Cell shall guide respective faculty for submitting the pilot scale validation to suitable funding agencies for higher level funding.
- To promote and motivate faculty clusters for quality publications, Article Processing Charges/Conference Publication fees will be borne by the institute (Once in a year)

Collaborative research/Industry sponsored /Interdisciplinary research

- Collaborations with reputed national and international universities, research organizations, government organizations, industries, NGOs, SMEs. etc. The Professor of all the schools shall take the initiatives and establish linkages with the appropriate organization pertaining to the focus areas of their respective departments, leading to consultancy, collaborative projects, faculty/student exchange and other appropriate activities. This will open new avenues for students and faculties to develop networking with researchers/scientists and industry experts. The collaborative projects and consultancy with industry shall aim at developing the solution/service for solving the industrial/societal problems. The interdisciplinary research focus is to be appreciated as it will develop multifaceted scientists.

Grant Management and IPR Cell need to be established

- To prepare, interpret, negotiate, and accept agreements for funding projects. Liaising activities for Govt. and sponsored programs
- To evaluate the commercial potential of new technologies, determining patentability, prosecuting patents, registering copyrights, marketing and licensing patents, tangible material, and software, negotiating license agreements, and receiving and distributing royalties and other income to the inventors
- To file and manage IPR
- To manage financial conflict of interest
- Integrity, Quality and Ethics
- Data privacy and protection of identity
- Develop policy for exchange of material, research trials, publication and result sharing

Non-Faculty Research Appointments

Dedicated Appointment Researchers and Academic Staff - Research (AS-R):

Research Scientist, Professors, Research Engineer, Research Scholar or Professor of Practices (as envisioned in NEP 2020)

One research staff/teaching assistant “through earn and learn scheme” shall be appointed for each PI of potential project before the funding and as required/approved in the funding proposal after the funding. Their primary role is to assist the PI in attaining the goals of the PI's research projects. They may participate in the preparation of proposals, progress, and final reports, teaching activities and may be the co-author or sole author of research results, with the agreement of the PI. Although not usually engaged in formal classroom teaching, AS-R frequently assists in the guidance of researchers under respective PI, graduate and undergraduate students in the laboratory.

Thrust Areas for 2022-2027 (Subjected to change as per recommendations of SIGs of SSGMCE)

Thrust areas are identified with the help of inputs received from research supervisors and faculty members of the institute.

<p>Engineering</p> <ul style="list-style-type: none"> • Big Data Analytics • Artificial Intelligence • Sensor Technology • Smart Technologies • Branch Specific Areas identified by the department 	<p>Management</p> <ul style="list-style-type: none"> • Human Resources Management • Finance Management • E-commerce • Corporate Social Responsibility • Digital Marketing and Social Media Promotion • Areas identified by the department
<p>Interdisciplinary</p>	
<ul style="list-style-type: none"> • Mother and Child Health • Water Sanitization and Hygiene • Epidemics and Infectious Disease • Tackling AMR • Vaccines and medicines for the communicable and non-communicable diseases 	<ul style="list-style-type: none"> • ICT in Healthcare • ICT in Management • Wearable Technology to Care Delivery • Disease Surveillance Using Technology • Smart Supply Chain Solutions • Biomedical Engineering

RESPONSIBILITIES:

1. To prepare policies, procedures and guidelines relating to research and development activities
2. To prepare R&D budget for the institute that majorly includes publication, training, travel and creating new facility for research.
3. To identify the potential areas of research in various disciplines of engineering, science and management and form the faculty clusters based on their specialization.
4. To help faculties to prepare and submit proposals to various funding agencies like AICTE, UGC, DST etc. to obtain grants for projects (In coordination with the Bureau of Proposals)
5. To coordinate the matters related to Ph.D. including administration and evaluation of Ph.D. students
6. To encourage and motivate the faculties to register for Ph.D.
7. To encourage faculties to publish their research work in reputed journals having good impact factor and indexing
8. To encourage and motivate students and faculties to attend/publish papers in various National/International Conferences
9. To arrange/organize the FDP/STTP/workshops related to research and development activities
10. To support faculties and students to enhance their knowledge about Intellectual Property Rights (IPR), Patents and copyrights
11. To encourage departments to undertake more MoUs with leading industries and reputed organizations for upskilling of students and faculties and collaborative research
12. To ensure the effective and optimal use of resources by providing a platform for sharing available research facilities
13. Preserve code of ethics while publishing papers / thesis
14. To form the student research teams at the department/institute level and enhancing the culture of interdisciplinary research
15. To identify potential projects/ideas that can be transformed into a product/patent
16. To motivate faculty, staff and students for taking up startups as per innovation and entrepreneurship policy.

ROLE OF COORDINATORS:

1. To identify thrust/emerging areas of research in consultation with members of the department and form the clusters of faculties with respect to their area of specialization/interest.
2. To prepare departmental R and D budget.
3. To identify a students research coordinator from each class.
4. To encourage and support faculty, staff and students for preparation of proposals and submit to the funding agencies.
5. To motivate and mentor faculty, staff and students to publish papers in reputed conferences and journals having good impact factor and indexing
6. To ensure proper execution of PhD related activities (Coursework and Evaluation)
7. To make students aware about the expertise, facilities and research activities of the department.
8. To identify and prepare a list of students eligible for incentives related to research activities as per the academic incentive scheme.
9. To verify and submit applications of faculties eligible for incentives for research activities to the Chief Coordinator.
10. To take a monthly review of research activities at the department level.

ROLE OF CHIEF COORDINATOR

1. To prepare R and D budget of the institute and submit to the Head of Institute/Principal for the approval.
2. To prepare/revise the guidelines and policies for research activities and submit to Head of Institute/Principal for the approval
3. To arrange the STTP/FDP/Workshops related to research activities at institutional level.
4. To perform administrative responsibilities related to PhD
5. To organize orientation workshops twice in a year. (February and August, where SIG head will present their ongoing research activity and invite interdisciplinary collaborations)
6. To approve and submit a list of students eligible for incentives related to research activities

7. To approve and submit a list of faculties eligible for incentives related to research activities
8. To take review of research activities at institutional level in the last week of every month.

IMPORTANT GUIDELINES FOR RESEARCH AND DEVELOPMENT ACTIVITIES

1. All the faculty, staff and students should be the part of a SIG/faculty cluster of their interest with information to R and D Coordinator.
2. SIG/faculty cluster should decide their research focus in the mutual consent of all the members once in a year.
3. Each SIG should work in close coordination and submit at least one funding proposal.
4. Ph.D. supervisor with the assistance of their PhD scholars shall write and submit a Research Proposal to various funding agencies for financial grant/support.
5. It is mandatory for the department of Applied Science and Humanities and Business Management to submit one research proposal per year for a minimum of Rs 5,00,000
6. It is mandatory for all the Engineering departments to submit one research proposal per year for a minimum of Rs 10,00,000
7. It is mandatory for all the faculties to publish at least one paper per year in ICI/SCOPUS indexed Journal/Conference
8. All R&D coordinators and HODs to motivate and encourage their faculty members to publish research articles in SCI/WOS indexed journals
9. All R&D coordinators and HODs to motivate and encourage their faculty members to publish books/book chapters
10. It is mandatory for all the faculties and ME/PhD scholars of the SSGMCE to maintain plagiarism level 15% or as per the guidelines of the respective publishers.
11. It is mandatory for all the faculties to attend at least one research training per year.
12. The Member should not be allowed to change SIG as they are expected to spend sufficient time on their area of interest.

13. All the Doctorate faculties shall help and support colleagues to pursue their doctoral research.
14. Faculties conducting research shall guide and utilize the SIG effectively.
15. The student research coordinator shall encourage their classmates to actively participate in the SIG research activities.
16. Inter departmental interaction of faculties and student research teams shall be encouraged to enhance multi-disciplinary research/projects
17. Ph.D. supervisors and scholar shall acquire the membership of professional societies like IEEE, IE, ASME ISTE etc.

RESEARCH AND DEVELOPMENT POLICIES

To foster the culture of research amongst the faculty members and students some motivational measures are proposed which herein after referred as **Best Practices for Research and Publications**

BEST PRACTICES FOR RESEARCH AND PUBLICATIONS

A. PUBLICATION IN JOURNAL

1. The papers published in journals indexed by ICI/SCOPUS/SCI(WOS) /ESCI /SCIE/ SCImago shall only be considered for Article processing charges (APC) reimbursement
2. In case of multiple authors, all authors shall be affiliated to SSGMCE
3. APC for the publication up to Rs 5000/- for the paper published in ICI/SCOPUS/SCI(WOS)/ESCI/SCIE/ SCImago indexed journal (Once in a year) shall be borne by institute
4. In no other case the publication charges shall be paid by the institute

B. PUBLICATION IN CONFERENCES IN INDIA

1. The papers published in the proceedings of conferences organized/ sponsored by IEEE, IET, SPRINGER, ELSEVIER etc. shall only be considered for reimbursement
2. Faculties of SSGMCE shall be eligible for the sponsorship in the form of registration fees, travel and dearness allowance, and duty leave
3. In case of multiple authors, all authors shall be affiliated to SSGMCE and only one author shall be eligible for 100% reimbursement of registration fees for the presentation

4. Ph.D. scholars who are IEEE student members (Or Branch Specific Professional Bodies that sponsors/hosts conference) shall only be eligible for registration fees reimbursement
5. The sponsorship for the individual faculty/PhD scholar shall be given maximum for one conference paper per year

C. PUBLICATION IN CONFERENCES OUTSIDE INDIA

1. Faculties of SSGMCE shall be eligible for the reimbursement for publication/ presentation of research paper in a conference outside India
2. Faculties of SSGMCE shall be eligible for the sponsorship of 50% registration fees, duty leave as per norms, travelling allowance (Train/Bus TO and FRO) from Shegaon to the city of embarkment (Viz. Mumbai, Delhi, etc.) and one-way airfare from the city of embarkment to conference destination.
3. It is mandatory for the faculty applying for sponsorship for presentation abroad to submit a travel grant proposal to AICTE, UGC, SERB etc.
4. In case of multiple authors, only one author shall be eligible for the sponsorship
5. Sponsorship for presentation in abroad conference shall be applicable to only that paper where the affiliation of authors is SSGMCE
6. An individual faculty from SSGMCE can apply for the sponsorship for presentation of a paper in abroad once in three years
7. Faculty applying for sponsorship have to submit a detailed travel plan and necessary documents to the Principal for sanction at least one month in advance. The sanction of the same shall be subjected to the approval of the Management

D. PUBLICATION OF PATENT

1. Faculties of SSGMCE shall be eligible for the reimbursement for the publication fees of patents
2. Reimbursement is applicable to only those patents which are filed jointly with SSGMCE subjected to approval from Management.
3. No SSGMCE faculty /student can apply for patent personally /individually if the project is sponsored by SSGMCE/SGIARC even after leaving SSGMCE.

4. All patents shall be filed through the IP cell of SGIARC/SSGMCE wherein the first applicant and hence the owner is SSGMCE. However, the co-applicant may be inventors
5. All the commercial rights of the patent shall be with SGIARC/SSGMCE
6. The fees for filling patent shall be paid by SSGMCE
7. The revenue generated after commercialization of the patent shall be shared between SSGMCE/SGIARC and the inventors however the percentage of sharing will be mutually decided by the SSGMCE/SGIARC and the inventor as per the policies

INCENTIVES FOR SPONSORED RESEARCH, CONSULTANCY

A. SPONSORED RESEARCH

1. It is mandatory for all the departments to submit a research proposal to the funding agencies (AICTE, UGC, DST, etc.) every year
2. A research proposal accepted by the funding agencies (AICTE/UGC/DST etc.) shall be regarded as sponsored research
3. Faculties of SSGMCE are eligible for the incentives for sponsored research
4. Incentive of 1% of the total fund sanctioned OR Rs 10000/- (whichever is minimum) shall be applicable to PI
5. In case of multiple applicant/investigators the incentive shall be shared between PI and Co-PI
6. Incentives shall be applicable only when all the formalities/documentation with funding agency are completed in all respects and due time

B. CONSULTANCY POLICY

In the following area Institute employees should undertake consultancy work & execute the same as per the stipulated norms.

- 1) Computer base program - Latest highly demanded courses to be introduced.
- 2) Technical consultancy- From various Govt. / Private Organizations regular job orders to be undertaken.
- 3) Management consultancy- Counseling & problem related to routine dealing with the organization.
- 4) Through MBA/Management expert in all relevant area- Counseling & problem related to routine dealing with the organization.

- 5) Seminars/Symposia/Workshops/Conferences
National/International. Seminar/Symposia/Workshop/Conference in the field of workshop/ Technology Management/IT for the Institute of repute – Formulated yearly calendar & organize programmes from time to time. Especially need & tailor made strategy to be followed.
- 6) Industry Institute interface- Maintain present track & necessary liaising with industries.
- 7) Consultancy in R & D Cell should identify the area.
- 8) General consultancy – Other than these areas which have not been covered in the point no.1 to 7

Nature	MODE OF PAYMENT	
	Institute	Individual
A) General rule	50%	50%
B) Without overhead	40%	60%
C) Deputed in the interest of Institute	60%	40%
D) Individual development	70%	30%

**Subjected to revision in the annual review meeting.*

Norms of the Institute for Consultancy:

- In the premises of the Institute no question of leave.
- If deputed in the interest of the Institute permitted with full pay duty leave (DL).
- Leave should be granted without any limitation of period if deputed outstation by the Institute.
- If for the sake of on duty prior approval from the competent authority is essential and one has to avail leave as per procedure.
- Type A: Individual consultancy – By single person
- Type B: Group consultancy – Dept. or inter-department too.
- If the incumbent is keen to undertake any job for extra income he/she must contribute to institute to the extent of 40% of the total earnings (Profit of consultancy) for the year.

General Guidelines for Consultancy

The institution should actively encourage and support the faculty in taking up consultancy (and testing) works. They are advised to liaise actively with society and industry to attract projects, particularly those, which have elements of industrial problem solving, student involvement and educative value.

There is not any limit on the quantum on the consultancy work taken up or the remunerator earned by a faculty so long as this is done with the concurrence of the competent authority and without prejudice to the other duties and responsibilities of the teacher or to the interest of the institution and the students.

Area of Consultancy:

- (i) Consultancy and Testing Services.
- (ii) To take up necessary and apt projects for development of industry and society needs.
- (iii) Enhance the potential of manufacturing & development center
- (iv) Begin part-time courses
- (v) Visiting lectures from the in-house faculties.

Type of Projects:

Type I - Those projects, which involve the participation of a faculty or group of faculties who use Institutional infra-structural facilities such as workshops, Laboratories, computers, etc. for the work.

Type II- Those projects, which involve the participation of a faculty or group of faculties
Without using any institutional infrastructure.

Consultancy Service Charges:

A pattern adopted for the sharing of the net revenue from consultancy work is as given below. Initially, the expenses towards exhaustible items like – printing papers, stationary; cartridge/ink, drawing sheets, etc. should be met with and the remaining amount should be distributed as per followings.

For Consultancy Projects of Type I


- (a) 50% to the development fund of the institution
- (b) 50% to be shared by the team involved with the work including supporting staff

For Consultancy Projects; of Type II


- (c) 40% to the development fund of the institution
- (d) 60% to be shared by the team involved with the work including supporting staff.

RECOGNITION OF FACULTY RESEARCHER

1. In order to recognize the research contribution of the faculty members **“Faculty Researcher of the Year Award”** shall be presented to deserving faculty member
2. To promote and motivate the research culture an honor list of faculty members having research acumen shall be prepared and published every year


Dr S S Jadhao
Chief Coordinator, R&D




Dr S B Somani
Principal



SGIARC: TBI

SGIARC-TBI

Incubator Policy and Procedures

Innovation and Start-up Policy Formulation Committee

In view of NISP implementation, following experts committee is formed at all institute to formulate the policy.

Sr.No.	Name	Designation
1	Dr.S.B.Somani	Principal
2	Dr.S.B.Patil	CEO,SGIARC-TBI Foundation
3	Dr.S.S.Jadhao	Coordinator R & D
4	Prof. D.L. Bhombe	Coordinator ARIIA
5	Dr. N. B. Borkar	Coordinator Yukti
6	Prof.P.A. Dalke	Coordinator IP Cell
7	Dr.R.A.Zamare	Coordinator NISP
8	Mr.Mitharam Ekade	Coordinator ED Cell
9	Dr.Santosh Bothe	External Member

Incubator Policy and Procedures

Objectives: The goal of SSGMCE the host institute of SGIARC: TBI, Shegaon is to promote Entrepreneurship, Technology and Service-based Entrepreneurship and thereby facilitate practical application of knowledge for public or society use. The Centre wishes to facilitate the creation of ideas and inventions that benefit society. To facilitate this, the center has adopted an Incubation Policy to provide guidance and management structure to facilitate development of entrepreneurship and facilitate Innovative start-ups in commercializing of the ideas into viable competitive business. The scope of this document is to define the policy and procedures for the operational matters related to the Centre for Innovation and Incubation.

The Process flow is as mentioned below:

1. Eligibility Criteria
2. Incubation Admission procedure
3. Infrastructure and Services provided to incubatees
4. Mandatory Mentorship
5. Period of Incubation/Exit
6. Periodic assessment
7. Intellectual Property Evaluation
8. Seed funding
9. Business Plan Template
10. Conflict of interest
11. Disclaimer
12. Norms for faculty startup.
13. Agreements

The policy is subject to periodical review and amendments. It will be the responsibility of the student/faculty run companies admitted to SGIARC: TBI to update themselves from time to time on amendments in Incubation policy and procedures. The SGIARC: TBI reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case-to-case basis.

1. Eligibility Criteria:

- Any person desirous of availing incubation facilities has to incorporate a private/public limited company under the Indian Companies Act and apply in the prescribed **format** along with the required documents or registered under MSME. No application for incubation shall be entertained if the applicant has not incorporated a private/public limited company under the Companies Act or registered under MSME.
- The companies promoted by Faculty **SSGMCE** shall be governed by Intuitional **Policy** as approved by the Institution. The companies promoted by students enrolled for full-time Degree at an educational institution shall not be offered incubation if the student is holding an Executive position; however, companies promoted by students and faculty are eligible to apply for incubation provided the student/faculty is not actively engaged with the company beyond any engagement which may be permitted by the Institute.
- A company if promoted by regular staff or employee of an organization shall be granted incubation only upon submission of 'No Objection Certificate' from the competent authority or employer. However, companies having employees as shareholders are eligible to apply for incubation.
- Any company that is engaged or proposing to be engaged in imparting educational courses and/or training programs including vocational trainings or is planning to undertake such activities during or after it incubation at SSGMCE is not deemed eligible for incubation and their application will not be entertained.
- However, the committee can consider exceptional case and admit the students, or any outsiders on merit of the business proposal and give necessary permission/ approvals to use TBI services.

2. Incubation Admission procedure:

All the applicants shall have to read and agree to the terms and conditions of the incubation after which their applications shall be processed.

STAGE 1: Submit Executive Summary/Business Plan

As a first step in the admission process, the prospective company should submit an Incubation Application containing the Business plan, Certificate of incorporation and Memorandum & Articles of Association. SGIARC: TBI then shall present the executive summary to an internal review committee for comments on technical and business feasibility of the idea.

Following are the Evaluation Criteria:

Some representative criteria to be applied for evaluation (not limited to these).

- i. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential.
- ii. Profile of the core team/promoters.
- iii. Intellectual Property generated and the potential of the idea for IP creation.

- iv. Financial/ Commercial Viability and five-year projections of P&L, Balance Sheet and Cash Flows, ROI /SROI.
- v. Fund requirement and ability to raise funds / viability of raising finance.
- vi. Marketing strategy, Market readiness and Timeframe.
- vii. Break-even period.
- viii. Commercial potential, demand and requirement in India or International.
- ix. Fitness to seek benefit of various assistance schemes and policy, Legal aspects of doing business.
- x. Scalability.

STAGE 2: Presentation to Evaluation Committee of SGIARC: TBI.

The initial evaluation of the business plan / executive summary if positive, SGIARC: TBI will arrange a meeting with the company founders, during which the company will be expected to present a PowerPoint presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by a Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation. The presentation through video conferencing is also permitted.

The constitution of the evaluation committee will comprise of representatives of SSGMCE and SGIARC Management along with technical, financial and other experts.

Research & Due Diligence: SGIARC: TBI will perform research and due diligence of the company, the management team, the industry, and the current and future competitive elements facing the business throughout the application process, based on the requirement. If any further information from the applicant is required and SGIARC: TBI may ask the applicant to revise the executive summary and/or presentation. It may at its discretion seek advice of various government bodies who have sponsored the incubation Centre like DSIR ,DST, TDB, NSTEDB ,TIDE ,MCIT ,MSME,etc.

Non-Disclosure: SGIARC: TBI, adheres to strict confidentiality throughout the application process. However, SGIARC will not sign any 'non-disclosure' agreements.

3. Infrastructure and services provided to the Incubatees:

Following are the services provided by SGIARC: TBI to the incubatees:

a. Mentoring and Advisory Services:

- Strategic Checkups: The SGIARC TBI Head will meet the company CEOs at least once a month for strategy reviews and discussion of operational issues.
- An incubated company can take a faculty advisor as a mentor on technology issues in the subjects available in SGIARC: TBI.
- Specialized mentors will also be made available to the companies from TBI to assist with particular strategic area sort provide project-oriented consultation. These arrangements may begin as a pro bono arrangement with an option for both parties to graduate to a paid relationship.
- An incubated company may avail the consulting services by empaneled professionals.

b. Support for research activities/Legal services/market accessibility

- Incubatees can avail the expertise of the external faculty as well use the existing facilities in the campus with permission of CEO, TBI.
- TBI can help the Incubatees in obtaining the legal services and reaching out to their customers and help in their marketing strategies through their partnered institutions.
- SGIARC may associate with professionals for accounting, IP, legal and management expertise on a part-time basis. The incubated companies can avail their services. Any direct services provided to an incubatee by the service provider would have to be paid for.

c. Institutional infrastructure: SSGMCE may facilitate access to the Institutional infrastructure or laboratories as per the norms of SSGMCE and SGIARC.

The center offers fully furnished space to the incubatees as per availability at TBI and need of the business.

1. The Cubicles with seating capacity of two each with computer and printer, Wi-Fi facility etc.,
2. Ten cubicles with seating capacity of two each
3. Office rooms (12*15) with facilities (10 rooms)
4. Besides this, we also have Seminar/
Conference Halls, meeting rooms, production
facility etc.

Upon admission to TBI, the following facilities will be offered to the incubated companies on an individual basis:

- Office space.
- Computers-up to two on rental basis. More than two can be availed at market rates.
- Printer.
- Broad Band Internet Connection (wired and wireless)
- Standard Furniture.
- Any other facilities may be made available at cost/ rent mutually agreed terms.

d. Common Infrastructure: TBI provides a common pool of hard and soft infrastructure to be shared by all incubated companies. The following resources are provided:

- Fax machine.
- Photo copying machine
- Document Scanner.
- Access to college Library: Books, Subscription to IT, Business, Management and Trade journals and newspapers.
- Meeting/Conference room with Audio and projection equipment.
- Tele or Video conferencing facilities.

4. Mandatory Mentorship:

One of the objectives of Incubation is to utilize the technical expertise and lab infrastructure of SSGMCE College. Therefore, every company that is offered incubation at TBI can select one faculty member from the Institution who shall act as a mentor to the incubated company and guide the company on product development.

The company has to offer minimum 1% of share equity to the mentor as a consideration of mentorship.

Industry Mentor:

TBI has created a database of Industry mentors. Every company incubated at SGIARC select one Industry mentor within six months from the date of joining the Centre. In case the incubate opts for an industry mentor, the company has to offer a minimum 1% of equity to the mentor as a consideration of mentorship.

5. Period of Incubation /Exit:

Tenure of Incubation:

The companies will be permitted to stay in the incubator for a period of two years. They may be granted maximum two extensions of 6months each, at a time at the sole discretion of the Institution.

EXIT

An incubated company will leave the incubator under the following circumstances:

- Completion of two years stay(if no extension granted).
- Under performance or non-viability of business proposition as decided by TBI on a case-to-case basis.
- Irresolvable promoters dispute as decided by TBI on a case-to-case basis.
- Violation of the policy of SSGMCE /SGIARC may lead to appropriate action.
- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/founders 'team without concurrence of SSGMCE/ SGIARC.
- Any change of more than 50% of equity ownership would require a prior approval of SGIARC.

- Any other reason for which SGIARC may find it necessary for an incubated company to leave.

Not with standing anything written elsewhere, SGIARC: TBI's decision in connection with the exit of an incubated company shall be final and shall not be disputed by any company.

6. Periodic Assessment

A committee set up by TBI will evaluate the performance of the incubatee every three months. The emphasis of evaluation will be on checking if the milestones specified in the business plan are met. For a company which has taken seed fund loan, additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability, utilization of seed money loan

For the specified purposes and its ability to repay the loan. Further seed fund disbursement will be dependent on the progress shown in previous appraisal.

Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation are:

A. Ideation/Innovation stage

- Concept development / Opportunity spotting
- Product Development
- Market assessment/Competition analysis
- First level Business Planning/Business Modeling
- Founding Team
- Intellectual Property Protection
- Seed Funding

B. Pre-MarketStage

- Proof of Concept/ Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing
- Full scale business planning including production, sales and sourcing

C. Implementation Stage

- Full scale Business Planning
- Pitching for Venture Funding
- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage

- Going National / Global
- Full scale business Graduation
- Post incubation Survival

The incubate may be asked to provide more frequent updates to SGIARC: TBI.

7. Intellectual Property Evaluation:

The incubatee should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubate company.

- i. In case the incubate company is desirous of using the Intellectual Property of SSGMCE s, like patent, software code, copyright, design registration, developed product, etc. then the company shall make such request in writing to SGIARC. The terms and conditions for such IP licensing shall be decided by the Institution.
- ii. The company shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).
- iii. The company shall inform if any IP has been generated as a result of collaborative work with faculty members (who are not promoters)is being incorporated into the product(s).
- iv. The company shall inform if SGIARC: TBI's, infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).
- v. The company shall inform (if any) about any agreement with SGIARC: TBI, that the IP has been assigned to the company for commercialization.
- vi. The entrepreneur would have option of first purchasing the rights of IP from SGIARC, and then being incubated or assigning equity to SGIARC, in lieu of direct payments to SGIARC. Please refer the consideration section for details.

The incubatee would maintain a register with the details of any IP (patents, licenses, copyrights etc)that has been brought into the company prior or during their stay at TBI.Also,any IP developed during the stay would be maintained in the register.

Not withstanding anything written above, Intellectual Property Rights will be governed institution's policy.

8. Seed Funding:

SSGMCE/ SGIARC may provide seed fund subject to the availability of funds/ grants/ schemes meant for this purpose through TBI. Seed fund will be sanctioned only to the registered companies and shall be based on the merits of each company. Further, the admission to TBI shall not automatically entitle the companies to receive seedfund.

A company desirous of getting seedfund may submit an application for seed fund after three months of incubation at MCCIE. The seed fund will be sanctioned based on the eligibility criteria as decided by TBI. It would also be subject to the terms stipulated as per the Seed funding Guidelines.

One of the criteria for approval of the seed fund will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to the companies who already have some sources of revenue or some customer order booking. TBI will have the sole discretion to sanction or reject an application for seed loan and the decision of TBI in this regard shall be final. TBI is not bound to give any reason in case an application for seed loan is rejected.

Though seed fund may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to SGIARC: TBI CEO/head's satisfaction over the suitable progress made by the company.

Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of TBI. (**Refer seed fund agreement – Annexure**)

9. Business Plan Template:

The following template can be used for creating a comprehensive business plan. Though these sequences own is not mandatory, the plan must cover all the sections listed in the template:

- i. Introduction/Company overview
- ii. Concept/ Proposition/ Product description
- iii. Market opportunity
- iv. Competition survey
- v. Development plan and milestones
- vi. Marketing plan
- vii. Management/Organizational chart
- viii. Financials
- ix. Risks and de-risking strategies
- x. Appendix

10. Conflict of Interest:

In case of any conflict of interest, the decision of the Institution shall be final and binding upon the parties.

11. Disclaimer:

SSGMCE/ SGIARC does not guarantee success and/or feasibility of the technology transferred from the Institution. SSGMCE/ SGIARC, or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold SSGMCE/SGIARC, or any person representing them harmless from any loss including damage or penalty.

12. Norms for Faculty Startups:

- a. For better growth of the entrepreneurial activities in the campus and to fulfil the entrepreneurial wish of faculty members, they are encouraged to start their ventures and enroll themselves as incubates in the institution incubation center. Only those technologies/ideas should be taken for faculty startups which originate from within the institution.
 - i. Role of faculty may vary from being an owner/direct promoter, mentor, consultant or as on-board member of the startup.
 - ii. Faculty engaging themselves in the startup venture should ensure that the regular duties of teaching don't suffer owing to his/her involvement in the startup activities.
 - iii. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
- b. In case the faculty/staff holds the executive or managerial position for more than three months in a startup, they will go on sabbatical/ leave without pay/ utilize existing leave. Faculty must clearly separate and distinguish on-going research at the institution from the work conducted at the startup/company.
- c. In case of selection of a faculty startup by an outside national or international accelerator, a maximum leave of one semester/year (or even more depending upon the decision of review

Committee constituted by the institution) may be permitted to the faculty at the discretion of the management.

- d. Faculty must not accept gifts from the startup.
- e. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
- f. Human subject related research in startup should get clearance from ethics committee of the institution.

*(Faculty will abide by the regular norms of incubation Centre apart from the above)

13. Agreements

All incubates shall enter into the following agreements with the Institution:

1. Incubation Agreement: Contain rules and other incubation norms, consideration, equity holding, etc. (Applicable to all.)
2. Seed-Fund Agreement: Contain rules of disbursement and repayment (Applicable to incubates availing seed-fund.)
3. Technology Commercialization Agreement: Applicable to incubates using technology or IP developed by SSGMCE/ SGIARC: TBI.

Annexure1

Seed Fund Guidelines.

The processing of seed capital involves:

1. A startup (student/Faculty) desirous of getting seed loan may submit an application for seed fund after three months of incubation at TBI.
2. The seed loan will be sanctioned based on the eligibility criteria as decided by TBI. It would also be subject to the terms stipulated as per the Seed fund Guidelines of SGIARC. One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their companies. Preference will be given to those startups who already have some sources of revenue or some customer order booking.
3. The final decision regarding it will be announced within a month. SGIARC will have the discretion to sanction or reject an application for seed loan and the decision of SGIARC in this regard shall be final. SGIARC is not bound to give any reason in case an application for seed fund is rejected.
4. The applicant would then enter in to a Seed Fund Agreement with the Institution.
5. After execution of agreement, the funds will be transferred to the project account within 10 days. Both the company's CEO and the TBI coordinator will be in charge of the bank account.
6. Though seed loan may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to SGIARC: TBI Head's satisfaction over the suitable progress made by the company. Notwithstanding anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by Seed Fund Guidelines of SGIARC.
7. The company will be subjected to regular performance reviews.
8. Repayment Options: The repayment options have been decided by a committee comprising members from the grant agencies, advisory Board TBI, Industry Experts, CA & legal consultant.

Option I: Full amount would be paid back with an interest, which will be prime lending rate of SBI (on the date of sanction) less 4% and remains fixed for the tenure of the loan.

Option II: 50% of the total seed fund sanctioned will be interest free loan; repayment would start after 18 months from the date of first disbursement. 50 % of the seed fund sanctioned would be convertible into equity (@ 5% equity against loan up to ₹5 lakh).

Option III: 75% of the total seed fund sanctioned will be a loan and will be paid back with an interest of PLR less 6%. 25% of the seed fund sanctioned would be convertible into equity (@ 3 % equity against loan up to ₹ 5 lakh) at par. (Subject to revision as per bank guidelines)

Option IV: 100 % of the seed fund sanctioned would be convertible into equity (@ 10% equity against loan up to ₹10 lakh)

Annexure 2

IPR Declaration Form

We the following named inventors

1. Name, designation, Department& Contact details:

.....
have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:

.....

2. Name, designation, Department & Contact details:

.....
have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents. The title is:

.....

3. Name, designation, Department & Contact details :.....

.....
have generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents .The title is:

.....

4. Name, designation, Department & Contact details :.....

.....have
generated technical know-how, which in our opinion has significant economic importance and needs to be converted into patents.The titles:

.....

IPR Ownership:

- I. Was the intellectual property created with the significant use of funds or facilities administered by SGIARC, describe your source of funding for the invention (**Name of the funding agency and copy of agreement, letter of intent if any**, must be closed with this form).
- II. Was the intellectual property created (i) as a part of the normal professional duty or (ii)work for hire?
- III. Was the intellectual property created in the course of or pursuant to a sponsored/consultancy research agreement with SGIARC, i yes, please enclose a copy of MoU with concerned project.
- IV. Was the intellectual property created as a part of academic research and training leading towards a degree or otherwise?
- V. Was the intellectual property created outside their assigned/normal area of research/teaching? Please elaborate:

VI. REVENUE SHARING AMONG INVENTORS: Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME(INVENTOR)	%SHARE*	SIGNATURE
1.....
2.....
3.....
4.....

*If this column is not filled and signed then it will be assumed that all inventor(s) have equal contribution

VII. Is the invention published in open literature, if yes then please give details (Name & date of Publication):.....

We give our consent to the above titled invention to be filed through Intellectual Ventures (IV).

We declare that all the correspondence related to IP shall be sent through SGIARC : TBI.

I/We undertake that all averments made in this declaration including the name of funding agency are correct to my/our knowledge. Funds and/or equipment(s) of no other funding from any other agency other than mentioned here in have been used in this invention. Also ,no Intellectual Property generated from any other project is been included in this invention.

I/We undertake all liabilities that may arise out of this declaration and we absolve the Institution's authority from any such liability.

..... Date:
 Signature
 (Name)

..... Date:
 Signature
 (Name)

..... Date:
 Signature
 (Name)

..... Date:
 Signature
 (Name)

Annexure 3

INTELLECTUAL PROPERTY DISCLOSURE FORM

Title of the invention:

Innovator(s) who have contributed or conceived an essential element of the invention, either independently or jointly with others during evolution of the technology concept or reduction practice:

Name:

Nationality:

Position:

Department:

Phone:

E-mail:

Name:

Nationality:

Position:

Department:

Phone:

E-mail:

Name:

Nationality:

Position:

Department:

Phone:

E-mail:

Name:

Nationality:

Position:

Department:

Phone:

E-mail:

*(*Students are requested to give their home address and email)*

Brief Description of the invention

How does this invention relate to new processes, machines, composition of matter, etc.? Please cover the following points:

- (a) Describe the invention in details for technical evaluation. Please use additional sheets for sketches, drawing, photographs and other materials that help to illustrate the description.
- (b) What is this Novel in the invention?
- (c) What is the “inventive” step in your invention? Is the step non-obvious to a person from related fields?
- (d) What are the advantages of the present invention over comparable inventions available in patent literature? Please attach a summary of your patent search*

NOTE: The inventors should go through the Patent Search report carefully and write the difference between his/her invention and each content of the patent search. For Patent search please contact SGIARC: TBI.

- (e) Has the invention been tested experimentally? Are experimental data available?

IPR Ownership

1. Was the intellectual property created with the significant use of funds or facilities of SGIARC ?
2. Please describe any source of funding for the invention (Name of the funding agency and copy of agreement, letter of intent if any, must be enclosed with this form).
3. What is the source of Salary/Remuneration of inventor/Co-inventor?
4. Have you presented in any conference, seminar, etc.?If yes, please give details.
5. Have you published full/part of this invention ? If yes, please give copy of publications.
6. Was the intellectual property created in the course of or pursuant to a sponsored/consultancy research agreement with SGIARC:TBI? If yes, please enclose a copy of MoU with concerned project.
7. Was the intellectual property created as a part of academic research leading towards a degree or otherwise?
8. **REVENUE SHARING AMONG INVENTORS:** Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME OF THE INVENTOR	% SHARE*	SIGNATURE
----------------------	----------	-----------

- 1.
- 2.
- 3.
- 4.

*If this column is not filled and signed then it will be assumed that all inventor(s) have equal contribution

Commercial potential

Please provide as much information as possible; Attach extra sheets ,if required

1. Give brief description of potential commercializes by specifying
 - (a) Input (Financial) required taking it to best stage.
 - (b) Break even capacity.
 - (c) Can you identify possible end-users?
 - (d) Economic viability.
2. Who are the Target companies, both in India or abroad? (From customer point of view)
3. Please give specific list of companies and contact details of concerned person who can be contacted for initiating Technology Licensing

S. No.	Name of Companies	Name of the contact person	Contact no.

4. Please Suggest Five TEC (Technical Evaluation Committee) Members

S.No.	Name of TEC Member	Department	Contact details
1.			
2.			
3.			
4.			
5.			

The TEC members could be any Faculty or Technical staff from HOST SSGMCE. The TEC members are supposed to have capability to evaluate the Invention & should be well versed with the domain of the Invention

(*Unsigned &Incomplete IPDF forms will not be accepted).

Development stage:

In your opinion which of the three best describes the current stage of development of the invention as it relates to its market ability (indicate appropriate response):

-----Embryonic (needs substantial work to bring market)

-----Partially developed (could be brought to market with significant investment)

-----Off-the-shelf (could be brought to market with nominal investment)

-----Do you want to file Patent under PCT Route in other countries?

Yes No

***The institute shall file patent under PCT route only in those cases where in industry/company has exhibited interest for commercialization.**

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Signature of Inventor with date

Annexure 4

INCUBATION APPLICATION FORM

(Kindly fill in whatever is applicable)

1. Name of the Applicant:(Please attach copy of Memorandum and Articles of Association of the Company)
2. Address of registered office:
3. Authorized capital
4. Share/Equity distribution
5. Name of Directors and Promoters:
6. Name of Faculty Mentor:
7. Business/Idea Details
8. Title of your Business/Technology proposal for Incubation:
9. Brief Description of the Product/Services/Technology business you plan to incubate in TBI
10. Brief description of the R&D efforts and other technological inputs you hope to resource from SGIARC:TBI (Please also indicate names of faculty member(s), dept./centers of the Institute you plan to associate and equipments facilities to be used)
11. Have you interacted with the concerned faculty and has he/she/they consented to collaborate with you?
12. Why do you want to locate in the SGIARC:TBI?
13. Infrastructure requirement for space, work stations or PCs:
14. List any special requirements for usage of TBI's laboratory facilities:
15. Specify requirement of Mentoring and other professional services/support:
16. Indicate how your business might benefit from access to TBI's human and physical resources.
17. Have you prepared a Business Plan? If yes, please submit a copy.(Please look at the web-site for the suggested format).

18. Please indicate your sources of funds.
19. Profile of your Company(Type of business,details as date of registration etc.,membership of stock exchange if any, key personnel/associates, specific achievements etc.)
20. Profile of Directors and Promoters:(Attach brief resume)
21. Please give names and address of upto three referees who are acquainted with your career profession /achievement.
22. Any other detail which would help in evaluating your proposal
23. Declaration:
We hereby declare that we have read and understood the terms & conditions of the Incubation Agreement of SGIARC: TBI including provisions relating to transfer equity and seed-capital guidelines ,provided to me by the TBI office, and agree to sign the same once our company is approved for the incubation at SGIARC. We shall follow the rules and regulations of SGIARC: TBI. The declaration and facts in the application are true and best to our knowledge and no material has been concealed.

Applicant/Director
Signature
Name:

Applicant/ Director
Signature
Name:

Company Common Seal

Attachments

1. Certificate of incorporation
2. MoA & AoA of applicant company;
3. Business plan
4. Resume of Promoters

Annexure5

**APPLICATION FORM
TO START AS A FACULTY ENTREPRENEUR
OR PARTICIPATE AS FACULTY ENTREPRENEUR IN STUDENT STARTUP**

Date:.....

A) Academic Information (Separate form for each faculty involved in the Faculty Entrepreneurship activities)

1. Name of Faculty:
2. Department:
3. Academic Load on the Applicant:
No of teaching hours:
No of Research Students:
Ph.D.: M.A/M.Sc:
Research Projects/Consultancy Projects:
Administrative:
4. Any other relevant academic information:

B) Enterprise related information:

1. Name/Proposed Name of the Enterprise:
2. Name, designation and address of all Faculty/Staff/students of the institution involved in this enterprise:
3. Is the enterprise: A start-up (expected date of incorporation)
Already Existing (year of incorporation_____)
Is the structure other than Private Limited Company? Yes/No
4. State Briefly the mission of the enterprise & the role of the Faculty in the Company: (add separate paper, if required)
5. Briefly summarize the activities you plan to carry out in the Enterprise. Please also attach a Copy of the Memorandum of Association & Articles of Association.
6. Are you, in this enterprise, planning to use knowledge /technology/intellectual property developed at the institute? If yes, then briefly describe the above, including the persons involved.

7. What is the planned equity structure/distribution of the Enterprise?
8. Please state the number of hours likely to be dedicated in Faculty Company a week.
9. Please state, if there is any other information relevant to your Enterprise Declaration: The activities of the Company are not in conflict with the interest of the institution and my participation in the company will not be in conflict of my assigned duties and responsibilities of the institution.

Signature (with date):
(Name of the Faculty)

Recommended & Forwarded by
:(Signature of Head of Department)

Recommended & Forwarded by
:(Signature of Dean, Faculty Affairs)

Approved by
:(Principal)

Faculty Entrepreneurship Response Form

Date:

Name of the Faculty:

Department:

Name/Proposed of the Enterprise:

This is with reference to your application for the formation and participation in the proposed/existing company. We are pleased to inform you that the Principal has approved the same subject to the following:

- a. The proposed company will be incubated at **SGIARC:TBI**
- b. The company will sign an agreement with SGIARC for the terms of the engagement of the faculty in the Company.
- c. The above-mentioned agreements will have to be signed within a month, otherwise the approval for the said Faculty Entrepreneurship application would stand void and a fresh application would have to be moved for approval.
- d. The faculty and the Company will strictly adhere to the norms of the institution and rules and regulations as laid down in various paragraphs of the Faculty Entrepreneurship Policy. These would include the above, but not limited to leave/consultancy rules and terms of employment in the institution.



Dr.S.B.Somani
Principal,SSGMCE
PRINCIPAL

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

ICT and Internet Usage Policy

Introduction:

The Information and Communication Technology (ICT) Policy of Shri Sant Gajanan Maharaj College of Engineering establishes a framework for leveraging technology to enhance the educational experience, research endeavours, administrative efficiency, and overall growth of the institution. This policy underscores our commitment to utilizing ICT resources responsibly, inclusively, and innovatively.

Vision and Mission:

Vision: To create a dynamic learning and working environment empowered by ICT, fostering academic excellence and technological innovation.

Mission: To integrate ICT across all elements of the institution, enriching education, enabling research, and supporting collaborative endeavours.

Scope and Applicability:

This policy applies to all academic departments, administrative units, students, faculty, staff, and stakeholders engaging with ICT resources within Shri Sant Gajanan Maharaj College of Engineering.

ICT Infrastructure:

The institute maintains a robust and secure ICT infrastructure that encompasses state-of-the-art networks, servers, and hardware, software, and connectivity standards. This ensures the availability and reliability of resources. SAP Servers available at the institute include HP RX2660 SAP DEV SERVER, HP RX2660 SAP QAS SERVER, HP RX2660 SAP PRD SERVER, HP RX2660 SAP PRD CLUSTER SERVER, HP Proliant DL360G5, IBM x226 Server (IDES Server), along with other available servers such as IBM eServer x225 Series (Oracle Server) and IBM x346 Rack-mountable 2U server (Web Server). Internet dedicated leased line connectivity is provided at a speed of 600 Mbps.

High-speed internet access is essential to support real-time collaboration, research, and learning. SSGMCE ensures that the connectivity infrastructure is not only robust but also capable of accommodating the growing demands of an evolving digital landscape. Multiple internet connections from different ISPs are in place to ensure 100% uptime. Vodafone (OFC): 300 Mbps; RAILTEL (OFC): 300 Mbps. The institute has implemented stringent security protocols to safeguard against unauthorized access, cyber threats, and data breaches. Our security measures include Palo Alto PA820 firewalls, consisting of gateway-level antivirus and anti-spam. The PA-820 is classified as a next-generation firewall, offering advanced features such as application-level filtering, intrusion prevention, URL filtering, and the ability to identify and control applications and users within network traffic. The institute maintains state-of-the-art hardware, including computers, laptops, tablets, smartphones, and printers. Various software applications are utilized for tasks ranging from office productivity to specialized tools.

E-Learning and Teaching:

Faculty strive to enhance teaching methodologies through technology, including virtual labs and interactive presentations that foster student engagement and active participation. By incorporating multimedia elements such as videos, animations, and interactive quizzes, engaging learning materials are created to capture students' attention and make abstract concepts more accessible. Utilizing digital platforms for assignments, discussions, and assessments encourages opportunities for students to interact with peers and teachers beyond the classroom.



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Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

Online Learning Platforms:

Faculty provide online learning platforms that enable the hosting of course content and assignments, creating a virtual learning environment that complements traditional classrooms. Various types of content, such as lecture notes, presentations, videos, audio recordings, and interactive multimedia, are uploaded by teachers. Students can access these materials at any time, enabling self-paced learning. Students are encouraged to opt for skill development courses through online platforms like Coursera, edX, and Udemy. Additional resources, such as eBooks, articles, and research materials, supplement the core curriculum.

Digital Content Guidelines:

The institute encourages the creation and sharing of digital learning resources by faculty, ensuring content quality, accessibility, and adherence to intellectual property rights. Every digital learning resource is designed with clear learning objectives in mind. Faculty align the content with course outcomes, ensuring that the resources contribute meaningfully to the attainment of educational goals.

Student and Faculty Support:

The institute offers robust technical support channels for students and faculty to address ICT-related inquiries and challenges.

Data Security and Privacy:

The institute gives priority to preventing unauthorized access, upholding accurate record-keeping and ensuring compliance with pertinent data protection laws. A data classification system is implemented to categorize information based on its sensitivity, coupled with the assignment of appropriate access controls. This ensures that only authorized personnel can access specific data types. The access control mechanism is role-based, constraining data access to individuals based on their assigned responsibilities. Moreover, to enhance security, sensitive data, including passwords, undergoes encryption, providing an added layer of protection by rendering data unreadable to unauthorized users. If a data breach occurs, we have a clear protocol in place. This involves prompt containment, thorough investigation, and notifying affected parties as required by the relevant laws. To guarantee data availability, regular backups are maintained, aligned with established backup policies, offering a contingency solution in case of server crashes or unforeseen data loss.

Access and Accessibility:

The institute is committed to providing equal access to ICT resources and the internet for all users, including those with disabilities, by adhering to accessibility standards and best practices. This is achieved by providing captions and transcripts for multimedia content like videos and audio to make the content usable for people with various disabilities.

ICT Ethics and Usage:

The institute promotes ethical behaviour in the digital realm by discouraging plagiarism, encouraging responsible online interaction, and emphasizing proper citation practices.

Internet Usage Guidelines:

Internet access is a valuable resource for research and educational purposes. All users are expected to utilize the internet for activities that support their academic and professional responsibilities.

- Users are prohibited from accessing, downloading, or distributing inappropriate, offensive, or illegal content through the college's internet network.
- Personal internet use should be limited and must not interfere with work-related tasks or consume excessive bandwidth.



Shri Gajanan Shikshan Sanstha's

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Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in

Website- www.ssgmce.ac.in

- Users are responsible for ensuring the security of their online interactions, such as refraining from sharing sensitive information and using secure authentication methods.
- The institute reserves the right to monitor internet usage and may block access to websites deemed harmful or unrelated to academic pursuits.
- Unauthorized downloading, installation, or sharing of copyrighted software, media, or materials is strictly prohibited.
- Social media platforms should be used responsibly and in accordance with the institute's social media policy.
- In order to facilitate efficient professional duties, email facilities are provided to all faculty members using the format teachername@ssgmce.ac.in. Upon joining the college, each staff member is issued a document containing their username, password, and basic instructions for accessing their email.
- A courteous and polite tone is to be maintained in email correspondence at all times.

Collaboration and Communication:

Communication platforms such as email, messaging apps, and discussion forums are utilized to facilitate real-time interactions among students, faculty, and administrators.

E-Examinations and Assessments:

Online assessments are implemented to prevent cheating and ensure a fair evaluation.

Professional Development:

Faculty and staff are empowered by offering training, workshops, and resources to enhance their ICT skills, fostering continuous improvement and innovation.

Research and Innovation:

ICT is integrated into research activities, providing access to data analysis tools, simulation software, and platforms for collaborative research endeavours.

Monitoring and Compliance:

Mechanisms are established to monitor policy effectiveness, conduct audits, and ensure compliance with ICT and internet guidelines.

Continual Improvement:

The institute is committed to regular updates of the ICT and Internet Usage Policy to reflect evolving technological trends and feedback from stakeholders, promoting a culture of continuous improvement.

References and Resources:

This policy draws inspiration from relevant regulations, standards, and resources that inform our approach to integrating ICT and the internet effectively. The institute follows the Web Content Accessibility Guidelines (WCAG) 2.0 to guide its approach to ICT and internet integration, ensuring the accessibility of our digital content to individuals with disabilities. The policy adheres to the security principles outlined in the ISO/IEC 27001 standard for information security management.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Dr. S. B. Somani
Principal



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA

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Procedures and Policies for Maintaining and Utilizing Physical Facilities

Procedure for Library Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	SLIM Library Software: -The library records are fully computerized and made available to the users through the SLIM-27 user friendly software (System for Library Information Management) Which can be accessed through intranet of the Institute.	Librarian / Asstt. Librarian / Library Asstt.	SLIM Library Software
2	Plagiarism Checker Software is available in the library for Students / Faculty and staff.	Librarian	New form Checker Software
3	Students can access their own LAP TOP in library for their studies.	Library Asstt.	College PC / OWN LAP TOP
4	Students/faculty/staffs avail the reading as well as reference services in the library. Books, Journals, magazines, Hand book, Data book, dictionaries, Encyclopaedia, DVD's, online services through Internet and OPAC are available in library.	Student / Faculty / Staff / Library Asstt.	Special Reading & Reference section. With seating capacity 200 + 100
5	The library provides the following services to our students, faculty, and staff: Online access to e-books and e-journals. Online access to Library Information service through SLIM software. 24X7 internet and intranet service. 24X7 Wi-Fi connectivity. Reprographic services at nominal rates. Digital learning materials. Books for competitive exams such as GATE, GRE, TOFEL, CAT, NDA, SBA, and banking. Plagiarism checker software facility.	Librarian	Central Library
6	The respective journal subscription agencies send their regular renewal reminders for membership renewal. The librarian checks the previous usage records and forwards them to the library committee for further processing. After approval, the renewal process is handled by the librarian.	Librarian / Library committee	Renewal Invoice
7	Current awareness services / Selective Dissemination service are provided to update current news and knowledge, and the same information is shared with the respective departments.	Librarian / Asstt. Librarian	Offering services



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8	Training is given to operators by the supplier of the Xerox machine for its use and related reprographic services.	Librarian/ operator	Training
9	If any department requires official multiple Xerox copies, then requisition form is submitted to the library for the same.	Library Attendant	Xerox requisition form SGM/FRM /LIB-145
10	The library offers reprographic services to students at a nominal cost. Records of payment collections are maintained in the Xerox record register. The collected amount is deposited in the account's office once a week, and receipts are preserved. Entries for official work are made in the Xerox record register.	Attendant	Xerox Record Register, Receipts SGM/FRM/LIB- 146
11	Furniture, fixtures, stationery, and other materials required by the library are issued from the Central Stores of the college through a Stores Requisition Slip and are duly maintained.	Library Asst. Librarian	Stores Demand Form SGM/FRM /STR-171, Stores Requisition Slip SGM/FRM /STR-181
12	Regarding the celebration of Jayanti & Punyatithi: The library, along with students, faculty, and staff, celebrates the Jayanti & Punyatithi of well-known social reformers, national leaders, saints, and sages. Their photos and literature are displayed in the library.	Librarian	Photo / Literature

Maintaining and Registering Vendor Records (Books, Journals and e-Learning Resources).

PROCEDURAL STEPS / DETAILS -

Sr. No.	Action	Responsibility	Document Reference
1	The library regularly receives catalogues and pamphlets for books, magazines, and journals from various publishers and agencies.	Librarian, Asstt. Librarian	Catalogue, Pamphlets
2	The vendor registration form is sent to the suppliers and publishers by post or hand delivery.	Librarian, Asstt. Librarian	Vendor registration form SGM/FRM/LIB -147
3	The library maintains vendor registers with their details after receiving the filled-up registration forms.	Librarian, Asstt. Librarian	Vendor Register SGM/FRM/LIB -147



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4	Consequently, the vendor directory is updated.	Librarian, Asstt. Librarian	Vendor directory SGM/FRM/ LIB-148
5	All vendor registration forms are thoroughly checked, and the quality of the vendor is assessed, with remarks and an overall rating assigned.	Librarian, Asstt. Librarian	Vendor assessment form SGM/FRM/ LIB-149
6	Based on vendor assessment form and the previous records of the vendor, the vendors are approved.	Principal /Librarian,	Vendor assessment form SGM/FRM/ LIB-149
7	The Librarian selects approved vendor and makes the necessary entries in the vendor register.	Librarian, Asstt. Librarian	Vendor Register

Safety maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Safety devices such as fire extinguishers, hose reel drums, fire buckets, manual call points & hooters, fire alarm panels, smoke sensors, fire blankets, exhaust fans, electrical earthing, insulation, and other general safety precautions have been installed at essential locations on the institute's campus. The details of the essential safety device locations are monitored by the concerned safety task In-charges.	Principal, All HOD, Activity In-charge	Safety Register
2	The working conditions of each safety device are regularly verified by trained personnel or with the assistance of reputed government-recognized agencies or authorized license holder companies.	Principal, Activity In- charge	Registration /certificate and suitable references
3	An Annual Maintenance Contract is duly signed with reputed government-recognized agencies to maintain the safety devices.	Principal, HOD, Activity In-charge	AMC Contract/ Refilling Bill
4	Every year, refilling of fire extinguishers is carried out before the expiry due date.	HOD, Activity In- charge	Instructions
5	Necessary safety instructions are provided to the concerned departments.	HOD, Activity In- charge	Notices, Attendance Records



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6	The working conditions of safety devices are ensured by the frequent monitoring of all those devices.	Activity In-charge Lab In-charge	Records
7	Safety Devices are used during any unforeseen accident or emergency.	Trained Faculty/Staff members	

Hostel Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Hostel maintenance is conducted regularly to ensure hygiene and a clean atmosphere. Daily sanitation and cleaning of bathrooms, toilets, corridors, TV halls, prayer halls, and the surrounding areas of the hostel are carried out under the supervision of hostel supervisors.	Hostels Supervisors	Verbal instructions to sweepers and helpers
2	Water coolers are cleaned fortnightly to provide clean and safe drinking water to all hostel students. Additionally, the overhead water tanks of all hostels are cleaned once every three months by the maintenance department.	In-charge Maintenance Dept. Hostel office	water cooler/water tank cleaning register SGM/REG/HST-07
3	During the allocation of hostel rooms, hostel furniture, fixtures, and equipment are properly set up and checked for working condition.	Hostel office	Applications and maintenance forms SGM/FRM/MNT-252
4	Fire extinguishers are provided in hostels and additionally in every mess, with regular refilling before their expiry date.	In-charge chemistry lab.	
5	Overall repairs, maintenance, and servicing of hostel furniture, fixtures, and equipment are given priority and are carried out by technical personnel from various departments of the college.	Hostel office & Respective Departments	Maintenance form SGM/FRM/MNT-252



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Staff Quarters maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	The overall maintenance of staff quarters is supervised through the hostel office. Daily cleaning, sanitation, and garbage disposal in the common areas of all residential quarters are carried out. The garbage collected in common garbage tanks is regularly disposed of.	Hostel office	
2	Major tasks such as painting, construction, plumbing, electrical work, and annual maintenance of the residential quarters are conducted under the supervision of the maintenance department.	Hostel supervisor	Verbal instructions to sweeper & helpers
3	The maintenance department ensures the daily supply of clean and safe drinking water and conducts regular cleaning and checks of overhead water tanks in the staff residential quarters.	Hostel office	Verbal instructions to sweeper
4	Additionally, the maintenance and repair of furniture and fixtures provided by the college to the resident staff members are managed by the hostel department.	In -charge Maintenance dept	Application from staff & Maintenance form SGM/FRM/MN T-252
5	The overall maintenance of staff quarters is supervised through the hostel office. Daily cleaning, sanitation, and garbage disposal in the common areas of all residential quarters are carried out. The garbage collected in common garbage tanks is regularly disposed of.	In -charge Maintenance dept	Water tank cleaning Register
6	Major tasks such as painting, construction, plumbing, electrical work, and annual maintenance of the residential quarters are conducted under the supervision of the maintenance department.	Hostel office	Application from staff & Maintenance form SGM/FRM/MN T-252



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Lab Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	A list of major equipment is prepared and updated at the department level at the beginning of each session. This list is documented in a file labelled 'Department/Lab/List of Equipment.' Major equipment includes facilities, laboratory equipment, computer systems, servers, software, specific machines for research or consultancy purposes, audio/video equipment in seminar halls/auditoriums, and any other equipment as decided by the HOD and Lab-In-Charge(s).	HOD, Lab. In-charges, Lab. Assistants, Lab. Attendant	Stock Book, List of major equipment's in all lab., SSGMCE/FRM-10
2	A file containing the necessary actions, such as calibration and regular maintenance, for each major equipment item as per the above list is maintained.	HOD, Lab. In-charges, Lab. Assistants	SGM/FRM/DPT-104
3	Additionally, a preventive maintenance history card is appropriately kept for each facility, equipment, or instrument	Lab. In-charge / Lab. Assistants	SSGMCE/FRM-11

Maintaining Internet facility :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Internet connections are provided in all staff cabins and laboratories for faculty, staff members, and students.	Principal, Internet In-charge	
2	In case of special requirements, such as Centralized Admission Procedure (CAP), the person in charge of the relevant activity applies for an internet connection to the respective Head.	Concerned In-charge	Application
3	After receiving approval from the Head, the request is forwarded to the Internet In charge.	Head	Application
4	The Internet In charge then provides the required internet connection at the designated location to the requesting person.	Internet In-charge	Application
5	If there is a failure in the internet facility, the concerned individual submits a complaint in the prescribed format to the Internet In charge through the HOD/In-charge.	Concern faculty/staff	SGM/FRM/M NT-251
6	The Internet Incharge assesses and resolves the problem if it can be resolved in the internet server room, or dispatches a subordinate to resolve the issue in the respective cabin, laboratory, or location.	Internet In-charge, Assistant, Concern staff	SGM/FRM/M NT-251



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7	After rectifying the problem, the concerned faculty or staff member acknowledges it to the Internet Incharge by signing the form.	Internet In-charge, Assistant, concern staff	SGM/FRM/M NT-251
8	SSGMCE login IDs are provided to faculty, staff, and students based on the list of members provided by the HOD/Incharge. This information is conveyed to them through their specified email addresses or mailing lists by the IT Department.	Internet In-charge	Application from HOD/In-charge
9	Wi-Fi facilities are available in all hostels and faculty buildings.	Internet In-charge	
10	Regular reviews of the internet service are submitted to the Principal as required	Internet In-charge	Register

Transport facility maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
Arrangement of vehicles			
1	"If a vehicle arrangement is needed for official purposes, the concerned person fills out the vehicle requisition form, which must be duly approved by the HOD/Incharge and the Principal.	Concerned person	Vehicle requisition form (SGM/FRM/-SUP-235)
2	Once approved, this requisition form is submitted to the Transport Incharge.	Concerned person	Vehicle requisition form (SGM/FRM/-SUP-235)
3	The Transport Incharge arranges the vehicle according to the requisition and assigns duties to drivers and conductors accordingly.	Transport In charge	Vehicle requisition form
4	After returning from their duties, drivers and conductors report to the Transport Incharge.	Driver/Conductor on duty	Duty record
5	Vehicle requisition forms are maintained as records.	Transport In-charge	Vehicle requisition from file
6	Registers/records of utilization are also maintained.	Transport In-charge	Register
Maintenance of vehicles :-			
1.	Regular maintenance is carried out as required, and the bills for fuel and repairs are recorded in the register kept by the Transport Incharge.	Transport In-charge	Register for Fuels & repairing Bills



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2.	Payments for these bills are made through Demand Draft (D.D.) or cash by submitting them, duly signed by the Transport Incharge and Principal, to the accounts department."	Principal, Transport In-charge, Accountant	Bills, Inward Register
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EPABX facility maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
Maintenance of Intercom			
1	Users can submit their complaints through an application form or complaint file available at the EPABX office regarding nonworking or shifting of telephone services.	User	SGM/FRM/MNT-251
2	The EPABX Incharge reviews the complaint file daily and analyses the types of complaints.	In-charge	
3	The Incharge instructs the technical staff/workers to identify and resolve the complaints within two working days.	In-charge, Technician / Workers	
4	Once the complaint has been addressed, the Incharge receives feedback via telephone to ensure that the issue has been resolved and records it in the complaint file.	In-charge	Complaint File
5	If the complaint is not resolved within two working days, the Incharge reviews the matter, analyses it, and takes necessary action on the personnel involved. They aim to resolve the complaint on the next working day, obtaining feedback from the affected user and recording it in the complaint file.	In-charge, Technician, Worker	Complaint File
6	The technician notes the complaint resolution by obtaining the halted user's signature in the complaint file.	Technician	

Maintaining Medical facility :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Medical Services: According to the dispensary's schedule, the Medical Officer, along with an Assistant, provides services for patients. He maintains case papers, registers entries, and collects medical fees. Additionally, he distributes medicines, provides I.V. (Saline) facilities, and offers consultations.	Medical Officer	Register, SGM/FRM/-SUP-234



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2	Admission of Patients to the Hospital: If necessary, patients are admitted to the hospital and cared for until they recover. Patients may also be referred to private and/or government hospitals as determined by the Medical Officer.	Medical Officer	Register, SGM/FRM/-SUP-234
3	Ambulance Arrangements: Ambulance facilities are called from Gajanan Maharaj Sansthan as needed.	Medical Officer, In-charge (Transport)	Register, (SGM/FRM/-SUP-235)
4	Dispensary/Hospital Maintenance: The dispensary and hospital are maintained with daily cleanliness under the supervision of the Medical Officer, with assistance from an Assistant and a Sweeper.	Medical Officer, Maintenance In-charge	
5	Emergency Services in Hostels, Quarters, Offices, and Laboratories: The Medical Officer and his assistant provide round-the-clock services in hostels, quarters, labs, and offices as required.	Medical Officer	Register
6	Medicine Stock and Kits Management: Medicine stock is maintained by placing demands with the Central stores through the necessary procedures.	Medical Officer	Stock book Register SGM/FRM/-STR-171, 184
7	Conducting Medical Test Examinations for College Students: Medical Test Examinations are conducted in accordance with the University Calendar and arrangements made by the Sports department. Necessary forms are completed in the University's format and forwarded to the University with proper certification.	Medical Officer, Sports Director	Register
8	Participation in Awareness Programs: Necessary services are provided in various N.S.S. Programs, Pulse Polio programs, and blood donation camps conducted by College authorities.	Medical Officer	Register, Circular, Notice
9	Provision of First-Aid Kits: Basic medicines and bandages are maintained in First-Aid Kits. Their locations are determined, and these kits are regularly checked and maintained. The various locations of First-Aid Kits are communicated to all.	Medical Officer, PA of HODs, Wardens	Register, Notice



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Auditorium and Swadhyay Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Arrangements as per the Requisition Form for Internal and External Use: Registration forms are submitted by various HODs/In-charges to the Principal for approval.	HOD, In-charges	Requisition Form (SGM/FRM/ SUP-236)
2	Sanctioned forms are then forwarded to the In-charge of the Auditorium and Swadhyay Kaksha.	Concerned HOD, Section In-charge	(SGM/FRM/SUP-236)
3	Based on the requisition forms, necessary arrangements for the required programs are made. If needed, external vendors are contacted for special requirements such as a DJ system, musical instruments, etc.	Care-taker, In-charge	(SGM/FRM/SUP-236)
4	Maintenance of Auditorium and Swadhyay Kaksha: Regular maintenance and cleanliness checks of the Auditorium and Swadhyay Kaksha are conducted with the assistance of an Assistant, Attendants, and Sweepers. PA systems, lighting arrangements, and seating arrangements are reviewed on a monthly basis, and any necessary repairs and maintenance are carried out.	Care-taker, In-charge	(SGM/FRM/MNT-251)
5	Record-Keeping for Events: A register is maintained to record all events conducted in the Auditorium and Swadhyay Kaksha.	Care-taker, In-charge	Register

Sports facility maintenance :-

1	Maintenance of Sports Office, Indoor & Outdoor Sports Complex: Continuous daily maintenance of the sports office, indoor, and outdoor sports complex is carried out. This includes water and light arrangements on the grounds for outdoor games	Sport Director	
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Civil maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document reference
1	The scope of work under this department consists of : Civil works, carpentry, Plumbing, Coloring, Nrusery & Plantation.	In-charge, Concerned Supervisor.	
2	The different maintenance works are executed /performed by the department as follows: i) Daily/routine ii) Preventive iii) Annual.	In-charge, Concerned Supervisor.	
3	For routine maintenance, verbal communication/instructions from authorities are received by the maintenance In-charge, and accordingly, actions are taken to complete the works and/or solve particular problems.	In-charge, Concerned Supervisor.	
4	Requisition forms from concerned individuals, duly signed by the complainant and HOD/In-charge, are received for other major maintenance requirements.	In-charge, Concerned Supervisor.	Maintenance form SGM/FRM/MN T-252
5	The materials required to address the complaints are listed on the form. If the necessary materials are not available, they are either issued from the central store or a procurement request is submitted, and the materials are procured.	In-charge, Concerned Supervisor.	Issue slip SGM/FRM/ST R-181 & Demand Note SGM/FRM/ST R-175A
6	The work is attended to, and after solving the problem, the maintenance form is completed by the maintenance staff, and the applicant's signature with remarks is obtained.	Maintenance Staff	--
7	The Maintenance In-charge reviews the report on the form.	In-charge	--
8	Usually, in annual maintenance, activities such as coloring, painting, and some minor civil work are undertaken for all buildings on the college campus.	In-charge, Concerned Supervisor.	Records



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9	The completed forms are kept as records.	In-charge, Concerned Supervisor.	Records SGM/FRM/MN T-252
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Overall campus housekeeping maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	The interiors of all hostels, mess, canteen, guest house, and their furniture and equipment are cleaned and wiped twice daily.	Housekeeping In-charge, Supervisor	SGM/WI/MNT-05
2	The necessary cleaning materials are procured from the central store.	Housekeeping In-charge, Supervisor	Store Requisition Slip SGM/FRM/STR-181
3	The surroundings of the hostel buildings, mess, canteen, and guest house are also cleaned daily.	Housekeeping In-charge, Supervisor.	
4	The maintenance records for these housekeeping activities are kept at the housekeeping office in the hostel.	All concerned Supervisors,	




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SCHOLARSHIP POLICY

Introduction:

The Scholarship Committee at Shri Sant Gajanan Maharaj College of Engineering , Shegaon has formulated a comprehensive policy to support and reward students in various categories, including merit-based scholarships, donor scholarships, awards for GATE scorers, recognition for outstanding projects, hostel and mess waiver scholarships for economically weaker students, and awards for performance in university level sports. This policy aims to encourage academic excellence, promote innovation, and assist deserving students in their pursuit of higher education. The details of scholarships awarded are as follows –

1) Merit Scholarship:

The committee recognizes and rewards outstanding academic performance through merit scholarships. The following criteria are established for merit-based scholarships:

Department	Criteria
BE Electrical Engineering, BE Mechanical Engineering, BE Computer Science & Engineering, BE Information Technology, MBA (w.e.f 2011-12):	First Five students in each class (as per merit list): ₹1,500 per student Next Five students in each class (as per merit list): ₹ 1,000 per student
BE Electronics & Telecommunication Engineering:	First Ten students in each class (as per merit list): ₹ 1,500 per student Next Ten students in each class (as per merit list): ₹ 1,000 per student

2) Donor's Scholarship:

The college administers scholarships funded by well-wishers to support meritorious, diligent, and deserving students. The interest earned on these funds is distributed as scholarships based on the criteria established by the donors.

3) Award to GATE Scorers:

To encourage students to appear for GATE examination, college offers prizes to students with valid GATE scores. The awards/prizes for regular students of institute with valid GATE scores are:

Topper in Valid GATE Score list (Department-wise): ₹ 1,500

Second Topper in Valid GATE Score list (Department-wise): ₹ 1,000

All other students who secured a Valid GATE Score: ₹ 500 (Consolation)



Shri Gajanan Shikshan Sanstha's
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4) Award to Best Project:

The college seeks to motivate students to engage in industry-sponsored and real-life problem-related projects by awarding prizes to the best projects from each branch. Project evaluation committees from respective departments identify the best projects. The awards are distributed as follows:

- a) BE Electrical Engineering, BE Mechanical Engineering, BE Computer Science & Engineering, and BE Information Technology:
 - i. First Best Project: ₹ 1,000
 - ii. Second Best Project: ₹ 500
- b) BE Electronics & Telecommunication Engineering:
 - i. First Two Best Projects: ₹ 1,000 each
 - ii. Second Two Best Projects: ₹ 500 each

5) Earn and Learn Scheme:

To assist economically disadvantaged students, the college offers college fees ,hostel fee and mess charge waivers after thorough verification.

Waiver of Hostel Fees for one academic year

Waiver of Mess Fees for one academic year

Waiver of Hostel & Mess fees for one academic year

Waiver in College Fees (Form Donors Scholarships, if any)

6) Sports /Cultural Awards:

To promote physical fitness and encourage participation in various sports and cultural activities, the college organizes an annual sports week. Cash prizes are awarded to five participants who are Color Coat Holders in Sports and Cultural Activities.

This scholarship policy reflects the commitment of institute to support, motivate, and recognize the diverse achievements of its students. The Scholarship Committee will continuously review and update these guidelines to ensure the effective implementation of this policy.

I) Scholarship Committee Mechanism:

The Scholarship Committee at Shri Sant Gajanan Maharaj College of Engineering, Shegaon operates through a well-defined mechanism to ensure transparency, fairness, and effective administration of scholarships and awards. The committee is responsible for evaluating applications, selecting deserving candidates, and disbursing scholarships based on the established criteria. The following outlines the mechanism of the Scholarship Committee:



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1. Committee Formation:

The Scholarship Committee is formed by the college administration, consisting of six member committee representing all the departments along with some special invitee as decided by the Principal. The tenure of the committee starts from the date of appointment up to the end of the concern academic year or up to the constitution of next committee.

2. Scholarship Distribution

a. Merit Scholarships:

For merit scholarships, the committee reviews class and branch-wise academic performance to identify the top-performing students.

Scholarship amounts are determined based on the established criteria.

b. Donor's Scholarships:

Donor scholarship criteria are followed as stipulated by the donors, with the committee ensuring that recipients meet the specified requirements.

c. Award to GATE Scorers:

The committee verifies the GATE scores of students and determines the recipients of the awards based on the GATE score rankings.

d. Award to Best Projects:

Project evaluation committees from respective departments assess and recommend the best projects in each branch.

The Scholarship Committee reviews and approves the recommendations and determines the award recipients.

e. Sports/ Cultural Awards Mechanism:

The sports department selects students and convey the list to scholarship committee.

3. Report to Authority:

The coordinator of scholarship committee submits report to higher authority at the end of session. The report has all the details of scholarships awarded to different students along with the criteria.

II) Earn and Learn Scheme Mechanism:

Following are the steps of execution of earn and learn scheme at the institute.

- i. Student willing to join this scheme have to write application to the Principal & attach supporting documents if any like income certificate, adhar card, etc.



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- ii. Applications are scrutinized and selected students have been called for the interview before the Committee
- iii. Students have to justify the eligibility for the said scheme
- iv. Selected Students performance will be monitored throughout the academic year or
- v. Student has to report before the committee as and when called.

Guidelines for students to avail Earn and Learn Scheme:

- a) Student selected this scheme has to follow the norms & work culture of the institute
- b) Students have to work maximum a up to four hours as per stipulated time period under the scheme.
- c) In case of any leave during the period of work must inform to the concern well in advance i.e. one week.
- d) Students have to work beyond the regular scheduled timing of the college.
- e) Students are required to contact the respective Head of Department (HoD), Section Head, or Incharge to have their work verified for confirmation of facilities.
- f) It is mandatory to submit the Parents' Consent Letter regarding participation in the scheme.
- g) Student have to work in the following areas as per the skill sets with them and have to prove themselves to be the part of this scheme

- Library
- Sports
- Prayer hall
- Laboratory
- Workshop
- Canteen/Mess/Hostel
- Hobby Club
- Peer Learning (Arranging Technical skill & soft skill Training)

III) Sports/ Cultural Awards Mechanism:

Sports are good not only for physical health but also for mental stability. Sports help develop leadership skills and equip students with the ability to set goals and build character. Participating in sports can lead to higher self-esteem and better social interaction. It also helps students have a optimistic outlook on life. Following is the mechanism for promotion of sports.

Committee Formation:

The sports department organizes a sports week where participants are evaluated based on their performance.



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The committee identifies the top five Color Coat Holders in Sports and Cultural Activities to receive cash prizes.

Selection and Announcement:

The committee selects the scholarship and award recipients based on the established criteria.

A formal announcement is made to the recipients, and they are informed about the scholarship or award amount they will receive.

Disbursement:

Scholarship funds are disbursed directly to the recipients' accounts or as per the stipulated mechanism.

The college's finance department or designated personnel manage the disbursement process.

Ongoing Review and Updates:

The Scholarship Committee periodically reviews the scholarship policy and mechanism to ensure its effectiveness and relevance.

Adjustments or improvements are made as needed to better serve the students' needs and meet the objectives of the college.

The Scholarship Committee operates with transparency, integrity, and a commitment to supporting the academic and extracurricular achievements of students at Shri Sant Gajanan Maharaj College of Engineering, Shegaon.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Dr. S. B. Somani
Principal



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GRIEVANCE REDRESSAL POLICY

Objective:

The Grievance Redressal Policy of SSGMCE is designed to provide a transparent and effective mechanism for students, faculty, and staff to express and resolve their grievances promptly. This policy aims to ensure a positive and conducive learning and working environment within the institution.

Scope:

This policy covers all members of the academic community, including students, faculty, and staff.

Grievance Categories:

Grievances may include but are not limited to:

Academic matters

Examination-related issues

Administrative concerns

Discrimination or harassment

Infrastructure and facilities

Any other matter affecting the academic environment

Grievance Redressal Committee:

A Grievance Redressal Committee (GRC) is constituted to address grievances. The committee is responsible for ensuring the fair and unbiased resolution of grievances.

Grievance Redressal Procedure:

All stakeholders, including students, faculty members, supporting staff, and parents, have the option to submit their grievances to the Principal through an online mode. The link for the submission of grievances is available on the college website.

This online platform facilitates a convenient and efficient way for stakeholders to express their concerns, ensuring a streamlined process for grievance submission.

Grievances can also be submitted by stakeholders through offline mode. In this case, the Grievance Application Form, along with relevant documents, is to be submitted to the Principal, SSGMCE, Shegaon, Dist: Buldhana, Pin: 444203, either by post/courier or in person.



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Procedure for Redressal:

Upon receiving a grievance, the Grievance Redressal Committee will conduct an initial assessment of the grievance to determine its nature and scope.

If necessary, the committee may seek additional information from the aggrieved party and relevant stakeholders.

The committee will conduct a thorough investigation, ensuring a fair and impartial assessment.

A resolution will be proposed, and the aggrieved party will be informed of the outcome within a reasonable timeframe.




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ANTI-RAGGING POLICY

SSGMCE, Shegaon is committed to providing a safe and conducive learning environment for all its students. The institution has a zero-tolerance policy towards ragging, recognizing it as a grave offense that undermines the well-being and dignity of individuals.

Objectives:

- To aware the students about dehumanizing effect of ragging.
- To keep a continuous watch and vigil over ragging to prevent its occurrence.
- To stringently deal with the incidents of ragging if noticed.
- To Prevent, Prohibit, and Redress any and all forms and instances of ragging in and outside the college premises.
- To educate the students on the ill-effects of ragging and its consequences.
- To conduct awareness programmes on the menace of ragging, its impact, consequences and redressal mechanisms available.

Definition of Ragging:

Ragging includes any act that causes physical or psychological harm, apprehension, or embarrassment and is often characterized by teasing, abuse, bullying, or any other form of harassment. It extends to any conduct that disrupts the regular academic and extracurricular activities of a student.

Prohibited Activities:

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, hardship, or Psychological Harm.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.

Possible Punishment:

- Cancellation of admission
- Suspension from attending classes
- Withdrawing scholarship and other benefits
- Debarring from appearing in any tests and examinations
- Debarring from representing the institution in any regional, national meet, tournament, youth festival etc.
- Suspension from the hostel.




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ANTI – SEXUAL HARASSMENT POLICY

Objective:

Shri Sant Gajanan Maharaj College of Engineering is committed to maintaining a safe and respectful environment for all individuals associated with it. The Sexual Harassment Policy has been established to prevent and address incidents of sexual harassment within our community. This policy applies to students, faculty, staff and any other individuals connected with the institution.

Scope:

This is applicable to all employees in the organization including any gender

Guidelines for Addressing and Preventing Sexual Harassment

SSGMCE is committed to cultivating an environment where collaboration among teaching and non-teaching staff, as well as students, thrives without the presence of sexual violence, harassment, exploitation, or intimidation. In adherence to the guidelines set forth by the Supreme Court of India, notably in the landmark judgment of August 1997 (Vishaka & others vs. the State of Rajasthan & others), our institution has taken proactive steps to establish the Internal Complaints (IC) Cell. This dedicated cell is designed to actively prevent incidents of sexual harassment, reinforcing our commitment to creating a safe and respectful environment for all individuals associated with our institution.

ROLE OF THE CELL :

Promote gender amity among students and employees to prevent discrimination and sexual harassment against women.

Address cases of discrimination and sexual harassment against women promptly, with the goal of providing support services to victims and putting an end to the harassment.

Ensure swift and appropriate actions are taken against offenders.

Guarantee that victims and witnesses are not subjected to victimization or discrimination due to their complaints.

Proactively initiate measures to sensitize the working and learning community on gender issues, aiming to create an excellent workplace for all.

Reporting Procedure

Individuals who experience or witness sexual harassment are encouraged to promptly report the incident to Internal Complaint Cell.



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The institution will make efforts to resolve the matter through informal means, ensuring the confidentiality and privacy of all parties involved.

Investigation and Resolution:

The Internal Complaints Committee will conduct a prompt, thorough, and impartial investigation.

Both the complainant and respondent will have an opportunity to present witnesses and evidence.

The findings will be communicated to both parties, and appropriate corrective action will be taken if the complaint is substantiated.

Disciplinary Measures for Sexual Harassment

The IC, if deemed appropriate, may recommend the following actions

i) Employee

- Issuing a written apology
- Imposing a warning, reprimand
- Termination from service
- Withholding of promotion, pay rise, or increments

ii) Students

- Warning
- Written Apology
- Bond of good behaviour
- Debarring entry into a hostel/ campus
- Suspension for specified period of time
- Debarring from examinations for a specified period of time
- Expulsion from institute

Prevention and Awareness:

The institution is committed to preventing sexual harassment through awareness programs, training, and regular review of policies.




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Welfare Policy for Teaching and Non-Teaching Staff

Introduction

The "Staff Welfare Policy of Shri Sant Gajanan College of Engineering, Shegaon," aims to create a supportive, inclusive, and nurturing environment for both our students and staff. This policy embodies our commitment to ensuring the physical, mental, and professional well-being of all members of our college community. It also aims to enhance the well-being, job satisfaction, and overall quality of life of the employees. These schemes are designed to promote a positive work environment and foster a sense of belonging and loyalty among the staff.

Welfare Schemes

The Institute has implemented a comprehensive welfare scheme, encompassing various benefits and provisions for the well-being and professional development of both its teaching and non-teaching staff:

Welfare Schemes Offered by the Institute includes

Professional Development: Faculty members are financially supported in attending workshops, Faculty Development Programs (FDPs), and conferences to enhance their skills and knowledge.

Group Insurance: The Institute has initiated a group insurance program, open to those who wish to participate. This program offers valuable insurance coverage and financial security to its members.

Employee Provident Fund (EPF): The Institute contributes an eligible amount to the respective EPF accounts, providing a secure financial future for staff.

Gratuity: Every staff member receives gratuity after retirement, recognizing their long-term dedication and service.

Maternity Leave: Eligible female staff members are entitled to maternity leave, supporting work-life balance.

Special Leaves: The Institute provides special leave options, including marriage leave and leave for bereavement.

Loan Facility: The Institute offers loan facilities through a credit cooperative society to assist staff in times of financial need.

Uniform Discounts: Staff members receive a 50% discount on college uniforms.

Quarter Facilities: On-campus quarter facilities are provided for faculty and staff, available at a minimal rent.

Canteen: A canteen facility is available for staff, ensuring easy access to meals while at work. **Staff Recognition:** The Institute acknowledges and celebrates staff achievements.



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Education Support: There's a provision for nonteaching staff members to pay Institute fees in instalments for their wards.

Cooperative Store: The Institute operates a cooperative store offering stationery and grocery items on a no-profit-no-loss basis to staff.

Study Leave: Faculty members are encouraged to pursue higher education through study leave.

Sabbatical Training: The Institute sponsors faculty members for six-month sabbatical training programs, covering all related expenses.

Sports Participation: Faculty members are actively encouraged to engage in sports activities.

Staff Gatherings: Regular gatherings for staff and their families are organized to showcase their talents and foster a sense of community.

Professional Body Memberships: The college covers membership fees for professional bodies, encouraging faculty members to stay updated with industry trends.

Industry Visits: Faculty members are regularly encouraged to visit industries to enhance their knowledge and keep up-to-date with industry best practices.

Medical Facility: The institute maintains a dispensary within the campus, staffed by well-trained doctors. All necessary medical facilities and emergency services are provided. An ambulance is available 24/7

ATM: SBI ATM is conveniently located on the campus for all banking needs.

Yoga and Meditation Hall: A dedicated Yoga and Meditation Hall is provided, as promoting holistic health and mindfulness is essential in nurturing the overall development and well-being of staff.

Prayer Hall: A prayer hall on campus serves as a space for staff members to assemble for prayer and celebrate significant spiritual occasions, including Ram Navami, Pragat Din, and Rishi Panchami.

RO Plant: RO plant is situated on the campus, offering clean drinking water to the staff living within the college premises.




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Dr. S. B. Somani
Principal



Performance Appraisal Policy

Introduction

An efficient performance appraisal system serves as a valuable tool for faculty members, enabling them to optimize their performance, foster professional growth, and contribute to the overall institutional performance. Through performance appraisals, essential information is gathered to inform decisions related to promotions and increments. Simultaneously, it provides an opportunity to assess and discuss both the strengths and weaknesses of employees.

Purpose

This policy establishes a structured framework to ensure a consistent assessment of the overall performance of both teaching and non-teaching staff. The primary objective of this appraisal process is to support their professional growth and development within the context of the institution's strategic plans.

Staff appraisal involves the evaluation of performance based on measurable parameters, which play a pivotal role in determining future recognition and rewards. This assessment encompasses both semesters within an academic year. The criteria against which feedback will be provided are clearly defined and communicated to the staff well in advance of the commencement of the academic year.

Key Feature

At SSGMCE, Faculty members undergo appraisal through the following key channels:

Self-Appraisal Report: This report provides comprehensive information about their academic performance, research contributions, and their involvement in developmental activities within the department and the institute.

Student Feedback: Assessment includes feedback gathered through online surveys and oral feedback during in-class committee meetings.

Head of Department's (HOD) Evaluation: The HOD evaluates faculty members' performance based on set criteria and objectives.



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The institution employs a Faculty Performance Appraisal and Development System similar to UGC's Academic Performance Index (API) to assess faculty performance annually. The system encourages faculty, promoting professional growth and knowledge

The appraisal process encompasses four essential dimensions:

Teaching, Learning, and Evaluation Performance: This dimension evaluates faculty members' performance in teaching and their ability to meet workload expectations effectively.

Involvement in Co-Curricular, Extension, and Professional Development Activities: This aspect assesses faculty members' participation in activities beyond the classroom, such as co-curricular events, extension programs, and their commitment to professional development.

Engagement in Research, Publications, and Academic Contributions: It measures faculty members' contributions to research, including publications and academic endeavors, which are integral to their professional development.

Official Conduct, Awards, and Activities: This dimension examines faculty members' professional conduct and any relevant awards or notable activities that contribute to the institution's growth and recognition.

Faculty Appraisal Process

Faculty members submit 360 Appraisal Forms to their respective Heads of Department.

HODs assess these forms and prepare Teaching Learning Process Evaluation Sheets.

These, along with the initial Appraisal Forms, are then forwarded to the principal for further evaluation.

The principal evaluates the Annual Confidential Report (ACR) submitted by faculty members.

This evaluation includes a review of claimed API scores supported by evidence.

The ACR is then sent to the Managing Director for additional remarks and feedback.

Final Review and Action: The ACR, along with the Managing Director's remarks, is returned to the Principal and Registrar for necessary action



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Evaluation Parameters

Parameters	Weightage	
Part A : Academics		
Student Feedback	50	
Workshop / Conference / Training attended	2	
Practical conduction (innovation / new experiments introduced)	2.	
Pear appraisal of classroom session	3	
Initiative and Flexibility	3	
Attitude and behaviour towards students, superiors, colleagues and co-worker	2	
Accountability towards duty	5	
Honesty / Integrity / Sincerity	2	
Timely completion and evaluation of Theory, Practical, Project and Seminar.	6	
Involvement in pastoral. Growth of students (Counselling)	5	
Industrial Collaboration / Association	20	
SCORE (A)	100	
Part B: Administration		
Institute Level	Efficiency of Handling Responsibility	10
	Team Work	5
	Co-ordination / Reporting to Higher Authority	5
Departmental Level. (Eg. Workshop / Conference / Training organized)	Efficiency of Handling Responsibility	10
	Team Work	5
	Co-ordination / Reporting to Higher Authority	5
	SCORE (B)	40
Part C : R&D		
(1) Publications/ Guide		
Guidance to (P.G./Ph. D)	5.0	
International Journal	5.0	
National Journal	3.0	
International Conference	2.0	
National Conference	1.0	
Reviewer / Editorial Board Member of Journal	5.0	
Patents	5.0	
Books	5.0	
Monograms	4.0	



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(2) Grants Received	
Research or Development Grants	10.0
Any Other	5.0
Consultancy	10.0
SCORE (C) [35+25]	60.0
Part D: Outstanding Awards / Recognition / Achievements	5.0
SCORE (D)	5.0
TOTAL WEIGHTED SCORE (TWS)	

The Total Weighted Score (TWS) for faculty members is computed based on their cadre as follows:

For Professors: $TWS = [0.4A + 0.6(B + C) + D]$

For Associate Professors: $TWS = [0.5A + 0.5(B + C) + D]$

For Assistant Professors: $TWS = [0.7A + 0.3(B + C) + D]$

The student's feedback is assessed on a 100-point scale, and the corresponding faculty's appraisal weightage is determined according to the following criteria

Score given by students to Faculty	Weightage in Appraisal
Score > 90%	50
80% - 90%	40
70% - 80%	30
60% - 70%	20
Less than 60%	0

Dr. S. B. Somani

Principal




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"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati

"Approved by the D.T.E., M.S. Mumbai",

Ph : +918669638081/82

Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, register@ssgmce.ac.in

Website- www.ssgmce.org

Policy for Financial Assistance to Staff/Faculty Members

Shri Sant Gajanan Maharaj College of Engineering is continuously working in support of academic excellence and technological growth of staff and faculty members. The institute provides the financial support to its staff and faculty members for their capacity building. The financial support is provided to the staff and faculty members for participating in different academic and research activities such as FDP, STTP, Workshop, Seminar, Conference, Induction programme, Orientation Programme, Training Program, Sabbatical (Industrial) Training and Industrial visits.

Objectives:

1. To encourage/motivate and facilitate the staff and faculty members to attend the various technological development programmes such as FDP, STTP, Conference etc.
2. To provide financial support to staff and faculty members to enhance their professional credentials
3. To upskill the staff and faculty members by undergoing capacity building programmes
4. To bridge the gap between academia and industry by supporting staff and faculty members to take up industrial/sabbatical training
5. To improve the research aptitude and culture in the institute
6. To enhance the faculty interaction with the outside world

Financial Support for Participation:

The institute provides financial support to its staff and faculty members for attending/participating in FDP, STTP, Workshop, Conference, Induction Programme, Orientation Programme, Refresher Course, Sabbatical Training and Industry Visits.

All the staff and faculty members are eligible for 100% financial support for attending the above stated programmes. The staff and faculty members can claim 100% reimbursement for the registration fees, travelling allowance (TA) and dearness allowance (DA) and duty leave (DL).

The financial support is provided after taking due approval of the competent authority, submission of valid proofs of participation and expenses.

Financial Support for Availing Professional membership:

The faculty members of the institute are eligible for availing the financial support for membership of professional bodies/societies in the relevant field of respective faculty. The institute provides 100% reimbursement of membership fees to the faculty members.



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Financial Support for Research and Publication:

To foster the culture of research amongst the faculty members some motivational measures are proposed which herein after referred as **Best Practices for Research and Publications**

BEST PRACTICES FOR RESEARCH AND PUBLICATIONS

A. PUBLICATION IN JOURNAL

1. The papers published in journal indexed by ICI/SCOPUS/SCI(WOS)/SCIE/ SCImago shall only be considered for Article processing charges (APC) reimbursement
2. In case of multiple authors all authors shall be affiliated to SSGMCE
3. APC for the publication up to Rs 5000/- for the paper published in SCOPUS indexed journal (Once in a year)
4. In no case the publication charges shall be paid by the institute

B. PUBLICATION IN CONFERENCES IN INDIA

1. The papers published in the proceedings of conferences organized/sponsored by IEEE, IET, SPRINGER, ELSEVIER etc. shall only be considered for reimbursement
2. Faculties of SSGMCE shall be eligible for the sponsorship in the form of registration fees, travel and dearness allowance, and duty leave
3. In case of multiple authors all authors shall be affiliated to SSGMCE and only one author shall be eligible for 100% reimbursement of registration fees for the presentation
4. In case of multiple authors maximum two authors shall get the sponsorship of registration fees (attending only), travel and dearness allowance, and duty leave
5. PhD scholars who are IEEE student members shall only be eligible for registration fees reimbursement
6. The sponsorship for the individual faculty/PhD scholar shall be given maximum for one conference paper per year

C. PUBLICATION IN CONFERENCES OUTSIDE INDIA

1. Faculties of SSGMCE shall be eligible for the reimbursement for publication/ presentation of research paper in a conference outside India
2. Faculties of SSGMCE shall be eligible for the sponsorship of 50% registration fees, duty leave as per norms, travelling allowance (Train/Bus TO and FRO) from Shegaon to city of embarkment (Viz. Mumbai, Delhi, etc.) and one-way airfare from the city of embarkment to conference destination



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3. It is mandatory for the faculty applying for sponsorship for presentation abroad to submit a travel grant proposal to AICTE, UGC, SERB etc.
4. In case of multiple authors only one author shall be eligible for the sponsorship
5. Sponsorship for presentation in abroad conference shall be applicable to only that paper where the affiliation of authors is SSGMCE
6. An individual faculty from SSGMCE can apply for the sponsorship for presentation of paper in abroad once in three years
7. Faculty applying for sponsorship have to submit detailed travel plan and necessary documents to the Principal for sanction at least one month in advance

D. PUBLICATION OF PATENT

1. Faculties of SSGMCE shall be eligible for the reimbursement for the publication fess of patents
2. Reimbursement is applicable to only those patents which are filed jointly with SSGMCE
3. All patents shall be filed through IP cell of SGIARC/SSGMCE wherein the first applicant and hence the owner is SSGMCE. However, the co-applicant may be inventors
4. All the commercial rights of the patent shall be with SGIARC/SSGMCE
5. The fess for filling patent shall be paid by SSGMCE

Encloser:

Sample Approval and Claim forms are attached

Dr S S Jadhao
Chief Coordinator R&D

Dr S B Somani
Principal

PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.





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Budget Policy

Shri Sant Gajanan Maharaj College of Engineering is committed to sound financial management and transparency in budgeting practices. This budget policy outlines the principles and guidelines for creating, managing, and monitoring the college's budget to ensure the efficient use of resources and the pursuit of the institution's strategic goals.

Objectives

The objectives are:

To Provide excellent, consistent, and professional services to constituents in all budget-related matters.

To Understand and guide the estimation of tuition and fees for students.

To Ensure the timely provision of accurate budget information by monitoring and controlling operational spending to facilitate decision-making.

To Develop and communicate budget guidelines, controls, and spending procedures at all organizational levels.

Process

At the start of each financial year, Heads of Departments (HODs) and Section Heads prepares the budget of their department

The institutional budget covers recurring expenses, such as staff salaries, electricity, internet charges, stationary, and maintenance costs, as well as planned expenses for items like laboratory equipment, furniture, and other development costs.

The Principal oversees budget adherence, ensuring that expenses remain within the allocated provisions.

Subsequently, the Principal submits the consolidated budget for the upcoming financial year to the Finance Committee.

The Finance Committee thoroughly reviews the proposed budget before granting approval.

Once approved by the Finance Committee, the budget is forwarded to the Governing Body for final approval.

The Governing Body grants approval for the budget estimates, encompassing both recurring and non-recurring expenses, for the forthcoming financial year.

On an annual basis, an auditor certifies the budget.

Additionally, the Governing Body reviews and accepts the audited statement of accounts for each fiscal year.




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Principal



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Academic and Administrative Audit (AAA) Policy

The pursuit of excellence in higher education necessitates the implementation of Academic and Administrative Audit (AAA). These audits encompass various elements within an educational institution, effectively bridging the academic and administrative realms. Hence, a resilient administrative support system assumes a critical role in upholding and maintaining academic standards of the highest quality.

The Internal Quality Assurance Cell (IQAC) assumes the responsibility of conducting the AAA, aiming to monitor and assess the institutional processes through systematic internal and external evaluations. The AAA involves a peer review process that includes a self-assessment and on-site visits by peers from both within and outside the institution.

Academic Audit

Academic Audit is a formal and systematic process that evaluates the quality and effectiveness of academic activities within educational institutions, typically in the context of higher education. It aims to ensure that the institution is meeting its educational objectives and delivering a high standard of education.

Administrative Audit

An Administrative Audit for an educational institution is a structured and comprehensive evaluation of the administrative functions, processes, and policies within the institution. It aims to assess how well the administrative operations are managed and whether they align with the institution's goals, regulatory requirements, and best practices in education.

Objectives

Assessing Departmental Strengths and Weaknesses: Gain insight into the existing system and evaluate the strengths and weaknesses of various departments and administrative units. Provide recommendations for improvement and addressing weaknesses

Recognizing Administrative Challenges: Identify obstacles constraints present in the current administrative processes and highlight opportunities for improvements in academic, administrative, and examination practices.

Optimizing Resource Utilization: Evaluate the efficient utilization of financial and other resources, ensuring optimal use and resource allocation.

Enhancement of Educational Quality: Propose strategies to continually elevate the quality of education, with a specific emphasis on aligning with the standards and assessments established by accrediting bodies such as NBA, NAAC, and other pertinent organizations.

Improving Teaching and Learning Methods: Create more efficient teaching and learning approaches to enrich the educational experience for both students and faculty.



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Evaluating Course and Program Outcomes: Assess the outcomes of courses and programs to ensure they align with educational objectives and student learning outcomes

Enhancing Student Evaluation: Design and optimize methods for evaluating student progress and performance

Promoting Quality Education: Assure the delivery of quality education by implementing co-curricular and extracurricular activities that enrich the overall educational experience and contribute to holistic development.

Procedure

The audit process comprises both internal and external audits. IQAC members are responsible for conducting an internal audit within the institution, which involves an inter-departmental evaluation. A group of two IQAC members, as determined by the Principal, will verify the details of each department. External audits are carried out by external academicians.

As part of the audit process, the IQAC has developed an evaluation proforma in alignment with the criteria established by NAAC and NBA. The department's comprehensive evaluation process is based on several criteria, each serving as a pillar for assessing its performance. These criteria encompass various aspects of departmental functioning. They include the thorough review of course content to ensure its relevance and effectiveness. The assessment extends to the teaching and learning processes, evaluating their methods and outcomes. Academic results, such as student achievements and success rates, are a critical part of the evaluation. Additionally, the department's involvement in research and consultancy activities is assessed, as well as its efforts in knowledge up gradation. The infrastructure, including facilities and resources, is appraised for adequacy, and the efficiency of departmental administration is also closely examined.

Auditors will examine the AAA forms submitted by the Heads of the respective departments, verify the accompanying documentation, and may request additional documents or seek clarifications where necessary. Once the document verification is finalized, the internal auditors will compile the AAA reports for each department. The internal auditing process is anticipated to conclude within a period of 4-6 days. The audit report is then sent to the IQAC. After due verification, IQAC sends the reports to the Principal for review. Departments are expected to prepare an action taken report to address any shortcomings identified based on their performance, and subsequently, submit it to both the Principal and the IQAC.

To review the quality of academic and administrative processes within the institute and to seek recommendations for enhancing quality, the task of conducting an academic audit is delegated to an external expert. The external academician visits each department, facilitating and assessing the self-evaluation documents presented by the department. Subsequently, the



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expert compiles a comprehensive report, consolidating findings and offering suggestions for further improvement.

Administrative Audit

An administrative audit serves as a comprehensive evaluation of the efficiency and effectiveness of administrative procedures within an organization. It encompasses a thorough assessment of the formulation and implementation of policies, the strategic approaches adopted, and the day-to-day functions of various administrative departments.

Dr. A. U. Jawadekar
IQAC Coordinator



PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Dr. S. B. Somani
Principal



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Internal Quality Assurance Cell (IQAC) Policy Document

The Internal Quality Assurance Cell (IQAC) stands as a vital component within the framework of Shri Sant Gajanan Maharaj College of Engineering, Shegaon. It serves as the guardian of quality in education, research, and the overall institutional experience. The IQAC Policy is a pivotal document crafted to articulate the college's unwavering commitment to excellence and quality assurance.

This policy is designed to familiarize all stakeholders, primarily our esteemed faculty members, with the institution's established rules and regulations. It encompasses the fundamental principles, guidelines, and expectations that underpin our collective efforts to maintain and enhance quality standards at SSGMCE.

This document serves as a guiding compass, directing us toward the shared goal of upholding the highest standards in quality education and institutional functioning. It is essential for all faculty members to acquaint themselves with the provisions outlined in this policy and diligently adhere to them. By doing so, they contribute to the ongoing success and advancement of SSGMCE.

VISION AND MISSION OF THE INSTITUTION

Vision:

To impart world-class Engineering and Management education in an environment of spiritual foundation to serve the global society.

Mission:

To develop excellent learning centre through continuous design and up gradation of courses in closed interaction with R&D centres, Industries and Academia

To produce competent, entrepreneurial and committed Technical and managerial human, with Spiritual foundation to serve the society.

To develop state-of-the-art infrastructure, centres of excellence and to pursue research of global and local relevance.

To strive for 'Sarve BhanvantuSukhinah' - the ideal of our parent organization Shri Gajanan Maharaj sansthan, Shegaon through symbiosis of Science and Spirituality.



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VISION of IQAC

To cultivate a quality-centric culture by integrating both internal and external initiatives, ensuring excellence at every level.

Mission of IQAC

To seamlessly blend internal and external initiatives, fostering a unified approach to quality.

To cultivate a pervasive culture of quality within the institution, where every individual embraces and upholds high standards.

To maintain excellence in all aspects, be it academic, administrative, or support services, ensuring no compromise on quality.

To promote the success of our students, equipping them with the knowledge, skills, and values needed for their future.

To propel the advancement of our institution, adapting to changing educational landscapes and sustaining long-term growth.

QUALITY POLICY

The institution is firmly dedicated to adopting proactive and forward-thinking measures aimed at ensuring and elevating quality through:

Enhancing students' capabilities via innovative teaching and learning approaches.

Elevating research standards, which encompass quality publications, innovation, the protection of intellectual property rights (IPR), and the pursuit of funded projects.

Fostering interactions with industries to facilitate internships and consultancy engagements.

Promoting and supporting entrepreneurship and the development of start-ups.

Engaging in outreach activities and extensions for the betterment of the community and its development.

IQAC OBJECTIVES

To instil a sense of quality awareness among stakeholders and engage them actively in the quality assurance process.

To formulate quality assurance strategies that nurture and strengthen a culture of excellence within the institution.



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To create and conduct competency-building programs for both students and teachers, empowering them with the necessary skills and knowledge.

To facilitate and encourage quality research and publications among both students and teachers.

IQAC STRATEGIES

IQAC shall evolve mechanisms and procedures for:

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

The relevance and quality of academic and research programs

Equitable access to and affordability of academic programs for various sections of society

Optimization and integration of modern methods of teaching and learning

The credibility of evaluation procedures

Ensuring the adequacy, maintenance and functioning of the support structure and services

Research sharing and networking with other institutions in India and abroad

FUNCTIONS of IQAC

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

Dissemination of information on various quality parameters of higher education

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

Documentation of the various programs/activities leading to quality improvement



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Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

Development of Quality Culture in the institution

Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

IQAC COMPOSITION

The implementation of the Quality Policy and associated programs will be overseen by the IQAC. The IQAC, under the leadership of the Principal, comprises department heads, administrative staff, experienced faculty members, distinguished educators, and stakeholders. The IQAC convenes on a quarterly basis to deliberate on agenda items and document minutes, along with Action Taken Reports

The roles and responsibilities of the key stakeholders, including students, alumni, faculty, and college management, are outlined as follows:

Role of Principal:

The Principal serves as the Chairperson of the IQAC, providing overall leadership and guidance for quality assurance activities.

The Principal ensures the implementation of quality policies and strategies across the institution, aligning them with the institution's mission and vision.

The Principal coordinates and oversees the functioning of the IQAC, ensuring that it operates effectively and efficiently.

The Principal is involved in the planning and review of quality assurance processes, including setting objectives and strategies for improvement.

The Principal plays a key role in allocating resources necessary for quality enhancement, which includes faculty development, infrastructure improvement, and support services.



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The Principal ensures that the institution meets accreditation requirements and maintains compliance with relevant standards and regulations.

Promoting a culture of continuous improvement and quality excellence throughout the institution.

Role of Coordinator

The Coordinator provides leadership and direction for the IQAC, ensuring that its activities align with the institution's mission and vision for quality.

The Coordinator is responsible for developing and implementing the institution's quality assurance policies, strategies, and action plans.

The Coordinator facilitate and coordinate the functioning of the IQAC, working closely with faculty, staff, and other stakeholders to ensure the smooth operation of quality assurance mechanisms.

The Coordinator oversees the collection and analysis of data related to various quality indicators, using this information to make informed decisions and identify areas for improvement.

Coordinator ensures that all quality-related activities, meetings, and reports are documented, maintained, and readily accessible for internal and external reviews.

Comparing the institution's quality standards with best practices and benchmarks, both internally and externally, to identify areas of strength and areas for development.

Regularly monitoring the effectiveness of quality assurance mechanisms and evaluating the institution's performance in achieving quality objectives.

Preparing and guiding the institution for accreditation processes and compliance with quality standards.

Role of Faculty:

Faculty members have the responsibility of upholding discipline in accordance with the institution's regulations and ensuring the delivery of high-quality teaching and learning experiences.

They are expected to continuously update their knowledge and teaching methods to stay current in their fields, and they should provide mentorship and guidance to students beyond



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classroom instruction. This includes offering career advice and facilitating professional development.

Additionally, faculty members should actively engage in research to contribute to the advancement of knowledge in their respective disciplines. They should foster an inclusive and diverse learning environment, respecting the varied backgrounds and perspectives of their students.

Role of Students:

Students are expected to adhere to the institution's regulations, policies, and guidelines concerning discipline, punctuality, and attendance. They are accountable for meeting specified attendance and academic performance criteria while developing essential technical and presentation skills. Students should actively participate in co-curricular and extracurricular activities to foster holistic development.

They are encouraged to seek academic support when needed, including accessing faculty office hours and support services.

Students should exemplify responsible and ethical conduct within the academic community, upholding principles of academic integrity.

Role of Alumni:

Alumni are encouraged to maintain open lines of communication with both faculty and the institution, providing valuable insights into market dynamics, technological trends, and potential job opportunities. Their role is pivotal in preserving and promoting the college's positive reputation.

Alumni are expected to mentor current students by sharing their experiences and insights to guide them in their academic and career paths.

They should actively participate in alumni events and support initiatives that strengthen the bond between alumni and the institution.

Alumni have the opportunity to contribute to the college's growth by providing philanthropic support, including scholarships, donations.



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As ambassadors of the institution's values, they should represent it positively in their personal and professional lives.

Role of Management:

Management is tasked with incorporating quality as a fundamental component of the institution's vision and mission.

The institution encourages faculty to attend national and international conferences and workshops for the continual enhancement of their knowledge and skills.

Faculty members receive financial support for pursuing higher studies and research.

The management establishes empowered committees dedicated to maintaining and assuring the highest levels of quality in teaching, infrastructure, and other areas.

Management provides essential support in terms of infrastructure, personnel, and financial resources to further the institution's quality objectives.

Quality Assurance Framework: Strategies and Mechanisms

Fostering the development of relevant and high-quality academic and research programs.

Promoting equitable access to and affordability of academic programs for diverse segments of society.

Optimizing and integrating modern methods of teaching and learning.

Upholding the credibility of the assessment and evaluation processes.

Ensuring the timely, efficient, and progressive performance of academic, administrative, and financial tasks.

Ensuring the adequacy, maintenance, and proper allocation of support structures and services.

Facilitating the sharing of research findings and networking with other institutions.

Engaging in industry-academia collaborations and partnerships.

Assessing and addressing the environmental sustainability of campus and operations.



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This policy is binding on all faculties, departments, administrative personnel, and support staff at the institution through:

- (i) Continuous internal quality assurance mechanisms.
- (ii) Periodic external quality assurance mechanisms.

Routine internal and external audits will be conducted to verify the effective implementation of the Quality Policy.

Dr. A.U. Jawadekar
IQAC Coordinator

Dr. S.B. Somani
Principal



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Gender Sensitization and Equity Policy

Introduction

Institute is committed to promoting a safe, inclusive, and equitable learning and working environment for all members of our community, regardless of gender. Institute recognize the importance of gender sensitivity, gender equity, and the prevention of discrimination, harassment, and violence based on gender. This policy outlines our commitment to gender sensitization, equity, and the steps to be taken to achieve it.

Objectives

The objectives of a Gender Sensitization and Equity Policy in a college typically include:

Promoting Gender Equity: To establish and promote a campus environment where all genders are treated equally and have access to the same opportunities, resources, and rights.

Preventing Discrimination: To prevent gender-based discrimination, harassment, and violence within the institution, including discrimination based on sexual orientation and gender identity.

Promoting Awareness: To actively promote awareness about gender-related matters, cultivate gender sensitivity, and nurture a culture of respect and inclusivity.

Training and Education: To provide gender sensitization training and education for all members of the college community, including students, faculty, and staff.

Creating an Inclusive Environment: To actively work toward creating an inclusive and gender-equitable environment where diverse gender identities and expressions are respected.

Health Awareness: To underscore the significance of women's health, hygiene, and nutrition, promoting their well-being and vitality.

Regular Review: To periodically review and update the policy to reflect changing needs and evolving understanding of gender-related issues.

Measures initiated by the Institution for the Promotion of Gender Equity

Gender equity refers to the equal rights, opportunities, and treatment of all genders, regardless of their identity or expression. It is a fundamental human right of social justice. Gender equality aims to eliminate discrimination and bias based on gender, ensuring that individuals of all genders have the same access to resources, opportunities, and benefits in all aspects of life, including education, employment, healthcare, politics, and social participation.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

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"Approved by the D.T.E., M.S. Mumbai"

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Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

At Shri Sant Gajanan Maharaj College of Engineering, we demonstrate gender sensitivity through various initiatives and actions, fostering a safe, secure, and healthy atmosphere on campus. Students are sensitized through special lectures and functions.

Specific initiatives in key areas include:

Safety and Security:

Ladies' hostels within educational institutions play a pivotal role, not only in providing accommodation but also in fostering an environment that upholds gender equity. At SSGMCE, we provide separate hostels for girls and boys, each equipped with excellent amenities and robust security arrangements. Ensuring the safety and security of female students in these hostels is not just a security concern; it is an integral part of advancing gender equity in educational settings. Safe and secure hostels contribute to an inclusive environment where all female students feel welcomed and valued. Gender equity begins with creating spaces where individuals of all genders have equal opportunities to thrive. When female students feel safe in their living quarters, they are more likely to access and excel in educational opportunities.

24/7 Security Personnel: Female security guards are employed to monitor the hostel premises round the clock. Security checkpoints are strategically positioned at entry and exit points across the campus, ensuring 24/7 vigilance.

CCTV Surveillance: Security cameras are installed at strategic locations, including entrances, classrooms, laboratories, and common areas. The camera footage is diligently monitored and securely stored.

Female Warden Staff: In girls' hostels, only female wardens and supervisors are appointed. Supervisors maintain a continuous 24/7 presence, and hostel wardens also reside within the hostel premises. Female sweepers are employed in each girls' hostel, and no males are allowed in the hostel premises without proper authorization.

Hostel Leave Form Facility: It is mandatory for all students to fill out hostel leave forms, which must be duly signed by wardens and supervisors. In some cases, wardens contact parents before granting permission. Strict entry times are enforced for all girls' hostels.

Biometric Devices: Biometric devices are installed at each gate for entry and exit. These devices collect fingerprint and facial recognition information from all hostellers. When leaving the campus, students must register their exit using fingerprint or face recognition. A text message is automatically sent to their parents' registered mobile numbers, providing information about their wards' movements.

In addition to the aforementioned initiatives, the institute also provides the following amenities to students:



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Mess Facility for Girls: A dedicated hostel mess is exclusively offered for girls within the hostel premises.

Medical Facility in Campus: The institute maintains a dispensary within the campus, staffed by well-trained doctors. All necessary medical facilities and emergency services are provided. An ambulance is available 24/7, and fire extinguishers are strategically placed in various blocks across the campus to enhance security.

Discipline in Campus: A Discipline Committee is in place to ensure the safety and security of students while monitoring their activities within the institution. The college maintains a zero-tolerance policy against eve-teasing and ragging.

Counselling: The institute operates a mentor-mentee program, pairing each student with a mentor who provides guidance on both academic and non-academic matters. Additionally, college-appointed counsellors motivate and guide students, fostering personal development.

Awareness Programs: The Women Development Cell actively organizes events and awareness programs on various gender-related issues. These initiatives include celebrations for International Women's Day, webinars, and workshops on gender sensitivity, all aimed at enhancing women's empowerment.

IEEE Women in Engineering (WIE) Affinity Group: The WIE Affinity Group operates at the institute level, organizing activities that promote and inspire women engineers and encouraging young girls to pursue careers in engineering.

Health Facilities: The institute provides different timings for girls to use the central gym located on campus. Various facilities are available to help students maintain physical fitness. Additionally, sanitary napkin dispensing machines and incinerators are available for use.

Yoga and Meditation Hall: Within the hostel, a dedicated Yoga and Meditation Hall is provided, as promoting holistic health and mindfulness is essential in nurturing the overall development and well-being of students. This tranquil space is designed to encourage physical and mental well-being among students. It offers a peaceful sanctuary where individuals can practice yoga, engage in meditation, and find solace amidst their busy academic schedules.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Dr. S.B.Somani
Principal



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Green Campus Policy

Shri Sant Gajanan Maharaj College of Engineering, Shegaon (SSGMCE), one of the premier institutes in the field of engineering, was established in 1983 by Shri Gajanan Shikshan Sanstha, Shegaon. It is affiliated to Sant Gadge Baba Amravati University, Amravati, recognized by AICTE, New Delhi and approved by DTE, Maharashtra State, Mumbai. SSGMCE has the recognition of being the re-accredited institute by NAAC, Bangalore and the courses are also accredited by NBA, AICTE, New Delhi. The Institute was selected as the Network Institute under NPIU's TEQIP, MHRD, Govt. of India under Phase-I. SSGMCE is honoured with Dewang Mehta National EDUCATION LEADERSHIP AWARD.

The campus is spread in 82 Acres of land of lavish green garden which help the students for concentrating on the studies. Taking into account the necessity of protecting environment for a sustainable, pollution-free and healthy life on the planet Earth in the coming years, the college has formed its Green Protocol. The college endeavours to follow this policy strictly by actually enacting to and also creating environmental consciousness among the students and thereby among the society in general by organizing various activities within and outside the campus. The Institute works towards creating a green, pollution-free and healthy environment with a missionary zeal and dedication. Institute recognize the importance of conserving natural resources, reducing our carbon footprint, and promoting eco-friendly practices.

At the institute, a Green Cell has been established, and its commitment to the environment is evident through the adoption of straightforward eco-friendly practices and adherence to green policies. This Green Campus Policy outlines Institute's commitment to sustainable practices and the steps that will be taken to create a more environmentally friendly campus.

Initiatives Taken to Implement the Clean and Green Campus Policy:

Eco-Friendly Landscaping:

In alignment with the Clean and Green Policy of Shri Sant Gajanan Maharaj College of Engineering, Shegaon, our institution is wholeheartedly committed to extensive tree planting initiatives. These endeavours encompass a wide variety of ornamental, medicinal, and wild plant species, all thriving within our campus boundaries. Institute has established a dedicated nursery and greenhouse within the campus, with a primary focus on herbal plantation. Throughout the campus, towering trees like Neem, Wad, Pipal, Chinch, Goolmohor, and more contribute to the lush green landscape.

Within the greenhouse and nursery, various medicinal herbal plants are cultivated, including Brahmi, Ashwagandha, Shatawari, Aloe vera, Amla, Moringa, Tulsi, Indian Bael (Bilva), Cassia, Nilgiri, and many others. These efforts underscore the institute's commitment to promoting both biodiversity and sustainable practices. To ensure the thriving condition of green spaces, the college has appointed dedicated gardeners and support staff. Their efforts contribute



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significantly to the upkeep of our gardens, fostering a litter-free, environmentally-friendly campus. Furthermore, tree-planting drives are regularly organized by NSS Units. These initiatives play a pivotal role in reinforcing our dedication to environmental preservation and maintaining a cleaner, greener campus.

Water Management:

Efficient Water Use:

Regular inspection and repairing of plumbing systems to address leaks promptly and reduce water wastage.

Leak Detection and Repair:

Implementation of water-efficient technologies and practices, such as low-flow fixtures and efficient irrigation systems.

Wastewater Treatment:

Being a residential college where a large number of students and staff reside within the campus, there is a substantial need for water during operational and site activities. However, this also results in the production of a significant amount of sewage water. As an environmentally conscious institute, SSGMCE has taken the initiative to address this challenge by installing a 12,000 LPH water recycling system. This system enables us to continually reuse one of our most vital resources and maintain an environmentally friendly campus.

The water recycling process involves the removal of contaminants from wastewater, allowing it to be reused efficiently. This process comprises several key components, including an oil and water separator, a filtration system, a detergent removal unit, and a sanitation unit. The recycled water is primarily used for watering the plants through a drip system, and after undergoing reverse osmosis treatment, it is also suitable for drinking purposes in the hostels and faculty block. This sustainable approach not only contributes to water conservation but also plays a pivotal role in maintaining the lush greenery of our 82-acre campus, all while incurring negligible costs for maintenance.

Rainwater Harvesting:

Water, a vital abiotic component of the ecosystem, is essential for sustaining life. However, global water scarcity due to insufficient conservation and pollution poses a significant challenge. The institution has taken a proactive stance, committing to responsible water use in response to this pressing issue. As a residential campus accommodating numerous students and staff across various hostels, the institution has recognized the urgency of addressing water scarcity. To tackle this challenge effectively, the institution has implemented state-of-the-art rainwater harvesting technology. This advanced system enables the efficient collection, storage, conveyance, and purification of rainwater that runs off the rooftops, ensuring its availability for various essential purposes.

The institution's rainwater harvesting system comprises several integral components:



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Well: Specially designed wells are utilized to efficiently collect and store the captured rainwater.

Conveyance System: A well-structured conveyance system facilitates the seamless movement of harvested rainwater, transporting it from the well to a designated recharge zone through a network of pipelines.

Filter: Ensuring the purity of the collected rainwater is a top priority. To achieve this, the institution has integrated advanced filtration systems into the setup. These filters effectively remove pollutants and contaminants, rendering the water safe for use. Subsequently, the purified rainwater is channelled through a drip irrigation system, nourishing the campus plants and contributing to the vibrant greenery.

RO Water Plant: Recognizing the vital need for safe and potable water, a cutting-edge Reverse Osmosis (RO) water treatment plant has been incorporated into the rainwater harvesting system. This plant meticulously treats the rainwater, meeting stringent standards for drinking water quality. The treated water is then distributed via an extensive network of pipelines to various locations across the campus, including hostels and academic buildings, ensuring a safe and reliable source of drinking water for the entire community.

This holistic approach to rainwater harvesting not only supports water conservation but also underscores the institution's commitment to environmental sustainability. Through these initiatives, the institution actively contributes to addressing the growing challenge of water scarcity, ultimately striving for a more sustainable and eco-conscious future.

Solid Wastage Management:

Within the campus, comprising three girls' hostels, four boys' hostels, four staff quarters, cottages for class-4 employees, and an on-campus dispensary, solid waste management has posed a significant concern. In response, the institution has implemented a structured process for collecting, treating, and disposing of solid waste, as well as strategies for recycling materials that should not be discarded as garbage or trash.

A segregation and measurement system has been put in place to manage various types of solid waste generated on campus. This includes biodegradable waste, such as rotten food, vegetable peels, and primarily wet kitchen waste, as well as e-waste, which encompasses irreparable computers, electronic and electrical equipment, machines, and toxic materials from the dispensary.

Biodegradable Waste Management:

The college, featuring hostel facilities and extensive landscaped gardens, generates a substantial amount of biodegradable waste. To efficiently address this waste stream, a Bio composting unit has been installed in the parent organization. The resulting compost serves as a valuable fertilizer feedstock for the college's own garden. Kitchen waste and leftover food undergo biodegradation, transforming into compost via this eco-friendly process, with the plant located at Anand Sagar within the parent organization.



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Installation of Incinerators:

Demonstrating its commitment to safe and responsible waste disposal, the institution has equipped all three ladies' hostels with sanitary napkin incinerator machines. These incinerators offer a hygienic and secure means of disposing of used sanitary napkins, thereby promoting cleanliness and a healthy environment within the hostels.

Minimize single-use plastics and promote reusable alternatives:

The college promotes eco-friendly alternatives such as stainless steel, washable, and reusable tumblers at all water dispensing points. Additionally, it enforces a policy mandating the canteen to exclusively use stainless steel or paper plates, glasses, and cups, effectively eliminating the use of plastics throughout the campus.

Through these initiatives, SSGMCE proactively addresses the challenges of solid waste management, ensuring a cleaner and more sustainable campus environment for all its stakeholders.

E-waste Management:

SSGMCE has implemented a highly efficient system for the responsible disposal of e-waste generated across various sources within its campus. E-waste originates from multiple areas, including computer laboratories, electronic labs, physics labs, chemistry labs, academic offices, and administrative offices. This category encompasses a wide range of items, including out-of-order equipment, obsolete lab instruments, circuits, desktops, laptops and accessories, printers, charging and network cables, Wi-Fi devices, cartridges, sound systems, display units, UPS units, biometric machines, and scientific instruments, among others.

To ensure responsible e-waste management, the institution has established designated storage areas where e-waste is assessed for potential exchange or disposal at minimal cost. Committed to environmental stewardship, all e-waste is optimally utilized. Any equipment that cannot be reused or recycled is disposed of through authorized vendors, ensuring full compliance with environmental regulations. Furthermore, the department actively promotes the reuse of electronic components salvaged from discarded instruments, PCs, UPS units, and more. These components, including transformers, transistors, ICs, capacitors, inductors, resistors, connectors, sockets, switches, wires, LEDs, and other electronic or electrical devices, are reused to fabricate instruments and experimental kits utilized in laboratory settings.

The institution collaborates with certified e-waste recyclers who adhere to environmentally friendly practices and ethical recycling standards, further underscoring its commitment to responsible e-waste management.

Environmental Awareness Display Boards:

Various boards, featuring quotes promoting environmental awareness and ethics, such as air-pollution control, maintaining a plastic-free campus, conserving energy, recycling resources,



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tree plantation, and nature conservation, are prominently displayed for the benefit of all college stakeholders

Renewable Energy:

Solar Power Generation:

Installation of solar panels on rooftops and open spaces to harness solar energy for electricity generation is a significant green initiative at SSGMCE. One of our major solar projects is the grid-connected rooftop solar power system with a capacity of 310 kW.

Paper to Pixels: Revolutionizing Office Communication

The institution has implemented a paper-minimization policy for all official and academic communications, prioritizing E-Communication to significantly reduce paper consumption. To prevent paper wastage, one-sided blank pages are utilized for documentation. All college staff members have been provided with college E-mail IDs, facilitating official college-related correspondence through electronic means. Furthermore, WhatsApp groups have been established based on class, department, and committees, reducing the need for paper-based notices and circulars. The introduction of the "E-resources " has been instrumental in further restricting paper usage. This platform stores and shares references, notes, syllabi, question banks, study materials, and more digitally.

Energy Conservation and Eco-Friendly Practices:

Adoption of LED Bulbs/Tubes and Energy-Efficient Equipment.

Default eco-friendly settings on all copiers, printers, and electronic devices.

Installation of timers for office copiers and printers to automatically power down idle equipment or activate energy-saving modes during prolonged inactivity.

Continued use and proper disposal of compact fluorescent light bulbs.

Responsibility for cleaning staff to switch off lights left on after office hours.

Commitment to the SSGMCE Healthy Foods policy, advocating for the purchase and consumption of local, organic foods that require minimal energy for transportation and production.

Vigilant effort to turn off unused lights in cabins, classrooms and laboratories.

Employ additional lighting only when necessary.

Extended use of automatic light sensors in areas with low foot traffic.

Configuration of computer monitors to power off automatically after specific periods of inactivity.

Disabling screensavers to conserve energy and reduce computer wear and tear.



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Promoting Green Values: Special Days at SSGMCE:

The college actively observes and celebrates various environmental awareness days and events to emphasize the importance of protecting and nurturing the environment. These initiatives include Earth Day (22 April), World Environment Day (June 5), 'International Day for the Preservation of the Ozone Layer' (16 September) and other relevant occasions. During these observances, the college conducts a range of activities such as tree planting drives, awareness campaigns, seminars, and workshops to educate the campus community about environmental conservation and sustainability. On Ozone Day, students and staff of the college are encouraged to use bicycles and battery-operated E-bikes, while the use of petrol and diesel vehicles are restricted inside the college campus!

Evaluating Green Initiatives: Environmental and Energy Audit:

The Green, Environmental, and Energy Audit of the college is conducted by Enrich Consultants, Pune. These efforts align with the college's commitment to fostering a greener and more sustainable campus environment.

Dr S.B.Somani

(Principal)

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Teachers Training Policy

As per the guidelines of AICTE and Affiliating University, the college has framed considering practical scenario.

The training need of teachers in their career can be classified under two distinct categories of the training program:

1. Organise Faculty Induction Program for newly recruited faculty.
2. Organise In-service training program for specific requirements.

Aims & Objectives

1. To identify the training needs at different levels of different categories of teachers, considering the expectations from a teacher and technical education scenario.
2. To prescribe the structure and contents of the training program at different levels.
3. To monitor, facilitate and successively implementation industry, institutions, government agencies, etc.
4. The quality of training through suitable resource persons and resource material.
5. To know latest trends in technology through Industry Institute Interaction.

Faculty Induction Program:

1. Orientation about the present scenario and challenges of technical education, need of teamwork resulting in feeling of ownership, duties and expectations.
 2. Basic understanding of the teaching-learning process, outcome based education.
 3. Exposure to good teaching practices, lab development, Industry Institute Interaction etc.
1. Awareness about aspects other than teaching and research such as administrative procedures, financial procedures, etc.

In-service training program

During – Without disturbing academic schedule.

1. To attend STTPs, FDPs for knowledge updating,
 2. Training for research guidance, sponsored project, and conduction, consultancy, etc.
1. Training on organization of conferences, workshops, symposia etc.

B. TRAINING POLICY

1. Training on major titles i.e. NBA, NAAC, NEP, Autonomy, etc.
2. Training on various committees AICTE, UGC, Affiliating University, etc.
3. Training on Academic Development


PRINCIPAL

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
INTERNSHIP POLICY – GUIDELINES AND PROCEDURES

Objective:

Internships are educational and career development opportunities, providing practical experience in engineering and management.

Benefits of Internship -

Benefits to the Industry

- Availability of ready to contribute candidates for job.
- Students bring new perspectives to problem solving.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer Commitment.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

Benefits to Students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking, etc., in an industrial setup.
- Makes a valuable addition to their resume.

Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.

Duration:

Internship duration will be minimum three weeks - maximum six weeks each academic year in Winter/Summer Vacation as per affiliating university academic calendar.


Responsibility:

The process of Internship of students will run by the TPO. He will contact with respective HODs in this regard.


PRINCIPAL

Summer Internship Data


Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Computer Science & Engineering	Coding Sumria,		4	Second Year
2	Computer Science & Engineering	Microspectra Software Technologies Pvt Ltd	Pune	1	Third Year
3	Computer Science & Engineering	PerfSkills Pvt. Ltd ;Hyderabad,Telgana	Pune	1	Third Year
4	Computer Science & Engineering	InternPE,Jaipur,Rajasthan	Rajasthan	7	Second & Third
5	Computer Science & Engineering	Osis, Infobite ,New Delhi	Nagpur	3	Third Year
6	Computer Science & Engineering	PureEsense,Khamgaon	Khamgaon	1	Third Year
7	Computer Science & Engineering	Ohio Ptech,USA	Mumbai	1	Third Year
8	Computer Science & Engineering	Intershala,		1	Third Year
9	Computer Science & Engineering	Breathe India Advisors Pvt Ltd,Haryana	Pune	1	Third Year
10	Computer Science & Engineering	One Smarter Inc.,USA	USA	1	Third Year
11	Computer Science & Engineering	Iris Business Services Pvt Ltd	Mumbai	8	Final Year
12	Computer Science & Engineering	INFERWISE AUTOMATION	Pune	2	Final Year
13	Computer Science & Engineering	Digikull Education,Nodia	Pune	1	Final Year
14	Computer Science & Engineering	VioLernx Pvt Ltd ,Rajasthan	Rajasthan	1	Final Year
15	Computer Science & Engineering	Sun Infotech,Nagpur	Nagpur	1	Final Year
16	Computer Science & Engineering	AiSense LLP,Gogari	Shegaon	9	Final Year
17	Computer Science & Engineering	OLA Electric ,Banglore	Banglore	2	Final Year
18	Computer Science & Engineering	TruScholar ,Amravati	Amravati	1	Final Year
19	Computer Science & Engineering	TechnoSparsh Software Solutions ,Indore	Indore	3	Final Year
20	Computer Science & Engineering	ApexaiQ Technologies Pune	Pune	6	Final Year
21	Computer Science & Engineering	Regional Reference Standard Lab, Ahmedabad	Ahmedabad	1	Final Year
22	Computer Science & Engineering	Persistent ,Pune	Pune	6	Final Year
23	Computer Science & Engineering	Complete Cure Solutions ,Ahmedabad	Ahmedabad	1	Final Year
24	Computer Science & Engineering	Capable,Banglore	Banglore	2	Final Year
25	Computer Science & Engineering	Technohacks Edutech,Nashik	Nashik	1	Final Year
26	Computer Science & Engineering	CODESoft,Banglore	Banglore	2	Second & Final
27	Computer Science & Engineering	Uniconverg,Technologies,Nodia	Nodia	1	Final Year
28	Computer Science & Engineering	Oyster Training,Nagpur	Nagpur	1	Final Year


 Dr. J. M. Patil
 HOD, CSE Dept.

Summer Internship Data					
Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Electronics & Telecommunication Engineering	ARP Infomatrix Pvt.Ltd	Nagpur	1	Final Year
2	Electronics & Telecommunication Engineering	BrightChamps Tech Pvt. Ltd.	Bangalore	1	Final Year
3	Electronics & Telecommunication Engineering	CAIR BANGLORE	Bangalore	1	Final Year
4	Electronics & Telecommunication Engineering	Caliber Embedded Technology India Pvt. Ltd.	Coimbatore	1	Final Year
5	Electronics & Telecommunication Engineering	Capabl	Bangalore	4	Final Year
6	Electronics & Telecommunication Engineering	CLUSTOR COMPUTING	Nagpur	1	Final Year
7	Electronics & Telecommunication Engineering	CodSoft	Kolkata	3	Second & Third Year
8	Electronics & Telecommunication Engineering	Eastro control system Pvt Ltd	Nashik	3	Final Year
9	Electronics & Telecommunication Engineering	Emertxe	Bengaluru	1	Final Year
10	Electronics & Telecommunication Engineering	Hindustan aeronautics limited	Hyderabad	1	Final Year
11	Electronics & Telecommunication Engineering	Interncrowd	Mumbai	1	Final Year
12	Electronics & Telecommunication Engineering	Internpe	Jaipur, Rajasthan	5	Third & Final Year
13	Electronics & Telecommunication Engineering	Kirabiz Pvt. Ltd	Pune	1	Final Year
14	Electronics & Telecommunication Engineering	Lanjulkar electrical and engineering work	Khamgaon	1	Final Year
15	Electronics & Telecommunication Engineering	MDB Electrosoft Pvt.Ltd	Amravati	1	Final Year
16	Electronics & Telecommunication Engineering	Micropro Software Solutions Pvt Ltd	Nagpur	2	Final Year
17	Electronics & Telecommunication Engineering	Microspectra Software Technologies Pvt.Ltd	Shegaon	1	Final Year
18	Electronics & Telecommunication Engineering	MOUNTREACH SOLUTION PVT LTD	Amravati	1	Third Year
19	Electronics & Telecommunication Engineering	Oasis Infobyte	New Delhi	1	Third Year
20	Electronics & Telecommunication Engineering	OneSmarter Inc	NA	2	Second Year
21	Electronics & Telecommunication Engineering	Pantech Solutions	Chennai	1	Final Year
22	Electronics & Telecommunication Engineering	Pozibility technology	Bangalore	1	Final Year
23	Electronics & Telecommunication Engineering	Regional reference standard laboratory	Ahemdabad	1	Final Year
24	Electronics & Telecommunication Engineering	Upskill Campus	Noida, Uttar Pradesh	2	Final Year
25	Electronics & Telecommunication Engineering	Vigyan Ashram	Pabal, Pune	2	Final Year
26	Electronics & Telecommunication Engineering	YBI Foundation	Delhi	1	Final Year
27	Electronics & Telecommunication Engineering	Yogiraj Controls	Wardha	2	Final Year


Dr. M. N. Tibdewal
HOD, EXTC Dept.

Summer Internship Data					
Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Information Technology	Apexa iQ Technologies Pvt. Ltd.	SGIARC, SSGMCE Shegaon	3	Final Year
2	Information Technology	Asterisc Technocrat	Nagaur	1	Final Year
3	Information Technology	Capabl	Bengaluru	18	Final Year
4	Information Technoiogy	Elite Techno Groups	Jaipur	1	Final Year
5	Information Technology	Expert Global Solutions Pvt Ltd	Sambhajinagar	2	Final Year
6	Information Technology	OneSmarter Inc.	USA	1	Final Year
7	Information Technology	Persistent System Ltd	Nagpur	19	Final Year
8	Information Technology	TruScholar- Assetchain Technilligence	Amravati	1	Final Year
9	Information Technology	Code Clause	Pune	1	Third Year
10	Information Technology	Internpe	Jaipur	2	Third Year
11	Information Technology	Code Soft	New Dehli	1	Third Year
12	Information Technology	VleBazaar Pvt. Ltd.	Gurgaon	1	Third Year


 Dr. A. S. Manekar
 HOD, IT Dept

Summer Internship Data

Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Electrcial Engineering	Adani Dahanu Thermal Power Station	Dahanu	40	Third Year
2	Electrcial Engineering	Department Of Atomic Energy	Mumbai	1	Third Year
3	Electrcial Engineering	Jagdamba Electricals And Engineering Works	khamgaon	5	Third Year
4	Electrcial Engineering	Minisrty Of Consumer Affairs Food & Public Distributi	Ahemadabad	1	Third Year
5	Electrcial Engineering	Rattanindia Power Ltd.	Nandgaon Peth	1	Third Year
6	Electrcial Engineering	SAP INDUSTRIES	Khamgaon	11	Third Year
7	Electrcial Engineering	Sharda Electronics And Co.	amravati	1	Third Year
8	Electrcial Engineering	SOHAM HEAVY Electricals	khamgaon	1	Third Year
9	Electrcial Engineering	Electric Locoshed Ajni Central Railway	Ajni	2	Third Year
10	Electrcial Engineering	Jagdamba Electronics And Engineering Works	khamgaon	6	Second Year
11	Electrcial Engineering	Chandanshesh Heavy Electrical & Engineering Work	khamgaon	2	Second Year
12	Electrcial Engineering	Metalman AutoCorp	h Sambhaji Nag	8	Second Year
13	Electrcial Engineering	SOHAM HEAVY ELECTRICALS	Khamgaon	22	Second Year
14	Electrcial Engineering	THERMAX Ltd	Pune	1	Second Year


 Dr. S. R. Paraskar
 HOD, ELPO, Dept


Summer Internship Data

Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Mechanical Engineering	Pooja Rotomake Pvt. Ltd. Jalna. Jalna.		1	Third Year
2	Mechanical Engineering	NHDC Ltd. Khandwa	Khandwa	2	FinalYear
3	Mechanical Engineering	Jadhao gears pvt.ltd	Amravati	2	Third Year
4	Mechanical Engineering	Adani Electricity	Mumbai	1	Third Year
5	Mechanical Engineering	Indian Railways Nagpur	Nagpur	2	Third Year
6	Mechanical Engineering	Tool Tech Tooling, Kirdak Group,	Aurangabad	5	Third Year
7	Mechanical Engineering	ONGC Hazira Plant, Surat, Gujarat	Surat, Gujarat	1	FinalYear
8	Mechanical Engineering	InternPe, Pune	Pune	1	Third Year
9	Mechanical Engineering	Vigyan Ashram Pune	Pune	1	Third Year
10	Mechanical Engineering	MSRTC Akola	Akola	1	Third Year
11	Mechanical Engineering	Sandik Coromant I.Pvt. Ltd, Mumbai	Mumbai	1	Third Year
12	Mechanical Engineering	Maha Genco Chadrapur	Chadrapur	1	FinalYear
13	Mechanical Engineering	Shrikrupa Hi-Tech LLP, Shegaon	Shegaon	2	Third Year
14	Mechanical Engineering	Amul Dairy, Anand, Gujarat	Anand Gujrat	1	Third Year



Dr. S. P. Trikal
HOD, MECH Dept

Summer Internship Data					
Sr.No.	Name of Department	Name of Company	Location of Company	No. of students	Year of the students
1	Department of Business Admn & Research	Abhiraj Industries	Akola	1	First Year
2	Department of Business Admn & Research	Aditi Urban co-op Bank	Buldhana	1	First Year
3	Department of Business Admn & Research	Agrowsure LLP	Akola	2	First Year
4	Department of Business Admn & Research	Akola Janta Commercial Co-op Bank Ltd.	Akola	4	First Year
5	Department of Business Admn & Research	CA M/S - A N Sureka	Khamgaon	1	First Year
6	Department of Business Admn & Research	Bhartiya Sindhu Co-op Bank	Akola	1	First Year
7	Department of Business Admn & Research	Shrekhan Limited	Khamgaon	15	First Year
8	Department of Business Admn & Research	Divya Marathi	Aurangabad	1	First Year
9	Department of Business Admn & Research	HR Solutions	Akola	3	First Year
10	Department of Business Admn & Research	Hindustan Unilever Limited	Khamgaon	2	First Year
11	Department of Business Admn & Research	Khamgaon Urban Co-op Bank Ltd.	Khamgaon	9	First Year
12	Department of Business Admn & Research	Leben Life Sciences	Akola	2	First Year
13	Department of Business Admn & Research	Maruti Suzuki Arena	Akola	1	First Year
14	Department of Business Admn & Research	Nirman Multistate Co-op credit Society	Akola	1	First Year
15	Department of Business Admn & Research	Raymond Limited	Chindwara	1	First Year
16	Department of Business Admn & Research	Novelvista Learning Solutions Pvt Ltd.	Pune	1	First Year
17	Department of Business Admn & Research	RexBotonix	Akola	1	First Year
18	Department of Business Admn & Research	SAI Financial Consultancy	Akola	1	First Year
19	Department of Business Admn & Research	State Bank of India	Shegaon	3	First Year
20	Department of Business Admn & Research	SNG Pacakging Pvt. Ltd.	Buldhana	1	First Year
21	Department of Business Admn & Research	Teamvisor Pvt. Ltd.	Pune	3	First Year
22	Department of Business Admn & Research	Tirupati Agro	Buldhana	1	First Year
23	Department of Business Admn & Research	Torana Mahila Urban Co-op Bank	Buldhana	1	First Year
24	Department of Business Admn & Research	Asset Chain Techiligence Pvt Ltd	Amravati	2	First Year
25	Department of Business Admn & Research	Rohini Agro Industries	Rajkot	2	First Year
26	Department of Business Admn & Research	Visuddh Industries	Washim	1	First Year
27	Department of Business Admn & Research	ZF India Pvt. Ltd.	Pune	1	First Year


 Dr. P. M. Kuchar
 HOD, MBA Dept



END OF POINT





Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF
ENGINEERING**
**SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE),
INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Website- www.ssgmce.ac.in

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in

List of Institutional Level Committees

SN	Description	Link
1	Local Managing Committee	Click Here
2	College Development Committee	Click Here
3	Internal Quality Assurance Cell	Click Here
4	Equal opportunity cell	Click Here
5	Student Grievance Redressal Committee	Click Here
6	Women Development Cell	Click Here
7	Anti - Ragging Committee	Click Here
8	Grievance Redressal Committee	Click Here
9	Internal Committee for SC/ST Students	Click Here
10	Internal Complaint Committee	Click Here
11	Alumni Committee	Click Here
12	Industry Institute Cell	Click Here
13	Library Committee	Click Here
14	Research and Development Cell	Click Here
15	Institute Innovation Council	Click Here
16	Training and Placement Cell	Click Here
17	Student's Development Cell	Click Here
18	Cultural Committee	Click Here
19	College Magazine Committee	Click Here
20	Sports council	Click Here
21	Industry Institute Interaction Cell	Click Here




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



ESTD.1983

Shri Gajanan Shikshan Sanstha's

**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA**

* Recognized by A.I.C.T.E., New Delhi,* Affiliated to Sant Gadge Baba Amravati University, Amravati &
*Approved by the D.T.E., M.S. Mumbai

Ph.Nos : 8669638081/8669638082

Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in

registrar@ssgmce.ac.in

LOCAL MANAGING COMMITTEE

Constituted by affiliating University

Sant Gadge Baba Amravati University, Amravati

as per Maharashtra University ACT 1994-CHAPTER-X 81 (1) (B) & 85 (1)

SN	Name Of The Authorities	Designation
1	Shri Nilkanth Shivshankar Patil	Chairman (Chairman of the Management)
2	Shri Pankaj Gajanan Shitoot	Member (Secretary of the Management)
3	Shri Shrikant Shivshankarpatil	Member (Local member representing different fields of the area, nominated by the Management)
4	Shri Dinesh Ramgopal Bhutada	Member (Local member representing different fields of the area, nominated by the Management)
5	Shri Vinay Laxmichand Shah	Member (Local member representing different fields of the area, nominated by the Management)
6	Shri Mahendrasingh Swindersingh Anand	Member (Local member representing different fields of the area, nominated by the Management)
7	Dr. Pawan M. Kuchar	Member (Teacher elected by the teachers of the college)
8	Prof.Dinkar Laxman Bhombe	Member (Teacher elected by the teachers of the college)
9	Prof.Anil Vasantao Patil	Member (Teacher elected by the teachers of the college)
10	Shri Dayaram Parwatrao Patil	Member (Non-teaching employee elected by the college)
11	Dr.Sunil Bhikamchand Somani	Member Secretary (Principal of the college)

Date: 17/7/2017

Copy to above
members.




Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



ESTD.1983

Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

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Ph.Nos : 8669638081/8669638082

Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in

registrar@ssgmce.ac.in

COLLEGE DEVELOPMENT COMMITTEE
Constituted As Per Maharashtra Public University Act 2016 U/S 108 (1) (B)
SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI

SN	Name	Designation
01	Shri Shrikant Shivshankar Patil	Chairman Nominee of the Management (Nominated by the Chairman of the Management)
02	Shri Sharad Mahadeo Shinde	Secretary (Secretary of the Management)
03	Dr.Shivshankar Pandurang Trikal	Member (Head of the Department nominated by the Head of the Institution)
04	Prof.Anil Vasanttrao Patil	Member (Teacher elected by Full-Time Teachers)
05	Prof.Vinayak Madhukar Umale	Member (Teacher elected by Full-Time Teachers)
06	Dr.Sau Anjali Uday Jawadekar	Member (Teacher elected by Full-Time Teachers)
07	Shri Dayaram Parvatrao Patil	Member (Elected by regular non-teaching staff)
08	Shri Ashutosh Yeshwat Deuskar	Member (In the Field of Education nominated by the Management)
09	Shri Anup Agrawal	Member (In the Field of Industry nominated by the Management)
10	Shri Sandip Murlidhar Satav	Member (In the Field of Research nominated by the Management)
11	Smt. Nilima Tai	Member (In the Field of Social work nominated by the Management)
12	Prof.Uday Anandrao Jawadekar	Member-Coordinator (Internal Quality Assurance Committee nominated by the Head of the Institution)
13	Dr.Sunil Bhikamchand Somani	Member Secretary (Head of the Institution)

Date : 17/7/2017

copy to above
all members



Principal

PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

23/12/2019

All the authorities and the members of the CDC are hereby informed that a meeting of the CDC under the Chairmanship of Hon'ble Shri Shrikant S. Patil will be held on 27/12/2019 at 4.00 p.m. in the meeting hall of the college. All members are requested to attend the said meeting. The agenda of the meeting is given below:-

Item No. 1: To confirm the minutes of the last meeting

Item No. 2: Reduction In Intake of Post-graduate Courses - 2020-21

- ① Digital Electronics from 30 to 18
- ② Advanced Manufacturing & Mechanical Systems Design from 24 to 18.

Item No. 3: To accept the students fees through online process.

Item No. 4: Any other items with the permission of the chair.

Member Secretary

① Chairman - Shri Shrikant S. Patil

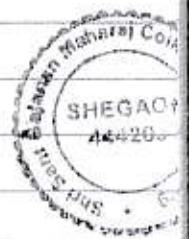
② Member - Shri S.M. Shinde

③ Member - Dr. S.P. Thikal

④ Member - Prof. A.V. Patil

⑤ Member - " V.M. Umale -

⑥ Member - Dr. Anjali Jawadekar









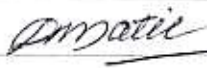


23/12/2019

- ⑦ Member - Smt. S. P. Patil - Omali
- ⑧ Member - " A. Y. Dewkar
- ⑨ Member - " Anup Agrawal
- ⑩ Member - " S. M. Satav
- ⑪ Member - Smt. Nilima Tai
- ⑫ Member - Pr. U. A. Jawadekar - Cts

27/12/2019

minutes of the meeting of CDC held on 27/12/2019 at 4 pm under the chairmanship of Hon'ble Shri Shrikant S. Patil in the meeting hall of the college.

The following authorities and the members of the CDC were present for the meeting.

- ① Chairman - Shri Shrikant S. Patil 
- ② Member - Shri S.M. Shinde 
- ③ " Dr. S.P. Trisal 
- ④ " Prof. A.V. Patil 
- ⑤ " Prof. V.M. Umale - 
- ⑥ " Dr. Anjali Jawadekar 
- ⑦ " Shri D.P. Pakil - 
- ⑧ " Shri A.Y. Dewkar
- ⑨ " Shri Anup Agrawal
- ⑩ " Shri S.M. Satav
- ⑪ " Smt. Nilima Tai
- ⑫ " Prof. U.A. Jawadekar - 
- ⑬ Member Secretary - Dr. S.B. Somani 

welcomed by the member secretary.
The meeting of the agenda were circulated.

22/12/2019

Item No. 1. To confirm the minutes of the last meeting.

Resolution No. 1 - Read the minutes of the last meeting before the members of CDC and approved.

Item No. 2 - Reduction in INTAKE of Post-Graduate courses for the Academic Session 2020-21

- ① Digital Electronics from 30 to 18
- ② Advanced Manufacturing & Mechanical Systems Design from 24 to 18.

Resolution No. 2 - The Member Secretary of CDC put before the Hon'ble Members that the admission position of last three years i.e. 2017-18, 2018-19 & 2019-20, of two PG courses ① Digital Electronics and ② AMMSD.

The members discussed thoroughly on the admission position. Based on the data submitted by the secretary, it is decided to Reduction in Intake of Post-Graduated courses -

- ① Digital Electronics &
- ② AMMSD

from the academic session 2020-21.

Instruct the member secretary to submit the proposal to AICTE, New Delhi along with the required fees and Resolution for Reduction in Intake for the above stated courses. It is unanimously approved by the House.

Item No. 3 - To accept the students fees through online mode.

Resolution No. 3 - The member secretary of CDC put before Hon'ble members the facts for online payment. As per the recent direction of AICTE & DTE it is mandatorily to collect the students' fees by only DIGITAL MODE. Therefore, it is decided to collect the students' fees through online mode. It is approved by the CDC.

Item No. 4: Any other items with the permission of the Chair.

As there was no other points.

[Signature]

Member Secretary.



Dato 10/2/2020

All Authorities and the members of the CDC are hereby informed that a meeting of the CDC under the chairmanship of Hon'ble Shri Shrikant Patil will be held on 20/2/2020 at 4 pm in the meeting hall of the college.

All are requested to make it convenient to attend the said meeting.

The Agenda of the meeting is given below :-

Item No. 1 - To confirm the minutes of the last meeting

Item No. 2 : To Approve the Budget for the F.Y. 2021-22

Item No. 3 : To Approve the Audited statement of Accounts for the F.Y. 2019-20.

Item No. 4: To Approve the Strategic Development Plan 2020-2025.

Any other items with the permission of the Chair.



—
Member Secretary

1) Chairman - Shri Shrikant Shivshankar Patil

2) Member - Shri Sheraad Mahadeo Shinde

3) Member - Dr. Shivshankar Pandurang Trikal

4) Member - Prof. Anil Vasant Rao Patil

5) Member - Prof. Vinayak Madhukar Umale

Date 10/2/2020

6) Member - Dr. Anjali U. Jawadekar

xi

7) Member - Shri Dayaram P. Patil

Patil

8) Member - Shri A. Y. Dewokar

9) Member - Shri Anup Agrawal

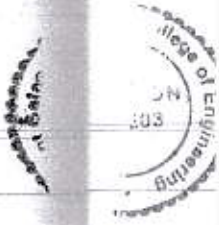
10) Member - Shri S. M. Satav

11) member - Smt. Nilima Tai

12) member - Prsg Uday A. Jawadekar










Go

Date : 20/04/2020



A minutes of the meeting of CDC held on 20/04/2020 at 4 pm under the Chairmanship of Hon'ble Shrikant Patil in the meeting hall of the College.

The following members were present for the CDC meeting.

- 1] Chairman - Shri Shrikant S. Patil 
- 2] Member - Shri S.M. Shinde 
- 3] Member - Dr. S.P. Takal 
- 4] Member - Prof. A.V. Patil 
- 5] Member - Prof. V.M. Umale 
- 6] Member - Dr. Anjali Jawadekar 
- 7] Member - Shri D.P. Patil 
- 8] Member - Shri A.Y. Deuskar
- 9] Member - Shri Anup Agrawal
- 10] Member - Shri S.M. Satav
- 11] Member - Smt. Nilima Tai
- 12] Member - Prof. Uday Jawadekar 
- 13] Member Secretary - Dr. S.B. Somani 

Welcome by the Member Secretary.

Meeting of the Agenda were circulated

Date: 20/2/2020

Item No. 1 - To confirm the minutes of the last meeting

R. No. 1 - The minutes of the last meeting were read out before the members of the CDC and approved by house.

Item No. 2 - To approve the Budget For the F.Y. 2021-22.

R. No. 2 - The Budget for the F.Y. 2021-22 was put before the members of the CDC for their comments, if any. The Member Secretary gave detailed information and relevant answers were given by the Member Secretary to the members of CDC. The members had discussed the issue thoroughly and unanimously approved the said budget as per record submitted.

Item No. 3 - To approve the Audited statement of A/c for the F.Y. 2019-20

R. No. 3 - The member Secretary put before the Audited statement of A/c for the F.Y. 2019-20 for the remarks, if any. Detailed discussion was held on it. Some doubts/queries resolved by the Chairman. It was resolved by the House.

Item No. 4. To Approve the Strategic Development Plan 2020-2025

Item No. 4. The Member Secretary put before the members of the CDC for remarks, comments, if any as -

Date 20/2/2020

- ① Institution background and overview with vision/mission/objectives.
- ② core values - Integrity / Humanity / Responsibility and Accountability / Empathy.
- ③ strengths/weaknesses/opportunities/threats.

④ Strategic Goals-

- ① Go for NEP-2020
- ② Obtain the Autonomous status
- ③ Enhance Research
- ④ Improve PG Admission
- ⑤ Improve Score in NBA
Go for NBA Accreditation - Phased manner
- ⑥ Place all students above 7 LPA Package
- ⑦ Enhance III.

⑤ Strategic Goal-1

Obtain the Autonomous status

- ① Analyse the eligibility criteria
- ② Prepare the application

outcomes - Academic Autonomy

⑥ Strategic Goal-2

In top 150 NIRF Ranking

outcomes - Good Position

Better score in NBA

⑦ Strategic Goal-3

Enhance Research - Provide infrastructure

- Consultancy

- Organize w/s, training

outcomes - Attracting more funded research projects

date: 20/2/2020

⑧ Strategic Goals-5

Improve PG Admission
Publicity / Incentives / Training

Out-comes -

Research Focussed PG Programmes

⑨ Strategic Goal-6

Implement NEP-2020
- Autonomous status
- Cluster institutes
- multidisciplinary programmes

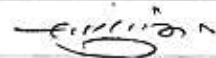
Out-comes -

Enhanced students skill sets,
global acceptance
flexibility for students

The member secretary placed before the strategic plans. The members had discussed on it thoroughly and opined the plan is good and praiseworthy for the growth of the institution. It was resolved by the inhouse unanimously.

As there was no other item.

The meeting is concluded with thanks to the Chair.



Member Secretary

Date - 20/2/2020



Date 5/1/2021

All Authorities and the members of the CDC are hereby informed that- an ONLINE/VIRTUAL meeting of the CDC under the chairmanship of Hon'ble Shri Shrikant Patil will be held on 10/1/2021 at 5 pm.

All are requested to make it convenient to attend the online meeting.

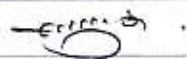
The Agenda of the meeting is given below-


Item No.1 - To confirm the minutes of the last meeting


Item No.2 - To take appropriate measures on COVID-19 situation


Any other items with the permission of the Chair.






Member Secretary


1] Shri Shrikant S. Patil - Chairman 

2] Shri S.M. Shinde - Member 

3] Dr. S. P. Trikal - Member 

4] Prof. A.V. Patil - Member 

5] Prof. V.M. Umale - Member 

6] Dr. Anjali Jawadekar - Member 

Date 5/1/2021

7] Shri G.P. Patil - Member

Pratik

8] Shri A.Y. Deuskar - Member

9] Shri Anup Agrawal - Member

10] Shri S.M. Satav - member

11] Smt. Nilima Tai - Member






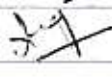



12] Prof. W.A. Jawadekar - Member

CS

Date 10/1/2021

A minutes of the online/virtual meeting of the CDC held on 10/1/2021 at 5 pm under the chairmanship of Shri Shrikant Patil.

The following members were present - for the online meeting.

- 1) Chairman - Shri Shrikant - S. Patil 
- 2) Member - Shri S.M. Shinde 
- 3) Member - Dr. S.P. Takal 
- 4) Member - Prof. A.V. Patil 
- 5) Member - Prof. V.M. Umale 
- 6) Member - Dr. Anjali Jawadekar 
- 7) Member - Shri D.P. Patil 
- 8) Member - Shri A.V. Deuskar
- 9) Member - Shri Anup Agrawal
- 10) Member - Shri S.M. Salav
- 11) Member - Smt. Nilima Tai
- 12) Member - Prof. U.A. Jawadekar 
- 13) Member - Secretary - Dr. S. B. Somani 

welcomed by the member secretary.
Online/virtual meeting were held as per agenda.

Date - 10/1/2021

Item No. 1 - To confirm the minutes of the ^{last} meeting


R. No. 1 - Read all the minutes of the last meeting and approved the same

Item No. 2 - To take appropriate steps/measures on COVID-19 situation.

R. No. 2 - The member secretary of the CDC were put before the members all directions issued by the AICTE, UGC, SGBAD, Directorate of Technical Education, etc. regarding the current situation on COVID-19. All members were discussed on it thoroughly through online and instructed to Member Secretary to follow the guidelines strictly issued by the Competent Authority from time to time. The Member Secretary need.

There was no item.




member Secretary

Date - 5/7/2022

All Authorities and the Members of the CSC are hereby informed that a meeting of the CSC under the Chairmanship of Shri Shrikant Patil scheduled on 10/7/2022 at 12 Noon.

All are requested to make it convenient to attend the said meeting.

The Agenda of the meeting is given below -

Item No. 1 - To confirm the minutes of the last meeting

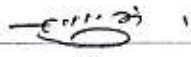
Item No. 2 - To Approve the Academic Calendar and planner for the academic year 2022-23

Item No. 3 - To Approve the Statement of Expenditure for the F.Y. 2021-22.

Item No. 4 To Approve the Budget of the College for the F.Y. 2022-23

Any other items with the permission of the Chair.




Member Secretary

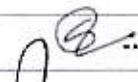
1) Chairman - Shri Shrikant S. Patil



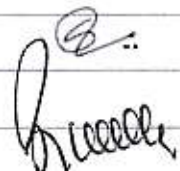
2) Member - Shri S.M. Shinde



3) Member - Dr. S.P. Trikal



4) Member Prof. A.V. Patil




date 5/1/2022

5) Member - Prof V.M. Umale



6) Member - Dr Anjali Jawadekar



7) Member - Shri G.P. Patil



8) Member - Shri A.Y. Deuskar

9) Member - Shri Anup Agaswal

10) Member - Shri S.M. Satav

11) Member - Smt. Nilima Tai




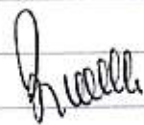
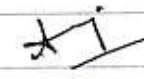



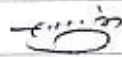
12) Member - Prof U.K. Jawadekar



Date - 10/7/2022



A minutes of the meeting of the C.O.C held on 10/7/2022 at 12 noon under the Chairmanship of Shri Shrikant Patil in the meeting hall of the college. The following members were present for the said meeting.

- 1) Chairman - Shri Shrikant S. Patil 
- 2) Member - Shri S. M. Shinde 
- 3) Member - Dr. S. P. Tsikal 
- 4) Member - Prof. A. V. Patil 
- 5) Member - Dr. Anjali Jawadekar 
- 6) Member - Prof. V. M. Umale 
- 7) Member Shri S. P. Patil 
- 8) Member - Shri A. Y. Dewaskar
- 9) Member - Shri Anup Agrawal
- 10) Member Shri S. M. Satav
- 11) Member Smt. Nilima Tai
- 12) Member - Prof. G. A. Jawadekar 
- 13) Member Secretary - Dr. S. B. Somani 

Welcomed by the Secretary of C.O.C.
Meeting conducted as per agenda
Circulated -

Date 10/2/2022

Item No. 1 - To confirm the minutes of the last-meeting.

R.No. 1 - Read all the minutes of the last-COC meeting and approved by the House

Item No. 2 - To approve the academic calendar and planner for the academic year 2022-23

R.No. 2 - The member Secretary placed the Academic planner and Calendar of all UG & PG courses for the year 2022-23 before the members of the COC. All members were discussed and unanimously resolved to approve the same.

Item No. 3 - To approve the Audited statement of expenditure for the F.Y. 2021-22.

R.No. 3 - The Secretary put before the members, the audited statement of A/c for the F.Y. 2021-22 for their approval, if any. Detailed discussion was held on it. Some doubts resolved by the Chairman. It was unanimously approved by the same.

Item No. 4 - To approve the Budget of the college for the F.Y. 2022-23

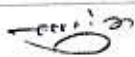
R.No. 4 - The member Secretary placed the Budget for the F.Y. 2022-23, which was prepared as the requirement of all HODs/Section Heads for their

Date 10/3/2022

Kind approval/comments/remarks, if any.
The members discussed the issue in length & breadth and the same has been accepted without-controversy. Approved as per record submitted.

As there was no other point-




Member Secretary

Date: 2/8/2023

All the authorities and the members of the CDC are hereby informed that - a meeting of the CDC under the Chairmanship of Shri Shrikant Patil scheduled on 13/8/2022 at 11.00 am in the meeting hall of the college.

Everyone is requested to attend the said meeting.

The meeting will be held as per below Agenda.


Item No. 1 - To confirm the minutes of the last meeting.

Item No. 2 - To review on T&P Activity and record for the year 2022-23 to till date.

Item No. 3 - To review the exam. result - S-2023

Item No. 4 - Any other points with the permission of the chair.




Member Secretary

① Chairman - Shri Shrikant S. Patil



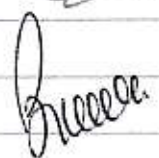
② Member - Shri S. M. Shinde



③ Member - Dr S. P. Trikal



④ Member - Prof A. V. Patil



⑤ Member - Prof V. M. Umale



Date 2/8/2023

⑥ Member - Dr. Anjali Jawadekar

ti

⑦ Member - Shri D.P. Patil

Prasadi

⑧ -" - Shri A.Y. Deuskar

⑨ -" - Shri Anup Agrawal

⑩ -" - Shri S.M. Satav

⑪ -" - Smt. Nilima Tai

⑫ -" - Prof. U.A. Jawadekar

Go

Date 13/8/2023

A minutes of the meeting of the CDC held on 13/8/2023 at 11:00 am. Under the chairmanship of Shri Shrikant Patil in the meeting hall of the college.

The following members were present for the meeting.

- ① Chairman - Shri Shrikant S. Patil
- ② Member - Shri S.M. Shinde
- ③ -"- Dr. S.P. Traikal
- ④ -"- Prof. A.V. Patil
- ⑤ -"- Prof. V.M. Umale
- ⑥ -"- Dr. Anjali Jawadekar
- ⑦ -"- Shri D.P. Patil
- ⑧ -"- " A.Y. Deuskar
- ⑨ -"- " Anup Agrawal
- ⑩ -"- " Shri S.M. Salav
- ⑪ -"- Smt. Nilima Tai
- ⑫ -"- Prof. U.A. Jawadekar
- ⑬ Member Secretary - Dr. S.B. Somani

welcomed by the Secretary.

A meeting was conducted as per Agenda.

Date: 13/8/2023

Item No. 1 - To confirm the minutes of the last meeting

R. No. 1 - Read the minutes of the last meeting before the members of the CDC, and approve the same.

Item No. 2 - To Review on T&P Activity and Record for the year 2022-23 to till date.

R. No. 2 - The Chamber Secretary presented record for the year 2022-23 before the CDC. The members discussed the issue and came to conclusion that we are far better in recruitment - though there is a recession in the market. The secretary also highlighted the present status & position. All members noted the submission and approved.

Item No. 3 - To Review the exam. Result - S-2023

R. No. 3 - The member secretary presented the statement of exam. results of all branches of II, IV, VI & VIII semesters S. 2023 conducted by SGBAO, before the members of the CDC. The members discussed and opined that the results of all branches of all years were good.

There was no item.

The meeting concluded with thanks.



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SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

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* Approved by the D.T.E., M.S. Mumbai

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Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in
registrar@ssgmce.ac.in

Date: 4/7/2022

Sub: Internal Quality Assurance Cell (IQAC) for the Session 2022-23

SN	Nature of Membership	Name / Designation	
1	Chairperson (Head of the Institution)	Dr. S.B. Somani	- Principal
2	Teachers (Teachers to represent at all level) [Two to Eight]	Dr. S.P. Trikal	- HOD, MECH
3		Dr. S.R. Paraskar	- HOD, ELPO
4		Dr. S.B. Patil	- HOD, CSE
5		Dr. M.N. Tibdewal	- HOD, EXTC
6		Dr. A.S. Manekar	- HOD, IT
7		Dr. N.A. Patil	- HOD, ASH
8		Dr. P.M. Kuchar	- HOD, MBA
9		Management (One member from the Management)	Mr. Umesh Kaul
10	Senior Administrative Officers	Mr. A.V. Patil	- Registrar
11		Mr. D.L. Bhombe	- Dean, Academics
12		Mr. V.M. Umale	- Dean, Examinations
13	One nominee each from Local Society, alumni & student	Mr. S.K. Dhotre	- Local Society
14		Mr. Ashutosh Deuskar	- Alumni
15		Mr. Shreyas Rane	- Student (Final Year EXTC)
16	One nominee each from Employers / Industrialists/Stakeholders	Dr. Pramod Chopade	- Employer
17		Mr. D.N. Dharurkar	- Industrialist
18		Mr. V.S. Mahalle	- Stakeholder (Alumni, Faculty, Parent)
19	Co-ordinator	Dr. (Mrs.) A.U. Jawadekar	- Associate Professor Dept. of Electrical Engg.

Copy to:

1. All above
2. The Coordinator for implementation




Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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registrar@ssgmce.ac.in

Ref.No.GMCE/IQAC/2022

Date: 07/07/2022

To,
All Authorities and Members,
IQAC, SSGMCE, Shegaon.

Sub: Meeting Notice.

Respected Sir,


All authorities and members of the IQAC are hereby informed that the IQAC meeting is scheduled on 13/07/2022 at 11:00 am.

Venue: Meeting Hall (New Administration Building)

Everyone is requested to attend the meeting.

The Agenda of the meeting is given below:

- Item No. 1: Review of previous meeting minutes
- Item No. 2: To approve the Academic Calendar for the academic year 2022-2023
- Item No. 3: Discussion on Outcomes of IQAC 2021-22
- Item No. 4: Action plan for current Academic year.
- Item No. 5: Convocation Ceremony
- Item No. 6: NIRF Preparation
- Item No: 7 Any other items with the permission of the Chair.


Dr.A.U.Jawadekar
(IQAC Coordinator)

Dr.S.B.Somani	Principal
Prof. D.L.Bhombe	Dean Academics
Prof. V.M.Umale	Dean, Exams
Dr.N.A.Patil	HOD, ASH
Dr.S.R.Paraskar	HOD, ELPO
Dr.S.P.Trikal	HOD, MECH
Dr.S.B.Patil	HOD, CSE
Dr.A.S.Manekar	HOD, IT
Dr.M.N.Tibdewal	HOD, EXTC
Dr. P.M.Kuchar	HOD ,MBA
Prof.A.V.Patil	Registrar
Dr. S.S.Jadhao	R&D Chief Coordinator
Prof A.B.Solanke	T&P Officer



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Minutes of the meeting of IQAC

Date : 15/07/2022

As per the meeting notice of the IQAC dated 07 -07-2022, the meeting of the IQAC was held on 13/07/2022at 11.00 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the IQAC were present for the meeting.

Dr.S.B.Somani	Principal	
Prof. D.L.Bhombe	Dean Academics	
Prof. V.M.Umale	Dean, Exams-	
Dr. N.A.Patil	HOD, ASH	
Dr. S.R.Paraskar	HOD, ELPO	
Dr. S.P.Trikal	HOD, MECH	
Dr. S.B.Patil	HOD, CSE	
Dr. A.S.Manekar	HOD, IT	
Dr. M.N.Tibdewal	HOD, EXTC	
Dr. P.M.Kuchar	HOD, MBA	
Prof. A.V.Patil	Registrar	
Dr. S.S.Jadhao	R&D Chief Coordinator	
Prof. A.B.Solanke	T&P Officer	
Dr. A.U.Jawadekar	IQAC Coordinator	

The meeting was held as per the agenda.

Item No 1: Review of previous meeting minutes

Resolution No 1: The minutes of the previous meeting held on 17/05/2022 were reviewed and approved without any modifications.

Item No. 2: To approve the Academic Calendar for the academic year 2022-23

Resolution No.2:The Dean Academics shared copies of the suggested academic calendar for the academic year 2022-23 with the authorities and members for their perusal. A decision was reached that each department will develop its academic calendar in alignment with the institution's official calendar. These department-



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specific calendars will encompass all the scheduled departmental activities, ensuring a comprehensive overview of their academic agenda within the broader institutional framework.

Item No. 3: Discussion on Outcomes of IQAC 2021-22

Resolution No.3:The IQAC meeting commenced with the IQAC Coordinator expressing heartfelt gratitude and extending congratulations to all attendees for their invaluable contributions that led to significant outcomes and achievements. An extensive overview was presented, delving into the various workshops, skill development programs, and curricular activities conducted with the primary aim of enhancing student development. Notable emphasis was placed on students' achievements, particularly highlighting the success of a team participating in the Hackathon organized by Adani Electricity for meter reading. This team secured a notable cash prize of Rs. one lakh. The Principal emphasized the importance of encouraging a larger number of students to engage in similar competitions for broader involvement. Additionally, the report focused on the impressive number of publications by students, underscoring their academic contributions. Throughout the discussion, all members lauded the efforts of the students, while also acknowledging faculty for their adept use of various innovative teaching techniques and ICT tools in the realm of teaching and learning.

Moreover, the IQAC coordinator addressed the impact of the COVID-19 pandemic, acknowledging its limitations on conducting a substantial number of add-on courses in offline mode in the previous year. Emphasizing the need to intensify efforts in organizing certificate and value-added courses in the upcoming year, a crucial strategy to enhance students' skills was discussed and unanimously approved by all members. T & P coordinator highlighted student placements. The Principal expressed appreciation for the Training and Placement team's exceptional efforts in securing outstanding placements for the outgoing batch. Additionally, the Principal offered valuable insights and suggestions to further improve the efficacy of IQAC initiatives.

Item No. 4: Action plan for current Academic year.

Resolution No.4: The meeting convened with a focus on outlining the action plans



for the ongoing academic year, all in alignment with the National Education Policy (NEP). The department heads presented a range of initiatives tailored to this objective. The Electrical Department proposed introducing courses on solar PV systems and machine learning using Python. The Electronics and Telecommunication (EXTC) Department's action plan encompassed hands-on workshops on CMOS design basics, as well as Robotics and Automation. Meanwhile, the Computer Science and Engineering (CSE) Department suggested a comprehensive training program covering Python and web development.

The Information Technology (IT) Department recommended establishing a Mozilla club, intended to encourage innovation and collaboration among students. The Mechanical Engineering Department proposed organizing a workshop on Fusion 360 for 3D printing. The meeting provided a platform for discussing various initiatives scheduled for implementation in the current academic year. The Principal emphasized the importance of adhering to the institute's strategic plan to foster its development and progress.

Item No. 5 Convocation Ceremony

Resolution No.5: The Principal addressed the notification received from the university concerning the institute-level convocation ceremony. This event aims to provide recognition and honours for the efforts, dedication, and hard work of the graduating students. Members unanimously agreed that this is a moment to celebrate the academic success of these students and the culmination of their efforts in acquiring knowledge and skills. Instructing the Registrar and the Dean Exams, the Principal directed them to initiate the planning process for the event. Furthermore, He recommended the identification and invitation of an esteemed chief guest to lead the ceremony.

Item No. 6: NIRF Preparation

Resolution No.6: The IQAC coordinator provided a comprehensive overview highlighting the significance of NIRF rankings and their implications for our institution. The NIRF coordinators further delved into the specific parameters and



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criteria employed by NIRF to evaluate and rank institutions. During this discussion, there was a thorough exploration of the weightage and significance assigned to each parameter in our institution's context.

In line with the preparation for NIRF submission, a detailed outline of the requisite data was presented. The Principal has instructed all department heads to ensure the submission of the necessary data to the assigned NIRF coordinators.

Item No. 7: Any other items with the permission of the Chair

No Item

The meeting concluded with vote of thanks.

Dr.A.U.Jawadekar
(IQAC Coordinator)

Dr. S.B.Somani
(Principal)



PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Action Taken Report

Minutes of the Meeting: Dated 13-07-2022

Meeting on	Actionable Points	Action Taken
Item No.1	To confirm the minutes of meeting dated 17/05/2022	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	To approve the Academic Calendar and Planner for the academic year 2022-2023	The Academic Dean recorded the finalized academic calendar, ensuring it is easily accessible for faculty, staff, and students' reference and distribution. The calendar was uploaded to the college's official website and shared through appropriate communication channels.
Item No.3	Outcomes of IQAC 2021-22	The IQAC Coordinator meticulously documented the established outcomes and accomplishments of the IQAC throughout the academic year 2021-22, ensuring their availability for future reference and reporting needs. Additionally, the report has been circulated to all IQAC members for their thorough review.
Item No.4	Action plan for current Academic year.	Action Plan, approved by IQAC
Item No.5	Convocation Ceremony	The Registrar and the Dean Exams commenced the planning process for the institute-level convocation ceremony as instructed by the Principal. This involved creating a framework for the ceremony, setting a schedule, and organizing various aspects such as venue arrangements, logistics, and the overall event structure.
Item No.6	NIRF Preparation	The NIRF Coordinators acknowledged and took into account the Principal's suggestion. As a result, specific deadlines have been allocated to each department for the compilation and submission of the necessary data to the NIRF coordinators.


Dr. A.U. Jawadekar
(IQAC Coordinator)




Dr. S.B. Somani
(Principal)

PRINCIPAL

Copy forwarded to all HODs/Deans for their immediate implementation, if any.

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Ref.No.GMCE/IQAC/2022

Date: 25/08/2022

To,
All Authorities and Members
IQAC, SSGMCE, Shegaon

Sub: Meeting Notice

Respected Sir,


All authorities and members of the IQAC are hereby informed that the IQAC meeting is scheduled on 02/09/2022 at 11:00 am.

Venue: Meeting Hall (New Administration Building)

Everyone is requested to attend the meeting.

The Agenda of the meeting is given below:

- Item No. 1: Review of previous meeting minutes
- Item No. 2: CBCS_NEP Executor's Training Program
- Item No. 3: Organization of Parent's meet
- Item No. 4: Master Mentor Workshop.
- Item No. 5: CO-PO Manual
- Item No. 6: Examination Policy
- Item No: 7: Any other items with the permission of the Chair.


Dr. A.U. Jawadekar
(IQAC Coordinator)

Dr. S.B.Somani	Principal
Prof .D.L.Bhombe	Dean Academics
Prof. V.M.Umale	Dean, Exams
Dr.N.A.Patil	HOD, ASH
Dr.S.R.Paraskar	HOD, ELPO
Dr.S.P.Trikal	HOD, MECH
Dr.S.B.Patil	HOD, CSE
Dr.A.S.Manekar	HOD, IT
Dr. M.N.Tibdewal	HOD, EXTC
Dr. P.M.Kuchar	HOD,MBA
Prof.A.V.Patil	Registrar
Mr. Umesh Kaul	Founder Member
Prof. A.B.Solanke	T&P Officer



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Minutes of the meeting of IQAC

Date : 04/09/2022

As per the meeting notice of the IQAC dated 25-08 -2022, the meeting of the IQAC was held on 02/09/2022 at 11.00 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the IQAC were present for the meeting.

Dr.S.B.Somani	Principal	
Prof. D.L.Bhombe	Dean Academics	
Prof. V.M.Umale	Dean, Exams	
Dr.N.A.Patil	HOD, ASH	
Dr.S.R.Paraskar	HOD, ELPO	
Dr.S.P.Trikal	HOD, MECH	
Dr. S.B.Patil,	HOD, CSE	
Dr.A.S.Manekar	HOD, IT	
Dr. M.N.Tibdewal	HOD, EXTC	
Dr. P.M.Kuchar	HOD ,MBA	
Prof. A.V.Patil	Registrar	
Mr. Umesh Kaul, Founder Member	(Attended online)	
Prof. A.B.Solanke ,	T&P Officer	
Dr.A.U.Jawadekar	IQAC Coordinator	

The meeting was held as per the agenda.

Item No 1: Review of previous meeting minutes

Resolution No 1: The minutes of the previous meeting held on 13/07/2022 were reviewed and approved without any modifications.

Item No. 2: CBCS_NEP Executor's Training Program

Resolution No.2: The Principal discussed the recently received notification from SGBAU University about hosting a one-day training program on CBCS NEP Executor's training program. SSGMCE has been designated as the host institute for this program, expecting



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participation from faculty across all colleges in Shegaon. In response, the Principal tasked the IQAC coordinator and the Dean Academics with coordinating the program. Furthermore, the Principal proposed planning the event and forming a committee facilitate the seamless to execution of the program.

Item No. 3: Organization of Parent's meet

Resolution No.3:The Principal explained that the primary goal of the parent meeting is to ensure parents are well-informed about the institute's progress and policies. This aims to facilitate direct communication among parents, teachers, and the administration, addressing students' progress, behaviour, and concerns. The event coordinator provided comprehensive details about the meeting's arrangements, highlighting the participation of Mr. Umesh Kaul, and Mr. Sachin Satpute,(Director and CEO of EDU Plus Now). Mr. Umesh Kaul shared his intention to discuss various career prospects, industry challenges, and necessary skills with both students and parents. He further emphasized the need for interactive sessions, enabling students and parents to ask questions and engage in discussions about career paths and skill requirements. Additionally, the Principal directed the Heads of Departments to organize departmental-level programs. This initiative involves presentations about their respective departments and engaging with parents to address any challenges they might face. The IQAC coordinator proposed implementing a structured feedback system to collect parents' opinions on the event and their perceptions of the institution.

Item No. 4:Master Mentor workshop

Resolution No.4:The coordinator presented details about the upcoming Train the Mentor workshop set to occur on September 20th, 21st, and 26th, 2022. During the discussion, the Principal highlighted the significance and objectives behind conducting such workshops. Additionally, the coordinator introduced Dr. Kalindi Bhatt as the resource person who will conduct the sessions online. Following this, the Principal instructed the coordinator to officially communicate the dates and schedule to all the participants involved.



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SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

* Recognized by A.I.C.T.E., New Delhi, * Affiliated to Sant Gadge Baba Amravati University, Amravati &
* Approved by the D.T.E., M.S. Mumbai

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Item No. 5CO- PO Manual

Resolution No.5: the IQAC Coordinator presented the CO PO Manual, which details guidelines for developing COs and emphasizes key indicators expected from each department in alignment with the AICTE Exam Reform Document. This comprehensive manual provides detailed procedures for CO PO attainment. All members unanimously approved it. The Principal instructed all departments to refer to the manual for calculating attainment. Additionally, the Principal directed the IQAC coordinator to distribute the document to all departments for their adherence.


Item No. 6: Examination Policy

Resolution No.6:The IQAC coordinator highlighted the importance of the examination policy, emphasizing its role in ensuring uniformity and fairness throughout the examination process. Following this, the Dean Exams presented the draft copy of the policy, and all members engaged in a comprehensive discussion about it. The Principal suggested certain modifications to the policy, and the members collectively approved it . Subsequently, the Principal instructed the Dean of Exams to incorporate the changes into the policy and circulate it to all departments once the necessary modifications have been made.


Item No. 7: Any other items with the permission of the Chair

No Item

The meeting concluded with vote of thanks.


Dr. A.U. Jawadekar
(IQAC Coordinator)




Dr. S.B. Somani
(Principal)
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Action Taken Report

Minutes of the Meetings: Dated 02-09-2022

Meeting on	Actionable Points	Action Taken
Item No.1	To confirm the minutes of meeting dated 13/07/2022	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	CBCS_NEP Executor's Training Program	A committee, consisting of faculty members, administrative staff, and pertinent stakeholders, was formed to plan and organize the training program. Subsequently, the IQAC prepared a comprehensive plan outlining the schedule, agenda, and resource requirements for the one-day training program.
Item No.3	Parent's Meet	The Head of the department prepared a plan for conducting the parent's meet and communicated the same to the principal. The IQAC Coordinator circulated feedback formats to the departments for conducting feedback session
Item No.4	Master Mentorworkshop	Following the Principal's directives, the T&P Coordinator communicated the workshop schedule to department heads and participants.
Item No.5	CO PO Manual	IQAC noted the instructions from principal and circulated the manual to every department
Item No.6	Examination Policy	Dean Exams circulated the policy to all departments after making the necessary modifications.

AJ

Dr. A.U. Jawadekar
(IQAC Coordinator)

S.B. Somani

Dr. S.B. Somani
(Principal)
PRINCIPAL

Copy forwarded to all HODs/Deans for their immediate implementation, if any

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.





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Ref.No.GMCE/IQAC/2022

Date: 15/12/2022

To,
All Authorities and Members,
IQAC, SSGMCE, Shegaon.

Sub: Meeting Notice,

Respected Sir,


All authorities and members of the IQAC are hereby informed that the IQAC meeting is scheduled on 22/12/2022 at 11:00 am.

Venue: Meeting Hall (New Administration Building)

Everyone is requested to attend the meeting.

The Agenda of the meeting is given below:

- Item No. 1: Review of previous meeting minutes
- Item No. 2: Review of Preparation of Alumni Meet
- Item No. 3: Review of IQAC Policy
- Item No. 4: Presentation of AQAR 2021-2022
- Item No. 5: National Level Symposium
- Item No. 6: Any other items with the permission of the Chair


Dr. A.U. Jawadekar
(IQAC Coordinator)

Dr.S.B.Somani	Principal
Prof. D.L.Bhombe	Dean Academics
Prof. V.M.Umale	Dean, Exams
Dr.N.A.Patil	HOD, ASH
Dr.S.R.Paraskar	HOD, ELPO
Dr.S.P.Trikal	HOD, MECH
Dr.S.B.Patil	HOD, CSE
Dr.A.S.Manekar	HOD, IT
Dr. M.N.Tibdewal	HOD, EXTC
Dr. P.M.Kuchar	HOD, MBA
Prof.A.V.Patil	Registrar
Mr. Ashutosh Deuskar	(Alumni)
Dr. D.D.Navgaje	Alumni Coordinator
Prof. S.P.Badar	, Coordinator Pursuit



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Minutes of the meeting of IQAC

Date : 24/12/2022

As per the meeting notice of the IQAC dated 15-12-2022, the meeting of the IQAC was held on 22/12/2022 at 11.00 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the IQAC were present for the meeting.

Dr. S.B.Somani	Principal	
Prof. D.L.Bhombe	Dean Academics	
Prof. V.M.Umale	Dean, Exams	
Dr. N.A.Patil	HOD, ASH	
Dr. S.R.Paraskar	HOD, ELPO	
Dr. S.P.Trikal	HOD, MECH	
Dr. S.B.Patil,	HOD, CSE	
Dr. A.S.Manekar	HOD, IT	
Dr. M.N.Tibdewal	HOD, EXTC	
Dr. P.M.Kuchar	HOD, MBA	
Prof. A.V.Patil	Registrar	
Mr. Ashutosh Deuskar (Alumni)	Attended Online	
Dr. D.D.Navgahe	Alumni Coordinator	
Mr. S.P.Badar	Coordinator Pursuit	
Dr. A.U.Jawadekar	IQAC Coordinator	

The meeting was held as per the agenda.

Item No 1: Review of previous meeting minutes

Resolution No 1: The minutes of the previous meeting held on 02/09/2022 were reviewed and approved without any modifications.



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Item No. 2:Review of Preparation of Alumni Meet

Resolution No.2:The alumni Coordinator presented a comprehensive update on the progress made in organizing the forthcoming January Alumni meet. Furthermore, they emphasized the pivotal insights gathered from the previous year's event, underscoring the impactful involvement of numerous alumni. These contributions ranged from delivering guest lectures, facilitating placements and internships, to generously donating funds for student scholarships. Mr. Deuskar, an IQAC Member and Alumni, proposed organizing an AFS (Alumni Faculty Student) interaction in each department. This initiative aims to offer alumni the opportunity to share their experiences with current students. He further suggested arranging panel discussions with alumni to explore specific topics or industry-related trends in greater depth. This proposal was unanimously approved by the House

The Institutional Quality Assurance Cell (IQAC) members proposed that the event highlight the achievements and success stories of the alumni, aiming to inspire current students and foster a stronger connection between the alumni and the institution. Additionally, the Principal directed that a detailed schedule of the event be circulated to all departments.

Item No. 3:IQAC Policy

Resolution No.3:The IQAC coordinator provided a comprehensive overview of the Institute's IQAC policy, emphasizing the key components, guidelines, and strategies detailed within the policy. Subsequently, during an open discussion, a few members proposed modifications to the policy statement. The Principal stressed the significance of aligning the policy with the broader goals and objectives of the institution. Following this discussion, the Principal instructed the IQAC coordinator to implement the necessary changes and circulate the updated policy to all department heads.

Item No. 4:Presentation of AQAR-2021-2022

Resolution No.4:The IQAC coordinator presented the draft copy of the AQAR for the



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year 2021-22, discussing the findings, achievements, challenges, and areas earmarked for improvement highlighted within the report. During the session, the Principal suggested a strategy to motivate students to enrol in MOOCs courses. Additionally, the Dean of Academics expressed appreciation for the efforts of the teachers in utilizing ICT tools, while also proposing the incorporation of a greater number of teaching pedagogies in the teaching-learning process. The coordinator addressed the queries, concerns, and suggestions raised by the attending members regarding the report's content and data. The Principal instructed that the report be disseminated to all departments for their review before it is submitted to the NAAC portal.

Item No. 5. National Level Symposium

Resolution No.5:The Pursuit Coordinator presented the plans for the upcoming technical events, Pursuit and Parishkruti, set to take place in April. These events are intended to provide students with a platform to showcase their skills in a competitive setting. The coordinator outlined various components of the event, including paper presentations, project expos, workshops, poster presentations, and coding contests. Notably, the Principal suggested involving all student chapters in the planning process to ensure broad participation and seamless coordination. The Principal additionally directed the coordinators to formally announce the dates for the events.

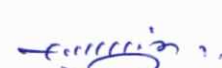
Item No. 6: Any other items with the permission of the Chair

No Item

The meeting concluded with vote of thanks.


Dr. A.U. Jawadekar
(IQAC Coordinator)




Dr. S.B. Somani
(Principal)
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Action Taken Report

Minutes of the Meeting: Dated 22-12-2022

Meeting on	Actionable Points	Action Taken
Item No.1	To confirm the minutes of meeting dated 02/09/2022	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	Alumni Meet organization	The outlined visit plan was distributed across all departments, prompting each department to prepare the action plan for AFS
Item No.3	IQAC policy	The IQAC coordinator duly noted the changes suggested by the members and, after making the necessary modifications, circulated the updated policy to all departments.
Item No.4	AQAR 2021-2022	Following the Principal's directives, IQAC Coordinator circulated the draft copy of AQAR report to the department for their review.
Item No.5	National Level Symposium	Coordinators collaborated with the student chapters to strategize and plan the event.


Dr. A.U. Jawadekar
(IQAC Coordinator)


Dr. S.B. Somani
(Principal)

Copy forwarded to all HODs/Deans for their immediate implementation, if any.

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College of Engineering, Shegaon.





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registrar@ssgmce.ac.in

Ref.No.GMCE/IQAC/2023.

Date: 10/03/2023

To,
All Authorities and Members,
IQAC, SSGMCE, Shegaon.

Sub: Meeting Notice.

Respected Sir,

All authorities and members of the IQAC are hereby informed that the IQAC meeting is scheduled on 13/03/2023 at 11:00 am.

Venue: Meeting Hall (New Administration Building)

Everyone is requested to attend the meeting.

The Agenda of the meeting is given below:

- Item No. 1: Review of previous meeting minutes
- Item No. 2: IEEE National Students' Conference
- Item No. 3: Stakeholders Feedback
- Item No. 4: Presentation of NAAC Criterion
- Item No. 5: Organization of Culfest
- Item No. 6: Any other items with the permission of the Chair

Dr.A.U.Jawadekar
(IQAC Coordinator)

Dr.S.B.Somani	Principal
Prof. D.L.Bhombe	Dean Academics
Prof. V.M.Umale	Dean, Exams
Dr.N.A.Patil	HOD, ASH
Dr.S.R.Paraskar	HOD, ELPO
Dr.S.P.Trikal	HOD, MECH
Dr.S.B.Patil	HOD CSE
Dr.A.S.Manekar	HOD, IT
Dr.M.N.Tibdewal	HOD, EXTC
Dr. P.M.Kuchar	HOD ,MBA
Prof.A.V.Patil	Registrar
Dr. P.R.Wankhede	Faculty Advisor IEEE
All Departmental NAAC Coordinators	
Mr. Shreyas Rane	Student Coordinator



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Minutes of the meeting of IQAC

Date : 14/03/2023

As per the meeting notice of the IQAC dated 10-03-2023, the meeting of the IQAC was held on 13/03/2023 at 11.00 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the IQAC were present for the meeting.

Dr.S.B.Somani	Principal	
Prof. D.L.Bhombe	Dean Academics	
Prof. V.M.Umale	Dean, Exams	
Dr. N.A.Patil	HOD, ASH	
Dr. S.R.Paraskar	HOD, ELPO	
Dr. S.P.Trikal	HOD, MECH	
Dr. S.B.Patil,	HOD, CSE	
Dr. A.S.Manekar	HOD, IT	
Dr. M.N.Tibdewal	HOD, EXTC	
Dr. P.M.Kuchar	HOD, MBA	
Prof. A.V.Patil	Registrar	
Prof. U.A.Jawadekar	Cultural Coordinator	
Dr. P.R.Wankhede	Faculty Advisor IEEE	
Prof. P.R.Bharambe	NAAC Dept Coordinator	
Prof. P.V.Kale	NAAC Dept Coordinator	
Prof. V.S.Mahalle	NAAC Dept Coordinator	
Dr. J.G.Khan	NAAC Dept Coordinator	
Prof. K.P.Deshmukh	NAAC Dept Coordinator	
Dr. S.M.Mishra	NAAC Dept Coordinator	
Mr. Shreyas Rane	NAAC Dept Coordinator	
Dr. A.U.Jawadekar	IQAC Coordinator	



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The meeting was held as per the agenda.

Item No 1: Review of previous meeting minutes

Resolution No 1: The minutes of the previous meeting held on 22/12/2022 were reviewed and approved without any modifications.

Item No. 2: IEEE National Students' Conference

Resolution No.2: The Faculty Advisor of IEEE has relayed details about the upcoming events organized by the IEEE student branch. The first event, Technovation 2023, is scheduled for April 8, 2023, expecting the participation of approximately 35-40 project groups. Notably, Mr. Anand Gharpure, the Chairperson of IEEE Bombay section, and Dr. Jayant Joshi from the Government Polytechnic College, Nashik, will be invited as Chief Guests and program evaluators.

Additionally, the Advisor shared information about the second event to be organized by the IEEE chapter: the National Student Conference on Innovation in Rural Development, set for April 20th and 21st, 2023, financially sponsored by the IEEE Bombay Section. The Principal directed all department heads to encourage and motivate students to take part in these events. To ensure widespread awareness, the Principal requested the Faculty Advisor to formally circulate the event notice to all departments,

Item No. 3: Stakeholders Feedback

Resolution No.3: The IQAC coordinator introduced updated formats for student feedback, course exit surveys, and program exit surveys, all seamlessly integrated into the student information system. The coordinator resolved the queries raised by members. The house unanimously approved these revised feedback formats. The Principal instructed the Dean Academics to prepare the feedback schedule, distribute it to all departments, and ensure the notification of these dates to all students.

Item No. 4: Presentation of NAAC Criterion

Resolution No.4: The IQAC Coordinator conducted a comprehensive review of the institution's NAAC preparation, during which criterion-specific qualitative metrics were presented by the respective criterion coordinators. In-depth discussions were



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held for each criterion, with some members suggesting specific modifications to the qualitative metrics. The Principal proposed the incorporation of all recommended changes. Additionally, the IQAC coordinator suggested expediting the data collection process and presenting the updated information in the next meeting.


Item No. 5 Organization of Culfest

Resolution No.5.: The Student Coordinator proposed arranging a pre-culfest event titled 'Yeh Shaam Mastani' in response to the students' request. The Cultural Coordinator revealed that the event would centre around the theme 'Safr Cinema ka.' The Principal approved these events, and instructed the coordinator to reschedule the Culfest due to the close proximity of the exam dates.


Item No. 6: Any other items with the permission of the Chair

No Item.

The meeting concluded with vote of thanks.


Dr. A.U. Jawadekar
(IQAC Coordinator)




Dr. S. B. Somani
(Principal)
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



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Action Taken Report

Minutes of the Meeting: Dated 13-3-2023

Meeting on	Actionable Points	Action Taken
Item No.1	To confirm the minutes of meeting dated 22/12/2022	The draft copy of the minutes of the previous meeting was circulated to all IQAC members.
Item No.2	IEEE National Students' Conference	The Faculty Advisor took note of the Principal's suggestion and subsequently circulated the notice of the events to all departments
Item No.3	Stakeholders Feedback	Dean Academics prepared the schedule and circulated it to all departments for necessary action
Item No.4	Presentation of NAAC Criterion	The NAAC coordinators noted the suggestions, and the IQAC coordinator finalized the date for the next meeting and communicated it to all the department
Item No.5	Organization of Culfest	The coordinator revised the Culfest date and communicated this update to all departments to ensure students were informed.


Dr.A.U.Jawadekar
(IQAC Coordinator)


Dr. S.B.Somani
(Principal)

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Copy forwarded to all HODs/Deans for their immediate implementation.





ESTD.1983

Shri Gajanan Shikshan Sanstha's

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EQUAL OPPORTUNITY CELL

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI
(Constituted as per letter No. SGBAU/13/197/2019 dated 25/11/2019)

SN	NAME	POST
01	Dr.S.B.Somani	Chairman (Principal)
02	Prof.A.S.Bharule	Member (Teacher)
03	Prof. Mrs.Priti Kale	Member (Female Teacher)
04	Dr.D.P.Tulaskar	Member (Teacher)

Date: 25/11/2019
copy to above
members




Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



Shri Gajanan Shikshan Sanstha's
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SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

CONSTITUTED AS PER UGC NOTIFICATION DATED 11/04/2023

Date: 11-04-2023

The Student Grievance Redressal Committee(SGRC) constituted as per UGC Notification dated 11/04/2023 and a letter of Director, Student Development, SGBAU, Amravati dated 02/01/2024. The composition is as follows-

SN	Nature of Membership	Designation	Name
01	A Professor	Chairperson	Dr.S.B.Somani
02	Four Professor/Senior Faculty Members of the institution as a Member. In which One member shall be a woman and One member shall be from SC/ ST/ OBC Category	Member	Dr. A.S.Manekar
03		Member	Prof.Sachin Bhagat
04		Member	Dr.Rupali Zamare
05		Member	Prof. A. S. Alane
06	A Representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities	Special Invitee	Ku. Jayshri Sethe

Date: 14-04-2023




Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Date: 21/10/2021

Office Note

Sub: Women Development Cell

Ref: SGBAU Letter No.WSC/525/161/2021, dated 01/10/2021

The institution has received a letter from Sant Gadge Baba Amravati University, Amravati vide letter No. WSC/525/161/2021, dated 01/10/2021 to constitute the Women Development Cell. In this connection, the SSGMCE hereby constitutes the Cell as follows:


SN	Name	Designation
01	Dr.S.B.Somani, Principal	Chairman
02	Prof.Ms.Kalyani Sable, Asstt.Prof., CSE Dept.	Member
03	Prof.Ms. Pallavi Bute, Asstt.Prof., IT Dept.	Member
04	Prof.Ms.Komal Vyas, Asstt.Prof., EXTC Dept.	Member
05	Prof.Ms.Harshali Patil Asstt.Prof. ASH Dept.	Member
06	Mrs. Sneha Gachake, (Supporting Staff)	Member
07	Mrs. Sharda Raut, Warden, Ladies Hostel	Member
08	Dr.Mrs. Anjali Jawadkar, Associate Prof., ELPO Dept.	Member Secretary

The Member Secretary of this Women Development Cell may kindly note the following:

1. Find enclosed the letter received from SGBAU vide letter No. WSC/525/161/2021, dated 01/10/2021, MHRD, GOI, DHE, New Delhi DO letter No. 18-26/2015-U1A, dated 8th July, 2015 and GOI, MWCD, New Delhi F.No.4-2/2014/MW dated 3rd June 2015. Start the work of this Cell as per guidelines.
2. Conduct the meeting of this Cell twice in a year.
3. Maintain Notice Book & Minutes book of this Cell.
4. To be in touch with the SGBAU for updates.

All members of this Cell are requested to contact with Member Secretary & see the guidelines of WDC.

This is for further process.


Principal

Copy to : 1) All Above WDC Members

2) The Member Secretary, WDC - Refer Enclosed guidelines

3) HOD – CSE/IT/EXTC/ASH/ELPO/Chief Warden

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Women Development Cell

=====

Ref.No.GMCE/WDC/2021

Date 05-12-2021

Notice

All the Members of Women Development Cell are hereby informed to attend the meeting as per details given below.

Agenda: Conduction of Activities

Date :07-12-2021 (Friday)

Time :11:30 am.

Venue: Meeting Hall (New Administration Building)



Dr. A. U. Jawadekar
Member Secretary WDC

Copy To: Hon Principal for information
All the Heads of the Department for information
Members (WDC)

Women Development Cell

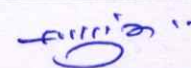
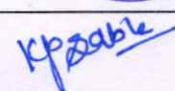
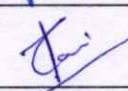


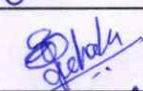
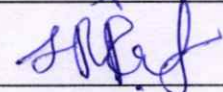

Minutes of Meeting

Date 08-12-2021

As per the meeting notice of the dated 05 -12-2021, the meeting of the WDC was held on 07/12/2021 at 11.30 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the WDC were present for the meeting.

Dr. S.B.Somani	Chairman (WDC)	
Prof Ms. Kalyani Sable	Member CSE	
Prof Ms. Pallavi Bute	Member IT	
Prof Mrs. Komal Vyas	Member EXTC	
Prof Mrs. Harshali Patil	Member ASH	
Mrs. S. S. Gachake	Member Supporting Staff	
Mrs. Sharda Raut	Member Hostel Warden	
Dr.Mrs. Anjali.U. Jawadekar	Member Secretary	

The meeting commenced with a cordial welcome from Dr. Mrs. Anjali. U. Jawadekar, the Member Secretary of the committee.

Key points discussed during this monthly meeting are encapsulated below:

Chairman Dr. S.B. Somani initiated the session by expressing gratitude for the active participation of all members, extending a warm welcome to everyone present in the WDC.

The Member Secretary reported the absence of registered complaints of sexual harassment from students, teaching, or non-teaching staff during the academic year.

The Principal emphasized the maintained discipline within the college campus, noting the absence of contemporary issues such as sexual harassment and gender discrimination.

Details about an upcoming talk by Women Rights Activist Nargis Taraki (iWoman Global Awardee) were shared. The talk is scheduled for December 24, 2021. Planning for the event included assigning Prof. Komal Vyas as the anchor, and the online conduction will be overseen by Prof. Kalyani Sable.

Prof. Ms. Pallavi Bute presented the WDC logo competition scheduled for January. It was decided that Prof. Komal Vyas would create a Google form for logo submissions. Prof. PallaviBute and Prof. KomalVyas will evaluate the entries and select the winner, emphasizing that the designs should reflect a profound understanding of the mission and values of the Women's Development Cell.

The Member Secretary outlined details of an upcoming training program for female faculty/staff in January. This online education and social training program, consisting of 19 sessions, will be conducted by the Leslie Sawhny Centre, Nashik. The Principal encouraged all to register and successfully complete the program.

Plans for a women's cancer awareness and detection campaign in March, led by Dr. Amitkumar Bagdia, were discussed. The Principal suggested making this program available to all ladies residing in the residential campus of SSGMCE.

Discussions on planning activities for Women's Day included a suggestion by Mrs. Sneha Gachake to organize a program on Naturopathy by Dr. Monali Bothe. The Principal approved the suggestion and instructed the planning of the activity.

The meeting concluded with a Vote of Thanks.



Dr. A. U. Jawadekar
(Member Secretary, WDC)



SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
Women Development Cell

Ref.No.GMCE/WDC/2022

Date 05-09-2022

Notice

All the Members of Women Development Cell are hereby informed to attend the meeting as per details given below.

Agenda: Conduction of Activities

Date : 06-09-2022 (Tuesday)

Time : 11:30 am.

Venue: Meeting Hall (New Administration Building)

Dr. A. U. Jawadekar
Member Secretary, WDC

Copy To: Hon Principal for information
All the Heads of the Department for information
Members (WDC)



SHRI SANT GAJANAN MAHARAJ COLLEGE OF
ENGINEERING, SHEGAON



Women Development Cell

Minutes of Meeting

Date 08-09-2022

As per the meeting notice of the dated 05 -09-2022, the meeting of the WDC was held on 06/09/2022 at 11.30 am.

Venue: Meeting Hall (New Administration Building)

The following Authorities and Members of the WDC were present for the meeting.

DrS.B.Somani	Chairman (WDC)	
Prof. Ms. Kalyani Sable	Member CSE	
Prof. Ms. Pallavi Bute	Member IT	
Prof .Mrs. Komal Vyas	Member EXTC	
Prof. Mrs. Harshali Patil	Member ASH	
Mrs. S.S. Gachake	Member, Supporting Staff	
Mrs. Sharda Raut	Member, Hostel Warden	
Dr.Mrs Anjali.U. Jawadekar	Member Secretary	

The meeting commenced with a warm welcome from Dr. Mrs. Anjali U. Jawadekar, the Member Secretary of the committee.

Chairman Dr. S.B. Somani initiated the session by expressing gratitude for the active participation of all members and extending a warm welcome to everyone present in the WDC.

Key points from the monthly meeting are summarized below:

The Member Secretary reported that a student sensitization program was organized to create awareness among the students regarding the objectives of WDC. Further, committee members discussed that to continually sensitize the students, it is necessary to display posters defining the objectives of WDC at prominent places.

The Member Secretary demanded the upload of the Vishakha Guidelines and related documents on the institute's website. The Principal was pleased to announce that no complaints of sexual harassment had been received from students, teaching, or non-teaching staff during the academic year. The Principal suggested that WDC, in association with (IEEE-WIE SBAG) and NSS organize activities to promote gender equity and women empowerment.

The Member Secretary briefly discussed the events planned by WDC in the current academic year. Activities will include workshops/seminars on women's safety, health and fitness, stress management, and women's laws. The planning also includes the celebration of Women's Day and Yoga Day.

The meeting concluded with a Vote of Thanks.



Dr. A. U. Jawadekar
Member Secretary, WDC



ESTD.1983

Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA**

* Recognized by A.I.C.T.E., New Delhi,* Affiliated to Sant Gadge Baba Amravati University, Amravati &
*Approved by the D.T.E., M.S. Mumbai

Ph.Nos : 8669638081/8669638082

Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in

registrar@ssgmce.ac.in

ANTI – RAGGING COMMITTEE
Constituted as per AICTE Guidelines

SN	NAME	POST
01	Dr. S.B.Somani	Chairman
02	Dr. S.R.Paraskar	Member
03	Dr. S.P.Trikal	Member
04	Dr. M.N.Tibdewal	Member
05	Dr. A.S.Manekar	Member
06	Dr. P.M.Kuchar	Member
07	Dr. A. S. Tale	Member
08	Dr. J. M. Patil	Member
09	Prof. A.V.Patil	Member
10	Prof. Sachin Bhagat	Member, Secretary

date: 1/7/2010
copy to above members

Principal
PRINCIPAL

Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

ANTI-RAGGING COMMITTEE (Session 2022-23)

NOTICE

Date: 16/08/2022

All the members of anti-ragging committee are hereby informed that the meeting has been scheduled on Friday, 19th August 2022 at 04:00pm (Admin Building Meeting Hall). All the members are requested to attend the meeting.

Agenda:

- To read and confirm the minutes of the previous meeting of the Anti-Ragging Committee held on Wednesday, 2nd March 2022.
- To create awareness amongst first year students regarding Anti-Ragging Committee
- Formation of Anti-Ragging Squads
- Displaying Posters, Rules and Regulations of Anti-Ragging (Mailed by AICTE)


Member Secretary

Copy to:

- Hon. Principal sir for information
- All members
- Office Copy

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

MINUTES OF MEETING of ANTI-RAGGING COMMITTEE (Session 2022-23)

Minutes of the 1st Meeting of the Anti-Ragging Committee held on Friday, 19th August 2022 at 04:00pm (Admin Building Meeting Hall).

The following members were present for the meeting:

- Dr. S. B. Somani
- Dr. H. M. Jha Bidyarthi
- Dr. N. A. Patil
- Dr. S. R. Paraskar
- Dr. G. S. Gawande
- Dr. N. M. Kandoi
- Dr. S.P. Trikal
- Dr. A. S. Manekar
- Prof. A. V. Patil
- Dr. R. M. Kharate

Item I:

The minutes of the previous meeting were read and confirmed.

Item II:

It was decided to create awareness amongst first year students regarding Anti-Ragging Committee of the college. Chief Warden would deliver the presentation to all new students.

Item III:

The committee decided to continue with the Anti-Ragging Squad consisting of Chief Warden, Assistant Chief Warden, Wardens and Counsellor to ensure students safety.

Item IV:

The committee decided to display posters, rules and regulations of Anti-Ragging mailed by AICTE at the prime locations of the campus.

The meeting concluded with the vote of thanks by the member secretary.


Member Secretary

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

ANTI-RAGGING COMMITTEE (Session 2022-23)

NOTICE

Date: 09/02/2023

All the members of anti-ragging committee are hereby informed that the meeting has been scheduled on Saturday, 11th February 2023 at 10:00am (Admin Building Meeting Hall). All the members are requested to attend the meeting.

Agenda:

- To read and confirm the minutes of the previous meeting of the Anti-Ragging Committee held Friday, 19th August 2022 at 04:00pm.
- To discuss vigilance rounds
- To review the activities conducted by the committee
- Any other matter



Member Secretary

Copy to:

- Hon. Principal sir for information
- All members
- Office Copy

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

MINUTES OF MEETING of ANTI-RAGGING COMMITTEE (Session 2022-23)

Minutes of the 2nd Meeting of the Anti-Ragging Committee held on Saturday, 11th February 2023 at 10:00am (Admin Building Meeting Hall).

The following members were present for the meeting:

- Dr. S. B. Somani
- Dr. H. M. Jha Bidyarthi
- Dr. N. A. Patil
- Dr. S. R. Paraskar
- Dr. G. S. Gawande
- Dr. N. M. Kandoi
- Dr. S.P. Trikal
- Dr. A. S. Manekar
- Prof. A. V. Patil
- Dr. R. M. Kharate

Item I:

The minutes of the previous meeting were read and confirmed.

Item II:

The committee decided to go on vigilance rounds periodically at different places in the campus like boys & girls' hostel, canteen, mess, playground and library etc.

Item III:

The committee discussed the measures taken to curb the menace of ragging and was satisfied with the outcome as no complaint was found.

Item IV:

The committee members shared that no incident of ragging has been reported till today and it is also noted that orientation has been provided to the hostel students about the consequences of ragging.

The meeting concluded with the vote of thanks by the member secretary.


Member Secretary

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
GRIEVANCE REDRESSAL COMMITTEE

(Constituted as per AICTE F.No.1-101/DPG/AICTE/Regulation/2017, dated 20/02/2017)
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI

SN	Name	Designation
01	Dr.S.B.Somani	Chairman (Head of the Institution [HOI])
02	Dr.S.R.Paraskar	Member (Head, Department of Electrical Engineering)
03	Dr.S.P.Trikal	Member (Head, Department of Mechanical Engineering)
04	Dr.M.N.Tibdewal	Member (Head, Department of Electronics and Telecommunication Engineering)
05	Dr.A.S.Manekar	Member (Head, Department of Information Technology)
06	Dr.P.M.Kuchar	Member (Head, Department of Business Administration and Research)
07	Dr. A. S. Tale	Member (Head, Department of Applied Sciences and Humanities)
08	Dr. J. M. Patil	Member (Head, Department of Computer Engineering)
09	Prof.A.V.Patil	Member Secretary (Registrar, nominated by the HOI)



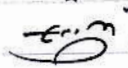


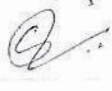
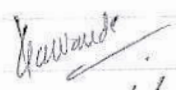





PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Minutes

16/8/2019

The minutes of the meeting of the ERC held on 16/8/2019 at 5 pm under the chairmanship of Dr. S. B. Somani in the meeting hall of the college.

The following Committee members were present - for the said meeting.

- ① Chairman - Dr. S. B. Somani 
- ② Member - Dr. A. A. Patil 
- ③ " Dr. S. R. Pataskar 
- ④ " Dr. S. P. Trisal 
- ⑤ " Dr. G. S. Gawande 
- ⑥ " Prof. N. B. Kandoi 
- ⑦ " Prof. A. S. Manekar 
- ⑧ " Dr. H. M. Dha 
- ⑨ Member Secretary - Prof. A. V. Patil 

The meeting was conducted as per the agenda circulated

Item No. 1 - To confirm the minutes of the last meeting

R. No. 1 - The member secretary read out the minutes of the last meeting before ERC and it was confirmed and approved by the house.

16/8/2019

Item No. 2 - To resolve the grievance submitted by the students & Chief warden and action to be taken.

R.No. 2 - The member secretary of GRC put before the reports received from the chief warden & complaints by the students to the house. The authority & the members seen the facts & figures submitted by the students & chief warden. They discuss fully. The house was decided to warn the students in this connection. It was also decided that if this happens again, they will be suspended from the hostel as well as from the college. The committee issued an instruction to the member secretary to issue a letter to concerned students regarding suspension from the college & hostel if happens again. The secretary noted the same.

Item No. 3 - Any other points with the permission of the chair. Henceforth Dr. D.R. Dhotre will be the member of the GRC in place of Dr. N.M. Kandoi because present Head of CSE is Dr. D.R. Dhotre. All are noted.

The meeting ended with vote of thanks to the chair.



[Signature]
Member Secretary.

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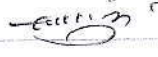



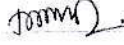



ad call
chief

of the

Date - 3/9/2022

The minutes of the meeting of GRC held on 3/9/2022 at 5.00 p.m. under the Chairmanship of Dr. S. B. Somani in the meeting hall of the college.

The following members were present for the said meeting

- ① Chairman - Dr. S. B. Somani 
- ② Member - Dr. S. R. Pazarkar 
- ③ Member - Dr. S. P. Trikal 
- ④ Member - Dr. A. S. Manekar 
- ⑤ Member - Dr. M. N. Tibdewal 
- ⑥ Member - Dr. P. M. Kucharkar
- ⑦ Member - Dr. J. M. Patil 
- ⑧ Member - Dr. A. S. Tale 
- ⑨ Member Secretary - Prq. A. V. Patil 

The meeting was conducted as per the Agenda -

Item No. 1 - To confirm the minutes of the last meeting

R. No. 1 - The member Secretary of the GRC read out the minutes of the last meeting and it was confirmed and approved by the house.

Date - 3/9/2022.

Item No. 2 - GRC meetings from 21-3-2020 to 31-01-2022.

R. No. 2 - The Secretary of the GRC put before the members, all circulars/ letters received from AICTE/UGC/ SGBAU/ Govt. of Maharashtra regarding COVID-19, and explain that - during 21-3-2020 to 31-1-2022, only online/virtual classes were conducted. No body viz staff & students were present in the college, as per direction of the Authorities. Therefore no complaints by the students/staff. The Member Secretary elaborated all things related to COVID-19. The members noted and approved by all.

Item No. 3 - Action taken against the email received on Aug 24, 2022

R. No. 3 - The Member Secretary put before the members, an email received. The Member Secretary explain that - Some students of our college who are residing in the hostel are collecting the money for celebrating Ganesh Chaturthi. The members were discussed on it and ask the Chief-Warden to take appropriate action who act on indiscipline, and notice for students be circulated in this regard. Further it has been decided to stop this practices otherwise strict action

Dt. 3/9/2022

is to be taken against defaulters. The members approved the same.

No other items.

The meeting is concluded with vote of thanks to the Chair.



[Signature]
Member Secretary



ESTD.1983

Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

* Recognized by A.I.C.T.E., New Delhi,* Affiliated to Sant Gadge Baba Amravati University, Amravati &
*Approved by the D.T.E., M.S. Mumbai

Ph.Nos : 8669638081/8669638082
Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in
registrar@ssgmce.ac.in

INTERNAL COMMITTEE FOR SC/ST STUDENTS
Constituted as per AICTE Guidelines

Sn	Name	Post
01	Prof. Adesh Bhimsing Solanke	Chairman
02	Dr. P.M.Kuchar	Member
03	Dr. Dheeraj Tulaskar	Member
04	Prof.A.S.Alane	Member
05	Mrs. Kanchan Nilesh Honale	Member
06	Prof.A.S.Bharule	Member Secretary

date: 1.7.2020
copy to above
members



[Signature]
Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Sri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

16.08.22

A meeting of Internal Committee (IC) for SC/ST is scheduled on 20.08.22 at 10:30 a.m. in principal office. All the committee members should remain present for the same.


The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

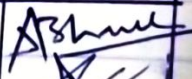





Agenda 02: Plan for spreading awareness of Atrocity Act and different schemes for SC/ST students.

Agenda 03: Provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 04: Any other point with the permission of chairman


Dr. D.P. Tulaskar
(Member Secretary)

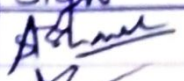




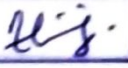
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Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Dr. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 20.08.22 at 10.30 a.m. in principal office.

Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01: Confirming the minutes of the last meeting.
Resolution No. 01: Member secretary narrated about the minutes of meeting held on 11.02.22. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: Plan for spreading awareness of Atrocities Act and different schemes for SC/ST students.
Resolution No. 02: chairman narrated about item no. 02. It is decided in the meeting that a document containing details of Atrocities act and different schemes for SC/ST students will be circulated to students & stakeholders online and offline. Also, same document will be displayed on college, hostel N.B. etc.

Item No. 03 :- Provide the mechanism to redress the grievance of SC/ST student, if any.

Resolution No. 03 :- It is confirmed by all committee members that no grievance of SC/ST student was received online / offline.

Item No. 04 :- Any other point with the permission of chairman.

Resolution No. 04 :- As no items were left for resolution, meeting concluded with vote of thanks from member secretary.

Hijals
Dr. D. P. Tulaskar
(Member Secretary)

A. S. Bharale
Prof. A. S. Bharale
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg, Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

16.08.18

A meeting of Internal Committee (IC) for SC/ST is scheduled on 23.08.18 at 3:15 pm in EXTC meeting hall. All the committee members should remain present for the same.

The agenda of meeting would be as under.

Agenda No.01: To confirm the minutes of the last meeting

Agenda No.02: To arrange the special opportunities to enhance the career growth of SC/ST student.

Agenda No.03: To ensure protection and reservation as provided in the constitution of India

Agenda No.04: To welcome the newly appointed member Ms. P.V. Kale

Agenda No.05: Any other item with the permission of chairman.

^{Chief}
Prof. D.P. Tulaskar
(Member Secretary)

Copy to :-

Sr. No.	Name	Designation	Sign
01	Prof. A.S. Bharule	Chairman	
02	Prof. Ms. P.V. Kale	Member	
03	Prof. A.S. Alane	Member	
04	Prof. P.R. Wankhede	Member	
05	Prof. P.M. Kuchar	Member	
06	Prof. D.P. Tulaskar	Member Secretary	

Minutes of Meeting

The meeting of IC was held on 23.08.2018 at 3:15 pm in EXTC meeting hall: All the committee members as given below were present for the meeting

Sr.No.	Name	Designation	
01	Prof. A.S. Bharule	Chairman	<u>Ashaul</u>
02	Prof. Ms. P.V. Kale	Member	<u>[Signature]</u>
03	Prof. A.S. Alane	Member	<u>[Signature]</u>
04	Prof. P.R. Wankhede	Member	<u>[Signature]</u>
05	Prof. P.M. Kuchar	Member	<u>[Signature]</u>
06	Prof. D.P. Tulaskar	Member Secretary	<u>[Signature]</u>

Prof. A.S. Bharule welcomed all the members of IC and asked Prof. D.P. Tulaskar to present the item-wise agenda

After discussion and deliberation, the following decisions were taken,

Item No. 01:- Confirming the minutes of the last meeting

Resolution No. 01:- Minutes of last meeting of IC were placed for approval and confirmation of IC. Minutes of the last meeting were confirmed unanimously.

Item No. 02:- Arranging the special opportunities to enhance the career growth of SC/ST student.

Resolution No. 02:- Various opportunities are discussed with the members and the actions are decided to explore them which will result in career growth of SC/ST students.

Item No. 03 :- To ensure protection and reservation as provided in the constitution of India.


Resolution No. 03 :- Manual inspection is decided by all the member unanimously which will verify the protection of SC/ST student and their reservation as per constitution of India.

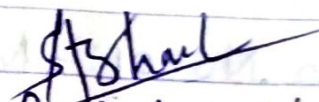
Item No. 04 :- To welcome newly appointed member Prof. Ms. P.V. Kale

Resolution No. 04 :- As this item was resolved in previous meeting, the agenda is unanimously resolved with welcome note from Prof. D.P. Tulaskar

Item No. 05 :- Any other item with the permission of Chairman.

Resolution No. 05 :- As there was no other item left for resolution, the meeting ended with the vote of thanks from Chairman


Prof. D.P. Tulaskar
(Member Secretary)


Prof. A.S. Bharule
(Chairman)

Sri Sant Gajanan Maharaj College of Engg, Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

18.02.19

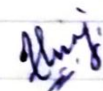
A meeting of Internal Committee (IC) for SC/ST is scheduled on 25.02.19 at 3:15 pm in EXTC meeting hall. All the committee members should remain present for the same. The agenda of meeting could be as under.

Agenda No. 01 :- Confirming the minutes of the last meeting.


Agenda No. 02 :- To provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda No. 03 :- To provide prompt counselling for any emergencies arising on account of any event at the campus.

Agenda No. 04 :- Any other issue with the permission of the chairman.



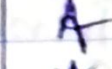

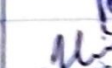


Prof. D.P. Tulaskar
(Member Secretary)

Copy to :-

Sr. No.	Name	Designation	Sign
01	Prof. A.S. Bharule	Chairman	
02	Prof. Ms. P.V. Kale	Member	
03	Prof. A.S. Alane	Member	
04	Prof. P.R. Wankhede	Member	
05	Prof. P.M. Kuchar	Member	
06	Prof. D.P. Tulaskar	Member Secretary	

Minutes of Meeting

A meeting of IC (Internal Committee) for SC/ST is held on 25.02.19 at 3:15 pm in EXTC meeting hall. Following committee members attended this meeting:

Sr.No.	Name	Designation	Sign.
01	Prof. A.S. Bharule	Chairman	
02	Prof. Ms. P.V. Kale	Member	
03	Prof. A.S. Alane	Member	
04	Prof. P.R. Wankhede	Member	
05	Prof. P.M. Kuchar	Member	
06	Prof. D.P. Tulaskar	Member Secretary	

Chairman, Prof. A.S. Bharule welcomed all members of IC and asked member secretary Prof. D.P. Tulaskar to present item-wise agenda.

Prof. D.P. Tulaskar presented item-wise agenda.

After discussion and deliberation, following decisions were taken.

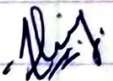
Item No. 01: Confirming the minutes of the last meeting.
Resolution No. 01: - Minutes of the last meeting of IC were placed for approval and confirmation of IC. Minutes of the last meeting were confirmed unanimously.

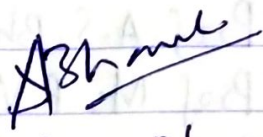
Item No. 02: - To provide the mechanism to redress the grievance of SC/ST students, if any.

Resolution No. 02: - As there were no grievances of SC/ST students, this item was resolved. Furthermore, a discussion was held regarding setting up the suitable mechanism to redress the grievance of SC/ST students. At the conclusion, committee members unanimously decided to display the decided

mechanism after the next meeting of IC.
This issue is partially resolved.

Item No. 03 is fully resolved and since there was no other item left meeting ended with vote of thanks from Chairman.


Prof. D.P. Tulasakar
(Member Secretary)


Prof. A.S. Bharule
(Chairman)

Shri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

07.08.19

A meeting of Internal Committee (IC) for SC/ST is scheduled on 08.08.19 at 3:15 p.m. in principal office. All the committee members should remain present for the same.

The agenda of meeting would be as under.

Agenda No. 01: Confirming the minutes of the last meeting.

Agenda No. 02: Events and programs to be organised.

Agenda No. 03: Sexual harassment complaints

Agenda No 04: Any other point with the permission of chairman.

[Signature]

Prof. D.P. Tulaskar
(Member Secretary)

Copy to :-

Sr.No	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	<i>[Signature]</i>
2	Prof. Ms. P.V. Kale	Member	<i>[Signature]</i>
3	Prof. A.S. Alane	Member	<i>[Signature]</i>
4	Prof. P.R. Wankhede	Member	<i>[Signature]</i>
5	Prof. P.M. Kuchar	Member	<i>[Signature]</i>
6	Prof. D.P. Tulaskar	Member Secretary	<i>[Signature]</i>

Minutes of Meeting.

A meeting of Internal Committee (IC) for SC/ST is held on 08.08.19 at 3:15 p.m. in principal office. Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Prof. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members. Prof. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting after discussion and deliberation.

Item No. 01: Confirming the minutes of the last meeting.
Resolution No 01: Member secretary narrated about the minutes of meeting held on 25.02.19. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: Events and programs to be organised.
Resolution No. 02: Chairman narrated about improvement in participation of SC/ST students in co-curricular and extra-curricular activities both inside and outside the college campus. Prof. A.S. Alane narrated about counselling given to first year students regarding gender equality and gender sensitization. It is decided in the meeting that regular counselling programs on gender equality and gender sensitization will be conducted by each committee members.

Item No. 03 :- Sexual harassment complaints.

Resolution No. 03 :- Chairman narrated that there were no sexual harassment complaints or cases in the college during last academic year. It is decided in the meeting to put a warning notice on flex at the entry point of the departments.

Item No. 04 :- Any other point with the permission of chairman.

Resolution No. 04 :- As no item left for resolution during the meeting, meeting concluded with vote of thanks from member secretary.

D.P. Tulaskar

Prof. D.P. Tulaskar
(Member Secretary)

A.S. Bharule

Prof. A.S. Bharule
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg, Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

10.02.20

A meeting of Internal Committee (IC) for SC/ST is scheduled on 11.02.20 at 3:15 p.m. in principal office. All the committee members should remain present for the same.

The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting

Agenda 02: To provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 03: To provide prompt counselling for any emergencies arising on account of any event at the campus.

Agenda 04: Any other point with the permission of chairman.

D.P.
Prof. D.P. Tulaskar
(Member Secretary)

Copy to:-

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	<i>A.S. Bharule</i>
2	Prof. Ms. P.V. Kale	Member	<i>P.V. Kale</i>
3	Prof. A.S. Alane	Member	<i>A.S. Alane</i>
4	Prof. P.R. Wankhede	Member	<i>P.R. Wankhede</i>
5	Prof. P.M. Kuchar	Member	<i>P.M. Kuchar</i>
6	Dr. D.P. Tulaskar	Member Secretary	<i>D.P. Tulaskar</i>

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 11.02.20 at 3:15 p.m. in principal office.

Following committee members attended the meeting.

Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar.	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, Member Secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberation.

Item No. 01: Confirming the minutes of the last meeting.

Resolution No. 01: Member secretary narrated about the minutes of meeting held on 08.08.19. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: To provide the mechanism to redress the grievance of SC/ST students, if any.

Resolution No. 02: Chairman narrated that no grievance of SC/ST student was received. Thereafter, it is decided by all committee members to display the grievance redressal mechanism in boys and girls hostels also. It is also decided that mobile numbers ^{of all committee members} along with email-ids will be circulated to all SC/ST students for improvement in communication.

Item No. 3: To provide prompt counselling for any emergencies arising on account of any event at the campus.

Resolution No. 3: Chairman narrated about counselling of SC/ST students. Students and parents contact details were shared with all committee members. It is decided in the meeting that a whatsapp group should be created wherein students can share their problems and prompt counselling can be given. It is also decided in the meeting that regular counselling/meeting should be conducted for SC/ST students.

Item No. 04: Any other point with the permission of chairman.

Resolution No. 04: As no items were left for resolution during the meeting, it is concluded with vote of thanks from member secretary.

Dr. D.P. Tulaskar

Dr. D.P. Tulaskar
(Member Secretary)

Prof. A.S. Bharule

Prof. A.S. Bharule
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

12.08.20

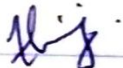
A meeting of Internal Committee (IC) for SC/ST is scheduled on 13.08.20 at 3:15 p.m. in principal office. All the committee members should remain present for the same. The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

Agenda 02: Awareness and precautions to prevent the spread of COVID-19.

Agenda 03: Dissemination of information of Internal Complaint Committee to the students and employees.

Agenda 04: Any other point with the permission of chairman.


Dr. D.P. Tulaskar
(Member Secretary).

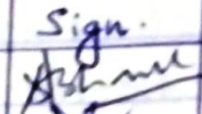



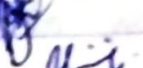

Copy to :-

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar.	Member Secretary	

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 13.8.20 at 3:15 pm in principal office.

Following committee members attended the meeting

Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01: Confirming the minutes of the last meeting.

Resolution No. 01: Member secretary narrated about the minutes of meeting held on 11.02.20. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: Awareness and precautions to prevent the spread of COVID-19.

Resolution No. 02: Online meeting was conducted with all students. They were made aware about COVID-19 pandemic situation and were instructed to take precautions to prevent the spread of COVID-19. Chairman guided about social responsibilities of students towards society and motivated them to undertake social activities during the pandemic. All the committee members insisted to educate people about social distancing, use of hand sanitizers, importance of wearing mask etc.

Item No. 03: Dissemination of Internal Committee details to the students and employees.

Resolution No. 03: Chairman narrated about dissemination of information of Internal Committee (IC) for SC/ST students. It is decided in the meeting that complete details of IC will be put on institute website alongwith email-id and contact numbers of committee members. It is also decided in the meeting that same details of IC will be displayed on all notice boards of students and staff.

Item No. 04: Any other point with the permission of chairman
Resolution No. 04: As no items were left for resolution during the meeting, it is concluded with vote of thanks from member secretary.

D.P. Pulaskar

Dr. D.P. Pulaskar
(Member Secretary)

A. S. Bhorde

Prof. A.S. Bhorde
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

23.11.20

A meeting of Internal Committee (IC) for SC/ST is scheduled on 24.11.20 at 5.00 pm. in principal office. All committee members should remain present for the same. The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting

Agenda 02: To create awareness about gender equality.

Agenda 03: To provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 04: Any other point with the permission of chairman.

Hij

Dr. D.P. Tulaskar
(Member Secretary)

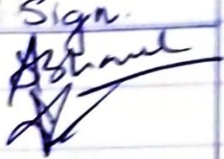

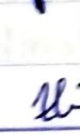



Copy to :-

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	Hij

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 24.11.20 at 5.00 p.m. in principal office.

Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

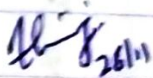
Item No. 01: Confirming the minutes of the last meeting.
Resolution No 01: Member secretary narrated about the minutes of meeting held on 13.8.20. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: To create awareness about gender equality.
Resolution No. 02: It is decided in the meeting that the online counselling will be given to SC/ST students regarding gender equality and gender sensitization.

Item No. 03: To provide the mechanism to redress the grievance of SC/ST students, if any.
Resolution No. 03: It is confirmed by all committee members that no grievance of SC/ST student was received online/offline.

Item No. 04: Any other point with the permission of chairman.

Resolution No. 04:- As no items were left for resolution during the meeting, it is concluded with vote of thanks from member secretary.



(Dr. D.P. Tulasakar)
(Member Secretary, IC)



(Prof. A.S. Bhanule)
(Chairman, IC)

Shri Sant Gayanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST.
Meeting Notice.

22.02.21

A meeting of Internal Committee (IC) for SC/ST is scheduled on 23.02.21 at 3:15 p.m. in principal office. All the committee members should remain present for the same. The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

Agenda 02: To communicate with the students and motivate them for better future planning.

Agenda 03: To disseminate various circulars of State government and UGC.

Agenda 04: Any other point with the permission of chairman.

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Dr. D.P. Tulaskar
(Member Secretary)

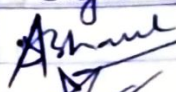



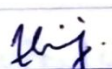
Copy to :-

Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	<i>ABharule</i>
2	Prof. Ms. P.V. Kale	Member	<i>P.Kale</i>
3	Prof. A.S. Alane	Member	<i>A.S. Alane</i>
4	Dr. P.R. Wankhede	Member	<i>P.R. Wankhede</i>
5	Prof. P.M. Kuchar	Member	<i>P.M. Kuchar</i>
6	Dr. D.P. Tulaskar	Member Secretary	<i>llij</i>

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 23.02.21 at 3:15 p.m. in principal office.

Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01: Confirming the minutes of the last meeting.
Resolution No. 01: Member Secretary narrated about the minutes of meeting held on 24.11.20. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: To communicate with the students and motivate them for better future planning.
Resolution No. 02: Chairman narrated about improvement in communication with SC/ST students. Chairman requested all committee members to conduct the career survey for SC/ST student. It is decided in the meeting that whatsapp mobile numbers of all committee members will be shared to all SC/ST students for quick response. It is also decided in the meeting that the facilities available for SC/ST student will be disseminated online.

Item No. 03:- To disseminate various circulars of State government and UGC.

Resolution No. 03:- It is decided in the meeting that various circulars of State government and UGC will be circulated to each SC/ST students online as well as offline. Also, they will be displayed on college, hostel N.B etc.

Item No. 04:- Any other point with the permission of chairman.

Resolution No. 04:- As no items were left for resolution, meeting concluded with vote of thanks from member secretary.



Dr. D.P. Tulaskar
(Member Secretary, IC)



Prof. A.S. Shinde
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg, Shegaon
Internal Committee (IC) for SC/ST

Meeting Notice

04-05-21

A meeting of Internal Committee (IC) for SC/ST is scheduled on 05.05.21 at 3.00 pm. in principal office. All the committee members should remain present for the same. The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

Agenda 02: To provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 03: To provide prompt counselling for any emergencies arising on account of any event at the campus.

Agenda 04: Any other point with the permission of chairman.

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Dr. D. P. Tulaskar

(Member Secretary)

Copy to :-

Sr. No.	Name	Designation	Sign.
1	Prof. A. S. Bharule	Chairman	Ashwin
2	Prof. Ms. P. V. Kale	Member	
3	Prof. A. S. Alane	Member	
4	Dr. P. R. Wankhede	Member	
5	Prof. P. M. Kuchar	Member	
6	Dr. D. P. Tulaskar	Member Secretary	llj

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 5.8.21 at 3.00 p.m. in principal office.

Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01: Confirming the minutes of the last meeting.

Resolution No. 01: Member secretary narrated about the minutes of meeting held on 23.02.21. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: To provide the mechanism to redress the grievance of SC/ST students, if any

Resolution No. 02:- It is confirmed by all committee members that no grievance of SC/ST student was received online/offline.

Item No. 03:- To provide prompt counselling for any emergencies arising on account of any event at the campus.

Resolution No. 03:- Chairman narrated about item no. 03 and instructed all committee members to have a close watch on SC/ST students and to ensure healthy atmosphere, both inside and outside campus.

Item No. 06: Any other point with the permission of chairman.

Resolution No. 04: As no items were left for resolution, meeting concluded with vote of thanks from member secretary.

D.P.

Dr. D. P. Tulaskar
(Member Secretary, IC)

A. S. Bharule

Prof. A. S. Bharule
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST.
Meeting Notice.

07.02.22

A meeting of Internal Committee (IC) for SC/ST is scheduled on 11.02.22 at 3.00 p.m. in principal office. All the committee members should remain present for the same.


The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

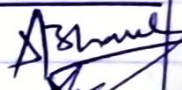

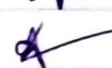


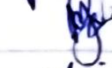
Agenda 02: To circulate State Government and UGC's decision about different scholarship programs.

Agenda 03: To arrange the special opportunities to enhance the career growth of SC/ST student.

Agenda 04: Any other point with the permission of chairman


Dr. D.P. Tulaskar
(Member Secretary)

Copy to :-

Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Prof. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	D. D.P. Tulaskar	Member Secretary	

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 11.02.22 at 3.00 p.m. in principal office.

Following committee members attended the meeting:

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01 :- Confirming the minutes of the last meeting.
Resolution No. 01 :- Member secretary narrated about the minutes of meeting held on 5.8.21. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02 :- To circulate State Government and UGC's decision about different scholarship programs.
Resolution No. 02 :- Chairman narrated about item no. 02. It is decided in the meeting that all the decision of State Government and UGC regarding different scholarship programs as well as facilities available in college for SC/ST students will be circulated to each student through online & offline mode. Also, they will be displayed on college, hostel NB. etc.

Item No 03: To arrange the special opportunities to enhance the career growth of SC/ST students.
Resolution No. 03: Chairman narrated about item no 03. It is decided in the meeting that a chart exploring various opportunities for SC/ST students will be circulated to all students in coming academic year. It is decided in the meeting that a orientation session will be conducted by expert faculty member in coming session. It is also decided in the meeting that separate interaction session will be conducted for SC/ST students with alumni during next meet.

Item No. 04: Any other point with the permission of chairman.
Resolution No. 04: As no items were left for resolution, meeting concluded with vote of thanks from member secretary.



D. D. P. Tulaskar
(Member Secretary)



Prof. A. S. Bharule
(Chairman, I.C.)

Sri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST
Meeting Notice

16.08.22

A meeting of Internal Committee (IC) for SC/ST is scheduled on 20.08.22 at 10:30 a.m. in principal office. All the committee members should remain present for the same.


The agenda of meeting would be as under.

Agenda 01: Confirming the minutes of the last meeting.

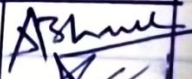





Agenda 02: Plan for spreading awareness of Atrocity Act and different schemes for SC/ST students.

Agenda 03: Provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 04: Any other point with the permission of chairman


Dr. D.P. Tulaskar
(Member Secretary)

Copy to :-

Sr. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Dr. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 20.08.22 at 10.30 a.m. in principal office.

Following committee members attended the meeting.

Sr.No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A.S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01: Confirming the minutes of the last meeting.
Resolution No. 01: Member secretary narrated about the minutes of meeting held on 11.02.22. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02: Plan for spreading awareness of Atrocities Act and different schemes for SC/ST students.
Resolution No. 02: chairman narrated about item no. 02. It is decided in the meeting that a document containing details of Atrocities act and different schemes for SC/ST students will be circulated to students & stakeholders online and offline. Also, same document will be displayed on college, hostel N.B. etc.

Item No. 03 :- Provide the mechanism to redress the grievance of SC/ST student, if any.

Resolution No. 03 :- It is confirmed by all committee members that no grievance of SC/ST student was received online / offline.

Item No. 04 :- Any other point with the permission of chairman.

Resolution No. 04 :- As no items were left for resolution, meeting concluded with vote of thanks from member secretary.

Hijals
Dr. D. P. Tulaskar
(Member Secretary)

A. S. Bharale
Prof. A. S. Bharale
(Chairman, IC)

Shri Sant Gajanan Maharaj College of Engg., Shegaon
Internal Committee (IC) for SC/ST.
Meeting Notice.

03.02.23
A meeting of Internal Committee (IC) for SC/ST is scheduled on 03.02.23 at 3:15 p.m. in principal office. All the committee members should remain present for the same.

The agenda of meeting would be as under.

Agenda 01 :- Confirming the minutes of the last meeting.

Agenda 02 :- To provide the mechanism to redress the grievance of SC/ST students, if any.

Agenda 03 :- To provide prompt counselling for any emergencies arising on account of any event at the campus.

Agenda 04 :- Any other point with the permission of chairman.

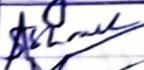


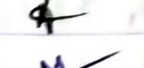


Hij
(Dr. D. P. Tulaskar)
Member Secretary.

Copy to :-

Sl. No.	Name	Designation	Sign.
1	Prof. A.S. Bharule	Chairman	<i>Ashwut</i>
2	Prof. Ms. P.V. Kale	Member	<i>Kale</i>
3	Prof. A.S. Alane	Member	<i>A</i>
4	Dr. P.R. Wankhede	Member	<i>P.R.</i>
5	Dr. P.M. Kuchar	Member	<i>P.M.</i>
6	Dr. D.P. Tulaskar	Member Secretary	<i>Hij</i>

Minutes of Meeting

A meeting of Internal Committee (IC) for SC/ST is held on 03/02/23 at 3:15 p.m. in principal office.
Following committee members attended the meeting

Sr.No.	Name	Designation	Sign
1	Prof. A-S. Bharule	Chairman	
2	Prof. Ms. P.V. Kale	Member	
3	Prof. A-S. Alane	Member	
4	Dr. P.R. Wankhede	Member	
5	Prof. P.M. Kuchar	Member	
6	Dr. D.P. Tulaskar	Member Secretary	

Prof. A.S. Bharule, Chairman IC welcomed to all members in the meeting. Dr. D.P. Tulaskar, member secretary IC presented item-wise agenda.

Following items were resolved in the meeting and decision were taken after discussion and deliberations.

Item No. 01:- Confirming the minutes of the last meeting.

Resolution No. 01:- Member secretary narrated about the minutes of meeting held on 20.8.22. All the committee members approved and confirmed the minutes of the last meeting.

Item No. 02:- To provide the mechanism to redress the grievance of SC/ST students, if any.

Resolution No. 02:- It is confirmed by all committee members that no grievance of SC/ST student was received.

Item No. 03:- To provide prompt counselling for any emergencies arising on account of any event at the campus.

Resolution No. 03:- Chairman narrated about Item-no 03.

Chairman requested all the committee members to submit progress report of SC/ST students and to ensure healthy atmosphere where SC/ST students feel safe.

Item No. 04: Any other point with the permission of chairman
Resolution No. 04: As no items were left for resolution,
meeting concluded with vote of thanks from member
secretary.

Dr. D.P. Tulaskar

(Dr. D.P. Tulaskar)
(Member Secretary)

A. S. Bharule

(Prof. A. S. Bharule)
(Chairman, IC)



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE), INDIA

* Recognized by A.I.C.T.E., New Delhi,* Affiliated to Sant Gadge Baba Amravati University, Amravati &
*Approved by the D.T.E., M.S. Mumbai

Ph.Nos : 8669638081/8669638082
Website : www.ssgmce.ac.in

Email- principal@ssgmce.ac.in
registrar@ssgmce.ac.in

INTERNAL COMMITTEE (IC)

Establishment of Internal Committee (IC) (As per Section 4) All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016.
The IC shall have the following composition-

Sn	Nature of Membership	Name	Post
01	A Presiding officer who shall be a woman faculty	Dr.(Mrs.) Anjali U.Jawadekar	Chairman
02	Two faculty members	Prof. A. V. Patil	Member
03		Prof. Vishal Patil	Member
04	Two non teaching employee	Mr. S. P. Satal	Member
05		Mrs. Sharda Khanderao	Member
06	Three Students (Comprising of at least one girl student)	Miss. Kalyani R. Gadekar	Member
07		Miss. Shruti Darshan Tarale	Member
08		Mr. Sadanand Vitthal Bhonge	Member

Copy to: 1) All above committee members
2) Students committee members




Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.



SHRI GAJANAN SHIKSHAN SANSTHA'S
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Email- principal@ssgmce.ac.in
registrar@ssgmce.ac.in

Notice

Date 07-09-2022

All the Members of Internal Committee are hereby informed to attend the meeting as per details given below.

Date 09-09-2022 (Friday)

Time 3:30 pm.

Venue: Meeting Hall (New Administration Building)

Dr. A. U. Jawadekar

Chairman, IC

Copy To: Hon Principal for information

All the Heads of the Department for information
Members (IC)



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registrar@ssgmce.ac.in

Minutes of Internal Complaint Committee

Date : 12-09-2022

As per the meeting notice of the dated 07 -09-2022, the meeting of the IC was held on 09/09/2022 at 3.30 pm.

Venue: Meeting Hall (New Administration Building)

Members Present

Name	Position	Signature
Dr A.U.Jawadekar ,	Chairman (IC)	
Prof. A. V. Patil,	Member (Faculty)	
Prof. Vishal Patil	Member (Faculty)	
Mr. S. P. Satal	Member (Teaching Staff)	
Mrs. Sharda Khanderao	Member (Non-Teaching Staff)	
Miss. Kalyani R. Gadekar	Member (Student)	
Miss. Shruti Darshan Tarale	Member (Student)	
Mr. Sadanand Vitthal Bhonge	Member (Student)	

The meeting commenced with a warm welcome from Dr. Mrs. Anjali U. Jawadekar, the Chairman of the committee. The Chairman further initiated the session by expressing gratitude for the active participation of all members and extending a warm welcome to everyone present in the Committee.

During the meeting, the committee delved into a comprehensive discussion regarding the institute's anti-sexual harassment policy. Professor A.V. Patil provided insightful suggestions



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concerning proactive measures that should be undertaken within the college to prevent incidents of eve-teasing and sexual harassment. The committee actively considered Professor Patil's

recommendations and engaged in constructive dialogue to enhance the effectiveness of the existing preventive measures.

In the course of the discussion, Professor Vishal Patil proposed the implementation of awareness sessions involving legal experts and police authorities for both students and staff. Mrs. Sharda Raut further recommended organizing a sensitization program targeted specifically at female students residing in the hostel. The committee acknowledged these valuable suggestions and expressed a commitment to exploring the practicalities of implementing these initiatives to foster a safer and more respectful environment within the college community.

It was decided that student representatives will take the responsibility of creating awareness among their peers regarding the committee's objectives. The Chairman added that student representatives are expected to actively engage in disseminating information about the committee's mission and goals, fostering a culture of respect and understanding among the student body

The meeting concluded with a Vote of Thanks.

Dr. A. U. Jawadekar
Chairman, IC



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Annual Report of Internal complaint Committee for the Academic year 2022-23

A guest lecture on 'Women and Law' by Advocate Rajani Bawaskar was organized on March 2, 2023. Adv. Rajani Bawaskar shared insightful remarks and life lessons, delving into various laws protecting women from crimes such as rape and sexual assault. She provided valuable advice on safeguarding oneself and others from harassment. Drawing examples from real incidents involving rape, dowry, and sexual assaults, she elucidated the corresponding legal frameworks. The discussion was both instructive and motivating

Yoga and meditation serve as relaxation techniques that rejuvenate both the body and mind. With this goal in mind, a yoga session for SSGMCE students was organized from September 12 to September 18, 2022.

Counselling sessions are conducted for all students by the Women's Cell.

Throughout the entire year, the college has not received any reports of eve-teasing or sexual harassment from both students and female staff members, affirming a safe and respectful environment on campus.

Name	Position	Signature
Dr A.U.Jawadekar ,	Chairman (IC)	
Prof. A. V. Patil,	Member (Faculty)	
Prof. Vishal Patil	Member (Faculty)	
Mr. S. P. Satal	Member (Teaching Staff)	
Mrs. Sharda Khanderao	Member (Non-Teaching Staff)	
Miss. Kalyani R. Gadekar	Member (Student)	
Miss. Shruti Darshan Tarale	Member (Student)	
Mr. Sadanand Vitthal Bhonge	Member (Student)	

Dr. A. U. Jawadekar
Chairman, IC



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registrar@ssgmce.ac.in

Notice

Date 20-01-2022

All the Members of Internal Committee are hereby informed to attend the meeting as per details given below.

Date 22-01-2022

Time 3:30 pm.

Venue: Meeting Hall (New Administration Building)

Dr. A. U. Jawadekar

Chairman, IC

Copy To: Hon Principal for information

All the Heads of the Department for information

Members (IC)



Shri Gajanan Shikshan Sanstha's
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Minutes of Internal Complaint Committee

Date 24-01-2022

As per the meeting notice of the dated 20 -01-2022, the meeting of the IC was held on 22/01/2022 at 3.30 pm.

Venue: Meeting Hall (New Administration Building)

Members Present

Name	Position	Signature
Dr A.U.Jawadekar ,	Chairman (IC)	
Prof. A. V. Patil,	Member (Faculty)	
Prof. Vishal Patil	Member (Faculty)	
Mr. S. P. Satal	Member (Teaching Staff)	
Mrs. Sharda Khanderao	Member (Non-Teaching Staff)	
Miss. Priti R.Fulare	Member (Student)	
Miss. Radhika Deshmukh	Member (Student)	
Mr. Prasad Ugale	Member (Student)	

The meeting began with a warm welcome from Dr. Mrs. Anjali U. Jawadekar, the Chairman of the committee. Dr. Jawadekar further initiated the session by expressing gratitude for the active participation of all members and extending a warm welcome to everyone present in the Committee.

The Chairperson highlighted the committee's dedication to creating a safe and inclusive environment and emphasized the importance of ensuring that students are well-informed about UGC directives on preventing sexual harassment. Professor A.V. Patil's idea to include awareness initiatives in the induction program was unanimously accepted as a great way to reach a wide audience

Mrs. Sharda Raut's proposal to prominently display UGC circulars, rules, and regulations related to sexual harassment issues on notice boards was acknowledged as an essential step to enhance transparency and awareness across the college community. The committee collectively agreed to implement these suggestions to strengthen preventive measures and create a more informed and vigilant campus.

During the discussion, the committee inquired if any grievances had been brought to the attention of its members. Additionally, student members were specifically asked whether any incidents had been reported to them directly. In response, all members unanimously affirmed that no such incidents or complaints had been brought to their notice. The committee acknowledges the importance of maintaining an open channel for reporting and remains committed to addressing any concerns promptly and effectively.

The meeting concluded with a Vote of Thanks.



Dr. A. U. Jawadekar

Chairman, IC



Shri Gajanan Shikshan Sanstha's
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Website- www.ssgmce.ac.in

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in

Alumni Governing Body

SN	Name
1	Hon Shri Shrikantdada Patil, Chairman
2	Shri A.R.Agrawal, Vice Chairman
3	Shri D.D.Nawgaje , Secretary cum Treasurer
4	Shri V.N.Bhonge , Member
5	Shri S.A.Mankhair, Member
6	Shri P.T.Chopade, Member
7	Shri J.M.Patil, Member
8	Shri S.S.Jadhao, Member
9	Shri P.M.Kuchar, Member
10	Shri B.S.Rakhonde, Member




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Alumni Association
Shri Sant Gajanan Maharaj College of Engineering, Shegaon (444203)
R. N. F-10852

NOTICE

Date: 21/03/2022

This is to inform all members of the Alumni Association that, in accordance with the instructions from the Honorable Chairman of the Association, a meeting has been scheduled for the 23 -03- 2022 at 11.00. Your attendance is kindly requested

Venue :SGIARC Conference Room.

Agenda:

- o Review of the Previous Meeting
- o Presentation of Balance Sheet and Accumulated Expenditure
- o Discussions and decisions regarding the approval of new members to the association.
- o Any Other point with the Permission of the Chair



Shri. Devesh Dwarkadhishji Nawgaje

समेची युचंग

दिनांक :- 21/03/2022

माझी विद्यार्थी बहुउद्देशीय संस्था ही
 सन 2019 मध्ये महाराष्ट्र शासनाच्या मध-
 विद्यालय उद्योग च्या उद्योग
 मंडळ व सर्व सन्माननीय पदाधिका-
 र्यांन युचंग कुळ्यात सन 21
 सन 2021-22 च्या उद्योग मंडळाच्या आधी
 वर्ष - 2021-22 च्या सर्व साधारण सभा
 मा. मध्यस्थांच्या आदेशानुसार वर
 नुसार दिनांक - 23/03/2022 मध्ये
 अर्थात 99.00 वाड्यात आपल्याच
 मधविद्यालयामध्ये एव की माय ए
 जात ही च्या सभागृहात आयोजित
 कुळ्यात सन 2021-22 च्या सर्व
 वेळेचे उपस्थित रहावे ही विनंती

समेची विषय

Secretary
 Ms. Vidhyarthi Bahudeshiya Sanstha,
 SSGMCE, Shegaon Reg. No. F-10852 (Bul)

- 1) मागील सभेचे उद्योग वायु उद्योग
 देणे बाबत ?
- 2) संचालक मंडळाच्या मंडळ कुळ्यात सन
 2021-22 च्या आधी वर्षाचे
 आर्थिक निकष व सभासद यांना
 देणे बाबत
- 3) नविन सभागृहात मान्यता देणे बाबत
- 4) मा. मध्यस्थांच्या परवानगीने वेळवेळ्या

विषयः

क्र.सं.	नाम	पद	सही
1	श्री. श्रीमान् शिवरांजण पटिल	अध्यक्ष	
2	श्री. अनुपकुमार शंभरवर्मा अग्रवाल	उपाध्यक्ष	
3	श्री. देवेश धारदाशयजी नवगजे	सचिव व. कोषाध्यक्ष	
4	श्री. वसंत गिनाजी गोरे	सदस्य	
5	श्री. संजय अकाशराव मान्यर	सदस्य	
6	श्री. प्रमोद लखारव चौपडे	सदस्य	
7	श्री. जयकुमार मधुकर पटिल	सदस्य	
8	श्री. शंकर सुरेशराव जाधव	सदस्य	
9	श्री. पवन मधोदेव कुचर	सदस्य	
10	श्री. राजेश वसंतराव राजाणे	सदस्य	
11	श्री. भुवण सुभाष शंभरवर्मा	सदस्य	

Alumni Association
Shri Sant Gajanan Maharaj College of Engineering, Shegaon (444203)
R. N. F-10852

Meeting

Date: 24/03/2022

According to the meeting notice dated 21/03/2022, the meeting of the Alumni Association of the institute convened on 23/03/2022 at 11:30 am.

Agenda 1: Review of the Previous Meeting

The previous meeting of the Alumni Association, concluded on 04/04/2021 was adjourned. Mr Devesh Nawgaje, the meeting secretary, read all the topics and resolutions, all of which were found appropriate and subsequently approved.

Advisor: Shri Pramod Chopade
Approver: Jaikumar Madhukar Patil
Concluded by everyone.

Agenda 2: To approve the non-targeted expenditure of the 2020-21

Conclusion No. 2 - The report for the financial year 2019-20 was presented by the organization's secretary, Mr. Devash Nawgaje. It was discussed in detail and unanimously approved.

Conclusion No.2 : The fund expenditure read out by the secretary of the association Shri. Devesh Dwarkadhishji Nawgaje for the financial year 2021-22 was thoroughly discussed and final conclusion was approved by everyone.

Advisor: Shri Pawan Mahadev Kuchar
Approver: Shri Bhushan Shubhash Rakhonde
Concluded by Everyone.

Topic No.3 : Regarding the permission for approval of the new members.

Conclusion No. 3: The new member list of the year as read out by Secretary Shri Devesh Dwarkadhishji Nawgaje has been approved by the meeting.

Advisor: Shri Sanjay Mankhair
Approver: Shri Saurabh Suresh Rao Jadhav
Concluded by Everyone.

Topic No.4 : Subjects to be brought up by the permission of Hon. President

Conclusion No. 4: No subjects

Shri. Devesh Dwarkadhishji Nawgaje

सभा ३१४३१९

दिनांक:- २१/०३/२०२२

माझी विद्यार्थी बहुउद्देशीय संस्थेची

सभा दिनांक:- २१/०३/२०२२ च्या सभा-

सुचनेनुसार वार. बुधवार दिनांक:- २३/०३/२०२२

रोजे दिंड ११.०० वाजना श्री. सं. ग. म.

महियानेरी महाविद्यालयातील एस. डी.

जाय ए. भाए श्री च्या सभागृहात

आयकारी मंडळाची सभा, माणगीय

अध्यक्ष श्री. श्रीकांत शिवराज पाटील

यांच्या अध्यक्षतेखाली आली विषयावर

निर्णय झाला.

तपे

Shri. Devesh Dwarkadhisji Nawgaje

विषय क्र. 9 - मागील सभेचे आदेशाबाबत
काय करवायला ?

हराव क्र. 9 - मागील विद्यार्थी बहुउद्देशीय
अस्थेची मागील सभा दिनांक
01/04/2021 रोजी संपन्न झाली होती
अस्थेचे इतिवृत्त सचिवांनी वाचुन
दाखविलेले समालोचक विषय व हराव
योग्य आसल्यामुळे त्यास ही सभा
मंजूराने होत.

अध्यक्ष :- श्री प्रमोद ठेकाराव चौपडे
संजयसिद्ध :- अध्यक्षता (मधुकर पर्रीक)
हराव सवानुमते मंजूर

विषय क्र. 2 संघातून मंडळाचे मंजूर केलेल्या सन
2021-22 च्या कार्यक्रमाचे अडेशिंग
लॉकबंद व कामाच्याबाबत मान्यता देणेबाबत?

हराव क्र. 2 :- कार्यक्रमाचे वर्ष 2021-22 चा
वर्षाचे अडेशिंग लॉकबंद व कामा-
बाबतच्या अडेशिंग अस्थेचे सचिव
श्री. देवेश ठाकरा दायजरी गवगडी
यांनी वाचुन दाखविलेला त्यावर
अविरोध नसून याची सवानुमते यी
दखलदार मान्यता देण्यात आली.

क्र.सं.	नाम	पद	सही
1	श्री. श्रीकांत शिवराव पारिण	अध्यक्ष	
2	श्री. अनुपकुमार रामेश्वर अत्रवाल	उपाध्यक्ष	
3	श्री. देवेश व्दारबादासजी नवगडे	सचिव	
4	श्री. वसंत विनाजी मोठे	सदस्य	
5	श्री. संजय अजोबरा व मंगेशकर	सदस्य	
6	श्री. प्रमोद ठेकाराव चोपडे	सदस्य	
7	श्री. जयकुमार मधुकर पारिण	सदस्य	
8	श्री. सौरभ सुरेशराव जाधव	सदस्य	
9	श्री. धवल महोदय कुपट	सदस्य	
10	श्री. राजेश वलनराव राजकोळे	सदस्य	
11	श्री. सुषमा सुकाव राजकोळे	सदस्य	

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING

**INSTITUTION INDUSTRY CELL
Constituted as per AICTE Guidelines**

SN	NAME	POST
01	Dr.S.B.Somani	Chairman
02	Dr.S.R.Paraskar	Member
03	Dr.S.P.Trikal	Member
04	Dr.M.N.Tibdewal	Member
05	Dr..A.S.Manekar	Member
06	Dr.P.M.Kuchar	Member
07	Dr.A. S. Tale	Member
08	Dr.J. M. Patil	Member
09	Prof.A.B.Solanke	Member Secretary




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registrar@ssgmce.ac.in

CENTRAL LIBRARY COMMITTEE

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02	Prof. D. L. Bhombe	Vice Chairman
03	Dr. R. M. Kharate	Member
04	Prof. C. M. Mankar	Member
05	Prof. C. V. Patil	Member
06	Prof. M. A. Dande	Member
07	Prof. P. V. Kale	Member
08	Prof. D. P. Tulaskar	Member
09	Shri. D. P. Patil	Member




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Research and Development Cell (RDC)

Sr. No.	Name of Member	Designation	Role
01	Dr S. S. Jadhao	Associate Professor	Convener and Chief Coordinator
02	Dr V. K. Thute	Associate Professor	Coordinator, Mechanical Engineering Department
03	Dr R. A. Zamare	Assistant Professor	Coordinator, Computer Science and Engineering Department
04	Mr. R. S. Kankale	Assistant Professor	Coordinator, Electrical Engineering Department
05	Dr N. S. Dharmale	Assistant Professor	Coordinator, Electronics and telecommunication Engineering Department
06	Ms. P. P. Bute	Assistant Professor	Coordinator, Information Technology Department
07	Dr J. S. Gawande	Assistant Professor	Coordinator, Department of Applied Sciences and Humanities
08	Dr S. M. Mishra	Assistant Professor	Coordinator, Department of Business Administration and Research




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Institute Innovation Council

SN	Name of the Faculty	Designation
1	Dr.S.B.Patil	President
2	Prof. P.A.Dalke	Convener
3	Prof. A. B. Solanke	Internship Activity Coordinator
4	Dr.P.M.Kuchar	Startup Coordinator
5	Prof.D.L.Bhombe	ARIIA Coordinator
6	Dr.S.S.Jadhao	NIRF Coordinator
7	Prof.P.A.Dalke	IPR Activity Coordinator
8	Prof.N.B.Borkar	Innovation Activity, YUKTI Coordinator
9	Prof.S.V.Bhagat	Social Media
10	Dr.R.M.Kharate	Member
11	Dr.R.A.Zamre	NISP Coordinator
12	Prof.M.B.Bhambere	Member
13	Prof.P.P.Bute	Member
14	Prof.R.S.Kankale	Member
15	Dr.R.S.Dhekekar	Member




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Shri Sant Gajanan Maharaj College of Engineering, Shegaon-444203

Annual Report 2022-23

A. About IIC Institute

- **Vision / Mission of IIC established at the Institute**

Vision: “To provide the needs of students as well as faculty entrepreneurs with innovative ideas of social relevance with there by disseminating culture of entrepreneurship in college which will boost our education system as well as there by growing the national economic and social.”

Mission: “To build up a system with required infrastructure that can enable students and faculty to innovate as well as prototype their ideas with industrial standards with support from Government, Industry as well as reputed academic institutions around the world and help them to realize their potentials.”

- **Journey of IIC established at the Institute**

1. Inception and Vision:

- The journey typically begins with the recognition of the need for fostering innovation and entrepreneurship within the institute's ecosystem.
- A vision is developed to create a space that nurtures creativity, supports startups, and promotes cutting-edge research.

2. Planning and Resource Allocation:

- A strategic plan is formulated to outline the goals, objectives, and operational framework of the IIC.
- Resources are allocated to establish and operate the center effectively.

3. Infrastructure Setup:

- Physical infrastructure, including office spaces, laboratories, and collaborative areas, is set up to accommodate startups and innovators.
- State-of-the-art equipment and technology may be procured to support research and development activities.

4. Recruitment and Team Building:

- Competent staff, including a Principal, President, Convener members, mentors, and administrative personnel, are appointed to manage and support the IIC activities.
- A diverse team with expertise in various domains is assembled to provide guidance and mentorship to startups.

5. Networking and Partnerships:

- The IIC actively engages with industry partners, investors, to establish valuable connections.
- Partnerships with other incubators, Schools, accelerators, and innovation hubs are explored to create a broader support network.

6. Incubation Programs:

- Incubation programs are designed to attract and support startups and innovators.
- These programs often include mentorship, funding opportunities, training, and access to resources.

7. Promotion and Awareness:

- The IIC promotes its programs and activities through various channels to attract potential innovators.
- Workshops, seminars, and events are organized to create awareness about the center's offerings.

8. Success Stories:

- As startups and projects within the IIC achieve milestones and success, these stories are highlighted to inspire others.
- Testimonials are shared to showcase the impact of the center.

9. Scaling and Sustainability:

- Over time, the IIC may expand its operations, accommodate more startups, and diversify its support services.
- Efforts are made to ensure the sustainability of the center through funding, partnerships, and revenue generation.

10. Impact and Recognition:

- The success of the IIC is measured by the number of startups supported, jobs created, innovations produced, and economic impact generated.

INSTITUTION'S INNOVATION COUNCIL (IIC)

SSGMCE has established Institution's Innovation Council (IIC) as per the guidelines of 'MoE's Innovation Cell (MIC)' to create a vibrant local innovation ecosystem, Start-up supporting Mechanism, Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas and Develop better Cognitive Ability for Technology Students. SSGMCE-IIC is actively involved in organizing and conducting seminars, workshops, field trips, project exhibitions, entrepreneurship boot camps, Idea competitions etc.

Objectives of IIC

- Students/Faculty associated with IICs will have exclusive opportunity to participate in various Innovation related initiatives and competitions organized from institution level to international level.
- Win exciting prizes/Certificates every year.
- Meet/Interact renowned Business Leaders and top-notch academicians.
- Opportunity to nurture and prototype new ideas.
- Mentoring by industry Professionals.
- Experiment with new technologies
- .Visit new places and see new culture.

Functions of IICs

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
-

Quarter:- Quarter I

Type:- IIC Calendar Activity

ACTIVITY	DATE
Workshop on "Entrepreneurship and Innovation as Career Opportunity	26/11/2022
Inter/Intra Institutional Idea Competition/Challenge/Hackathon	30/11/2022
Reward Best Ideas - Manage through YUKTI-NIR	30/11/2022
Exposure and field visit for problem identification	28/11/2022
Motivational Session by Successful Innovators	16/11/2022
Motivational Session by Successful Entrepreneur/Start-up founder	19/11/2022

Quarter:- Quarter I

Type:- Celebrations Day

OCCASION	DATE
National Education Day	11/11/2022

Quarter:- Quarter I

Type:- MIC driven Activity

ACTIVITY	DATE
Launch of 5G services	1/10/2022

Quarter:- Quarter II

Type:- Celebrations Day

OCCASION	DATE
National Startup Day	16/1/2023
National Youth Day	12/01/2023
National Science Day	28/02/2023
National Energy Conservation Day(India)	14/12/2022

Quarter:- Quarter II

Type:- IIC Calendar Activity

ACTIVITY	DATE
Inter/Intra Institutional Innovation Competition/Challenge/Hackathon	14/1/2023
Reward Best Innovations - Manage through YUKTI-NIR	14/1/2023
Expert talk on "Process of Innovation Development & Technology Readiness Level (TRL)" & "Commercialisation of Lab Technologies & Tech-Transfer	27/2/2023
Field/Exposure Visit to Pre-incubation units such as Ideas Lab, Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc.	21/02/23
Session on Achieving Problem-Solution Fit & Product-Market Fit	24/02/2023
Workshop on Entrepreneurship Skill, Attitude and Behavior Development	21/02/23

Quarter:- Quarter II

Type:- MIC driven Activity

ACTIVITY	DATE
Orientation Session on IIC 5.0 & Features	11/01/2023
Leadership Talk with Prof. T. G. Sitharam, Hon'ble Chairman, All India Council for Technical Education (AICTE)	30/1/2023

Action Plan & Scheduled Activities

Conduct an orientation-cum-mentoring session for ATL Schools

ACTIVITY	DATE	VENUE
Orientation program ATIs Tinkering Labs of Institution's Innovation Council (IIC).	27-03-2023	Jawahar Navodaya Vidyalaya, Shegaon Dist Buldana.
Exposure Visits: One Day Exposure visit by School students to IIC Institute and Interaction with Institute Student Innovators	27-03-2023	SSGMCE SHEGAON MAHARASTRA
Orientation-cum-mentoring session for ATL Schools.	17-04-2023	SHIVAJI MULTIPURPOSE HIGHER SECONDARY SCHOOL AMRAVATI (M.S)



Dr. S. B. Patil

Chief Coordinator

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
TRAINING AND PLACEMENT CELL

S.N.	NAME	T&P Faculty Coordinator Department	PHONE/MOBILE	EMAIL_ID
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02	Prof. Mrs. H. S. Patil Asstt. TPO	ASH	7038027303	hspatil@ssgmce.ac.in
03	Dr. N. H. Khandare	MECH	7709149028	nhkhandare@ssgmce.ac.in
04	Prof. S. S. Muddalkar	IT	9655840821	ssmuddalkar@ssgmce.ac.in
05	Prof. S. P. Badar	E&TC	7020852749	spbadar@ssgmce.ac.in
06	Prof. M. R. Chavan	EE	8329111308 8983442243	mrchavan@ssgmce.ac.in
07	Prof. Ms. K. P. Sable	CSE	7620474391	kpsable@ssgmce.ac.in
08	Dr. S. M. Mishra	MBA	9405105291	smmishra@ssgmce.ac.in
09	Prof. S. V. Bhagat	ASH	9922127385	svbhagat@ssgmce.ac.in
10	Shri. V. W. Bendre	T&P	9561981580	<u>vwbendre@ssgmce.ac.in</u>
11	Shri. M. D. Bhise	T&P	9850245695	<u>mdbhise@ssgmce.ac.in</u>
12	Shri. P. N. Dindokar	T&P	9689349098	pramoddindokar@ssgmce.ac.in




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registrar@ssgmce.ac.in

STUDENT'S DEVELOPMENT CELL

Constituted as per affiliating University
SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI

SN	NAME	POST
01	Dr.S.B.Somani	Chairman / Student Development Officer
02	Prof.D.L.Bhombe	Member (Male Teacher)
03	Prof. Mrs.Priti Kale	Member (Female Teacher)
04	Shri S.M.Shinde	Social Worker

Date: 16/6/2020
Copy to above
members




Principal
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Cultural Committee

SN	Name
1	Prof U.A.Jawadekar, Coordinator
2	Prof Ms P.V.Deshmukh , Coordinator
3	Prof W.Z.Suliya , Coordinator
4	Prof Faizan Khandwani, Member
5	Mrs S.S.Gachake, Member
6	Prof N.G.More, Member
7	Prof N.S.Thakre, Member




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TATTWADARSHI

TEAM

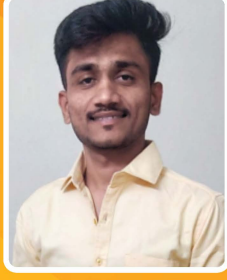
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Prof. Sachin Bhagat
Faculty Advisor



Yashkumar Khandare
Chief Editor



Deepak Deshmukh
Associate Chief Editor



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Editor (Sanskrit)



Nilesh Wadhve
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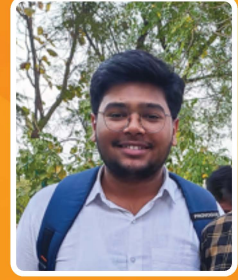
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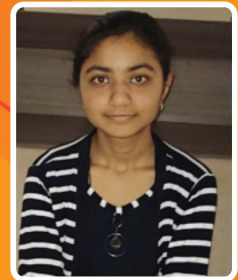
Amit Molke
Layout/Graphics



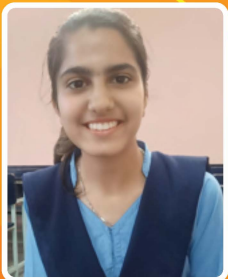
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Aditi Deoghare
Marathi (Member)



Vaishnavi Landage
Marathi (Member)



Palak Jasani
Hindi (Member)



Ambika Patil
Hindi (Member)



Vedant Nandekar
Technical (Member)



Akanksha Tale
Technical (Member)



Samruddhi Katole
Sanskrit (Member)



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Sanskrit (Member)



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SPORTS COUNCIL 2022-23

S.N.	NAME	DESIGNATION
01	Dr. S. B. Somani	Chairman
02	Prof. G. L. Bayaskar	Secretary
03	Prof. R. V. Pahurkar	Member
04	Mr. D. P. Tarale	Member
05	Dr. P. M. Kuchar	Member
06	Dr. L. B. Deshmukh	Member
07	Dr. M. A. Dande	Member
08	Prof. V. V. Patil	Member
09	Prof. W . Z. Suliya	Member
10	Prof. Miss P. P. Bute	Member
11	Prof. F. I. Khandwani	Member
12	Prof. S. S. Muddalkar	Member
13	Mr. D. V. Shegokar	Member
14	Mr. S. V. Mahalle	Member
15	Mr. Manwar Shah	Member
16	Mr. Manan Goel-4U	Chief Student Coordinator (Boys)
17	Miss. Avanti Nachankar - 4S	Chief Student Coordinator (Girls)




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Industry Institute Interaction Cell

SN	Name of the Faculty	Designation
1	Dr. N. H. Khandare	Coordinator
2	Prof. V. V. Patil	Dept. Coordinator, MBA
3	Prof. R. S. Kankale	Dept. Coordinator, Electrical
4	Dr. P. K. Bharne	Dept. Coordinator, Computer Sci and Engg
5	Prof. S. N. Khandare	Dept. Coordinator, Information Technology
6	Prof. V. S. Ingole	Dept. Coordinator, Electronics Telecommunication Engineering
7	Prof. S. V. Bhagat	Dept. Coordinator, Applied Science and Humanities
8	Prof. K. V. Chandan	Dept. Coordinator, Mechanical Engineering




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Service Rules and Procedure

Chapter 1

STUDENTS RELATED ISSUES

1.1 Students Discipline:

A student shall conform to a high standard of discipline and conduct himself within and outside the precincts of the Institute in a manner befitting the students. He/She shall have a seriousness of purpose for completion of his academics within the time frame and shall in every way, train himself to lead a life of earnest endeavor and cooperation with his fellow students and Institute authorities. He/She shall show due courtesy and consideration to the employees of the Institute and the hostels, good neighbourliness to his fellow students, respect to the Warden of the Hostels, and the teachers of the Institute, and pay attention and courtesy to the visitors.

The academic activities of the institute are scheduled in the academic calendar at the beginning of each academic year. It is mandatory for the students to strictly adhere to the academic calendar for completion of academics.

1.2 Discipline Committee:

For the maintenance of discipline amongst the students of the Institute, the Principal may appoint a Discipline Committee each year to examine the cases of any student or students involved in any breach of conduct and recommend to the Principal for suitable disciplinary action or punishment.

1.3 Act of Indiscipline:

The following acts are deemed to be an act of indiscipline

- i) Violation of Rules and Regulations of Hostels. (Refer Hostel Admission Form-SGM/FRM/HST-191-A)
- ii) Overall lack of decorum, bad conduct etc.
- iii) Willful damage of the Institute or hostel properties, or to the belongings of a fellow student.
- iv) Adoption of unfair means in the classrooms, laboratories, field etc.
- v) Adoption of unfair means in theory/practical examination, during class tests, exams including University exams.



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vi) Violation of any norms related to exam/academics defined by authority time to time, the decision of Dean Academic/Dean Examination will be final.

vii) Promoting and indulging in acts of mass bunking.

viii) Hacking on a computer system, either software or hardware or both.

ix) Any other act which is deemed to be indiscipline in general or particular.

1.4 Punishment:

A student whose conduct has not been up to the standard expected may be imposed a monetary fine, temporarily or permanently suspended or rusticated from the Institute or debarred from participating in examinations (of the Institute or university) by the Principal.

1.5 Redressal:

The Principal shall grant hearing to the students punished against and after due considerations of their appeal and seriousness of the act shall pass the appropriate orders accordingly.



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Chapter 2

Service Conditions of Employment

2.1 Recruitment and Selection Procedure:

- i) Recruitment shall be made either externally or internally through applications invited by an advertisement or applications submitted voluntarily by the eligible candidates concerned. Such candidates may be appointed on a purely temporary basis (Adhoc) by a local committee constituted by the Governing Body or Chairman of the Governing Body or his representative or Principal of the Institute who shall have to face the appropriate Selection Committee.
- ii) No candidate shall be employed in the Institute if he/she has been dismissed for misconduct from its own service or from any other Institute or statutory body or convicted of an offense which in the opinion of the Competent Authority involves moral disgrace. The candidate shall be terminated without giving any notice if found guilty subsequently.
- iii) For a regular appointment at university level, all the norms prescribed by UGC shall be applicable.
Refer- Maharashtra University Act 1994 and its amendment.
- iv) A candidate selected for appointment shall furnish satisfactory evidence regarding - Age, Good Character, Good Health, Prescribed Qualifications for the post applied, and Backward or Schedule Caste.
- vi) The procedure prescribed in University statute and Act applicable to the Institute shall prevail over in any case of dispute. Refer website www.sgbau.ac.in

2.2 Service Regulations

2.2.1 Service regulations

- a) **Condition for Appointment:** The appointments shall generally be on probation for two years, extendable once by one year. The Governing Body may, at its discretion, reduce the period of probation or completely waive-off this condition.

The service of an employee shall commence from the date He/She reports for service and He/She shall be entitled to salary from that day if He/She reports on duty in before 1.30 p.m. or from the next date if reports to duty after 1.30 p.m.



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- b) **Nature of Appointment:** On completion of the probationary period to the satisfaction (No adverse remarks is a deemed satisfaction) of the Competent Authority, (Refer 3.12) the employee shall be deemed to be confirmed automatically (unless informed otherwise). If, however, the probationer is found unfit the Competent Authority shall, if He/She is a direct recruit, dispense with his services, and if He/She has been recruited by transfer or promotion, revert him / her to his / her old post. Confirm order shall be issued separately within one month time after the completion of probation period.
- c) **Appointment by Extension / Re-employment:** On the recommendation/s of the Principal of the Institute, it's employees may be given extension of the term of appointment or re-employment for a specified period in his / her present post. The conditions for such appointment shall be laid down in a fresh appointment letter.
- d) **Appointment of Head of the department:**
The Head of the Department shall be the faculty appointed in the grade of Professor in order of his / her seniority in that grade. However, in the case of the post of Professor lying (or falling) vacant due to any reason in a particular department, the next senior faculty member in the just below grade, i.e. Associate professor/Assistant Professor shall be the acting head of the department till such time and period an appointment in the regular post of Professor is made.
- e) **Powers of Appointing Authorities:** The appointing authorities shall have the powers to frame / revise the terms of appointment and terminate the appointments on the report of the dissatisfactory conduct of the concerned employee from the Principal of the Institute.
- f) **Pay Fixation, Increments:** Persons selected shall ordinarily start at the minimum of the pay scale along with admissible allowances as prescribed for the post by AICTE / UGC / State Government (whichever is applicable for the post) at the time of appointment. However, it shall be at the discretion of the appointing authorities to fix the starting pay of any deserving candidate at a subsequent stage in the pay scale along with admissible allowances. Increments shall be given as a matter of course, unless it is withheld (with a period specified).
- g) **Outside Employment:** Employee of the Institute shall not be entitled to engage in any employment outside the Institute to gain personal benefits. However, consultancy



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works through the Institute shall be exempt from this clause. Probationers may, however, be permitted on request to apply for the outside employment through the proper channel. (Through reporting authorities.) Pls. Refer Chapter no 11.

2.2.2 Posting

The appointed employee shall be posted in department / section / wing of the Institute as deemed fit by the Principal of the Institute, unless otherwise recruited for a specified post.

2.2.3 Transfer

The Competent Authority shall be free to transfer the employees from one department / section / wing of the Institute to other either as per requirement of the Institute or the fitness of the employee without affecting other terms and conditions of the said employee. However, he / she may be transferred on charges of misconduct (Refer 3.2) with prior written communication of the same to him / her.

2.3 Working Norms

2.3.1 a) Working Hours (Academic): Working hours for a week shall be 40 hours excluding recess of one hour each day, except Saturday, which shall be a half working day. However, during hours of need as understood by the Principal of the Institute, the working hours may be extended to accommodate the emergent works in any particular week or month.

The timing of work shall be fixed by the Competent Authority as per the requirements of the Institute and looking into the general benefits of the students. It shall be mandatory for the employees of the Institute to observe the working time as notified by the Competent Authority.

Present working hours are as follows:

Monday to Friday: 10.30 am to 6.00 pm
Saturday: 8.15 am to 1.00 pm

b) Working Hours (other services) - Other services such as:

Library, Hostel, Study centre, Laboratories, Security, Training & Placement, Maintenance and any other essential services decided by the Competent Authority, will work in timings as decided from time to time by competent authority.



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All Employees shall not be entitled to overtime allowance for working after the notified hours.

Duties: Employees shall sincerely observe their duties as assigned by the respective controlling authority or Competent Authority / Principal as defined in their respective responsibility and authorities. Disobedience in any form shall be treated as negligence of duty and shall attract suitable punishment clauses.

2.3.2 a) Attendance: Every employee shall sign attendance register before starting the work. He/She shall be at work at the time fixed and notified.

b) Late coming: If an employee reports late, the Head of the Department /Section Head / Principal, at their discretion, may ask him to take half day / full day casual leave. This concession shall not be claimed by another staff member as a matter of right and shall be considered as misconduct if there is a repetition of such late coming and shall, therefore, be liable for suitable punishment.

Any other employee who does not attend the duty within 15 minutes of the notified time and report before the expiry of one hour shall be liable to be marked late by the controlling authority at his discretion.

In case of repetition of such late coming, the concerned employee shall be liable to forfeit one day casual leave or leave without pay for every three days of late attendance in any calendar month.

The employee, who has to give charge of his duty to other employee on expiry of duty hours, shall not leave his place of duty until such time his or her reliever arrives and takes charge from him.

c) In case of emergency the suitable leave may be granted by reporting authority to an employee asked to attend the emergency work for a complete day.

2.3.3 Assignments, Its completion & change: The Reporting Authority shall, at his discretion, give or change assignments to employees as deemed necessary. The employees shall complete such assignments on time as asked by the Reporting Authority.



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2.3.4 Grading (*Appointment to Higher Post & Scale*):

The Competent Authority may appoint an employee, subject to his/ her performance evaluation and other service conditions to a higher post and scale (Appendix- I).

2.4 Promotions:

All departmental promotions shall be made on the basis of merits and performance. Departmental candidates selected for higher post shall be deemed to be promoted to higher post and shall be treated as on probation for a period of one year extendable by two years and shall be liable to be reverted to his original post during the period of probation if the competent authority finds hi He/She performance below expectations.



Chapter 3

CONDUCT, DISCIPLINE AND APPEALS

3.1 Conduct.-

- (1) The employee shall be at the disposal of the Institute and shall serve in such capacity and at such place as he may from time to time, be so directed.
- (2) The employee shall conform and abide by the Rules, directives and decisions of the Competent Authority. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- (3) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the Institute, as the case may be.
- (4) No employee shall in the discharge of the Official duties deal with any matter relating to the award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.
- (5) (a) Any employee will not communicate directly or indirectly any information, document/s, (soft/hard) to any person either internal or outside the Institute who is not required to know the information or document which is against the interest of our Institute, without the explicit written permission of the competent authority.
- (b) The employee shall not contribute to the Press/ Media any matter connected with the Institute, without obtaining the previous sanction of the Competent Authority or without such sanction disclose to the media any document, paper or information, which may have come in his possession in his Official capacity.
- (c) The employee shall not directly or indirectly take part in any activity or demonstration or movement - which is considered by the Competent Authority to



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be prejudicial to the academic and administrative interests of the Institute or bring disrepute to the Institute.

- (6) The employee shall- not take active part in politics or demonstrations. He shall not take part in campaigning or canvassing in any manner for and on behalf of or against any candidate in any elections. No employee shall be a member, of or be otherwise associated with, any political party or any organization, which takes part in politics, nor shall he take part in, or subscribed in aid of, or assist in any other manner, any political movement or activity.
- (7) The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the institute.
- Provided that the employee may give evidence at-
- (a) an inquiry before an authority appointed by the Competent Authority,
- (b) a judicial inquiry, or
- (c) a departmental inquiry ordered by the Competent Authority
- (8) The employee without the express sanction of the Competent Authority, shall not ask for or accept a contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
- (9) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from, any person including another employee for a work to be done in connection with activities of the institute.

Explanation: 1

The expression "gift" include, free transport, boarding, lodging or other service or any other financial advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation: 2

The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations or any, similar bodies.



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- (10) The employee shall not accept, solicit, or seek, except with the previous sanction of the Competent Authority, any outside office, stipendiary honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society.

Every employee shall report to the Competent Authority if any member or his family is engaged in any trade or business or owns or manages an insurance or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Institute.

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including T.V./Radio talk without affecting his official duties.

- (11) *The employee shall not apply for a job or any post or scholarship, without informing the Competent Authority in writing.*
- (12) The employee shall not absent himself from his / her duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay and he shall further be liable, to such disciplinary action as the Competent Authority may deem fit.
- Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.
- (13) *The employee shall not bid either directly or indirectly, at any auction of any Institute property, nor shall he submit any tender for any supply to the Institute.*
- (14) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.



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(15) The employee shall not enter upon, a course of studies or appear for any examination by the Institute or other bodies without the previous sanction of the Competent Authority in writing.

3.2 Misconduct - Misconduct shall include as follows:

- (a) Any action by the employee contrary to the provisions prescribed in the foregoing rules.
- (b) Theft, fraud and act of dishonesty.
- (c) Break of any rules.
- (d) Willful or negligent damage to the Institute property.
- (e) Refusal to accept charge sheet, order or other communications served according to the rules.
- (f) Conviction in a court of law, involving moral turpitude.
- (g) Indulging in any kind of sexual misconduct or harassment.
- (h) Being under the influence of alcohol or any other similar intoxicating/mind altering drugs during work.
- (i) Riotous or disorderly behaviour, threatening, intimidating or coercing others in connection with or relating to any duties or working of the Institute.
- (j) Neglect of work or negligence in discharging any duty.
- (k) Violence or inciting violence.
- (l) Stopping work either singly or with other employees or inciting anyone else not to work.
- (m) Allowing anyone within the prohibited premises of the institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (n) Falsification or tampering any paper or record of the institute.
- (o) Obtaining employment under the institute by misrepresentation of facts.
- (p) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- (q) Committing a nuisance during the working hours.
- (r) Misappropriation of any amount, movable property of the institute or deferred crediting of monies in the institute account.
- (s) Committing any act involving moral turpitude.
- (t) Not completing the task or delaying the task given by the authority within a given time frame.



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3.3 Penalties:

(1) The following penalties may, for good and sufficient reasons be imposed on the Institute employee found guilty of misconduct :

(a) Minor Penalties-

- (i) Censure
- (ii) Fine
- (iii) Withholding of increment of pay
- (iv) Withholding of promotion
- (v) Recovery from his pay or such other amounts as may be due to him, of the whole or part of any financial loss caused by him *to* the Institute, by negligence or by breach of orders

(b) Major Penalties –

- i. Reduction to the lower scale.
- ii. Withholding the annual increment permanently.
- iii. Depriving the concern employee from any financial benefits.
- iv. Compulsory Retirement
- v. Removal from service, which shall not be, a disqualification for future employment under the Institute
- vi. Dismissal from service, which shall *be* a disqualification for future employment under the Institute

Explanation – The following shall not amount to a penalty within the meaning of this Rule, namely : -

- (i) Non-promotion of the employee, whether in substantiating or in an official capacity, after consideration of his case, to a service, grade or post *for* promotion to which he is eligible, on administrative ground not connected with his conduct,
- (ii) Reversion of the employee officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable *for such* higher service, grade, or post, or on any administrative ground not connected with his conduct.
- (iii) *Reversion* of the employee, appointed on probation to any, other service, grade or post; to his permanent service, grade or post, post held by him under Institute or Management during or at the end of the period of probation, in accordance with the terms his appointment or the rules and orders governing such probation.
- (iv) Termination of the services of:



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- (a) The employee appointed on probation during *or* at the end of *his probation in* accordance with the terms of his appointments or rules *or* orders, governing *such* probations.
- (b) the temporary employee on grounds unconnected with his conduct.
- (c) the employee under an agreement in accordance with the terms of such agreement.
- (2) Where a penalty mentioned in item 3.3(b) (i) or (ii) is imposed, on the employee, the Authority imposes the penalty *shall clearly* state in order imposing the penalty, that the period for which the reduction is to be effective shall be exclusive of any interval, leave availed, before the period is completed.

3.3.1 Procedure for Imposing Minor Penalty – No full-fledged and elaborate departmental inquiry shall be necessary for inflicting minor penalty. In such, cases, the employee shall be given intimation of the act of misconduct committed by him and he will be given a reasonable opportunity to furnish his explanation, before the penalty is imposed.

3.3.2 Discipline & Disciplinary Authorities

- (1) The Competent Authority may impose of the penalties laid down, as per the rule 3.4 on any employee.
- (2) Appointing Authorities may impose any of the penalties specified in rule 3.4 upon members of supporting staff services serving under them, whom they have power to appoint :

Provided that the Competent Authority of the institute shall exercise the powers of imposing minor penalties on supporting staff under their respective administrative controls.

- (3) The completion time of an employee shall be at the disposal of the institute and he / she shall serve the institute in its activities in such capacity and at such place as may be directed from time to time unless it be explicitly informed.

Every employee of the institute shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions, which may from time to time be given to him / her by any person(s) under whose jurisdiction, superintendence or control he/she may for the time being placed.



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3.4 Suspension:

(1) The Appointing Authority or any authority to which the Appointing Authority is subordinate or any other authority, empowered in that behalf by the Competent Authority, by general or special order, or appended to these rules may place an employee, under suspension (ref. form no- 8 in this manual)

- (a) Where disciplinary proceedings against him are contemplating or are pending and are likely to result into imposing any of the major penalties.
- (b) Where in the-opinion of the Authority he has, engaged himself in activities prejudicial to the interest of the institute.
- (c) Where a case against him in respect of any criminal: offense is under investigation, inquiry or trial:

Provided that, where the, order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith, report to the Appointing Authority, the circumstances in which the order was made.

Provided further that suspension of an employee shall not be ordered unless there is a prima-facie case against him for imposing one of the major penalties stated in these rules or there is reason to believe that his continuance in service is likely to cause embarrassment or to hamper the investigation of the case.

- (2) The employee shall be deemed to have been placed under suspension -
- (i) With effect from the date of his detention, if he is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.
 - (ii) With effect from the date of hiHe/Sher conviction, if in the event a conviction for an offence, He/She is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed, compulsory retired, consequent to such conviction and shall remark under suspension until the order of suspension is modified or revoke by the Authority Competent to do so.
- (3) While under- suspension, the employee shall not be allowed to resign nor shall be granted leave by the Competent Authority.
- (4) The employee under suspension shall not accept any private gainful employment.



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(5) The employee under, suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

3.5. Procedure for imposing major penalties: The detailed procedure for imposing major penalties is mentioned in Appendix –I.

The order imposing major penalty shall be made only after an enquiry is held. Whenever the Competent Authority is of the opinion that there are grounds for enquiry into the truth of

imputation of misconduct or which may result in major penalty misbehavior against another employee, it may itself enquire into or appoint an authority to enquire into the truth. The authority could be internal or external third party or as per departmental enquiry procedure (Government of Maharashtra). (Ref. Form no 9 of this Manual)

3.5.1. Internal Enquiry:

An internal enquiry shall be commissioned by the Competent Authority in case of complaints of any type of misconduct. The enquiry committee shall record the statements of the persons concerned and collect evidences in favor through interviews. The enquiry committee shall submit a report to the Competent Authority within the stipulated time as mentioned in the enquiry order along with suggested course of actions to impose the punishment. The party affected shall not be allowed to examine witnesses.

3.6 Actions on Enquiry Report

- (1) The Competent Authority, if it is not itself Enquiring Authority, shall consider the report and record its finding on each charge.
- (2) (i) If the Competent Authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the major penalties shall be imposed on the employee, then it shall –

Give to the employee a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry.



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- ii) The Competent Authority shall consider the representation, if any, made by the employee and determine the quantum of penalty, if any, that should be imposed on him on the basis of the evidence adduced.
- (4) If the Competent Authority, having regard to the findings on the charges, is of the opinion that any of the minor penalties shall be imposed on the employee, it shall notwithstanding anything contained in these rules, determine what penalty shall be imposed on the employee and make an order imposing such penalty.
- (4) If the Competent Authority, having regard to the findings on the charges, is of the opinion that no penalty shall be imposed or that the employee be honorably acquitted, the Competent Authority shall inform the employee accordingly.
- (5) The Competent Authority, itself not being the Enquiring Authority, shall consider the enquiry report and if it disagrees with the Enquiring Authority on any article of charge, it shall record its reasons for such disagreement, and refer the case back to the Enquiring Authority for further enquiry and report. The Enquiring Authority shall thereon proceed to hold further enquiry according to the provisions of the preceding rule as far as may be.
- (6) The orders made by the Competent Authority under this rule shall be communicated to the employee and the Enquiring Authority.

3.7 Common Proceeding- Where two or more employees are concerned in any case, the Competent Authority, who is the appointing authority for the highest ranking employee amongst those concerned, shall take all actions as disciplinary authority and proceed as per the provisions hereto before provided in respect of the employees concerned and direct disciplinary actions against all of them in a common proceeding.

3.8 Appeals & Review:

- A. An appeal shall lie to the Chairman of the Sanstha, if the penalty or dismissal order is passed by the competent authority, within 15 days from the date of communication of the order. If the order is passed by the authority subordinate to the competent authority, appeal in similar circumstances and within a week shall lie to the competent authority. If the order is passed by



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the competent authority of the Institute, the appeal shall lie in similar circumstances to the management Committee. Every appeal shall comply with the following requirements:

- a) It shall be written in English or Hindi or Marathi
 - b) It shall be framed in a polite and respectful language and shall be free from statements, allegations or insinuations not strictly relevant to the matter
 - c) It shall contain all material statements, explanations and argument and it shall be complete in itself
 - d) It shall specify the relief desired
 - e) It shall be submitted through the proper channel
 - f) It shall be accompanied by a copy of the order challenged.
- Decision on the appeal shall be communicated to the employee within one month from the date of the submission.

[1] Notwithstanding anything contained in this rule no appeal shall lie against-

Any order, interim or final, given for the final disposal of a disciplinary proceeding, other than an order of suspension,

[2] Period of Limitations for Appeals – No appeal preferred under these rules shall be entertained unless it is preferred within a period of 30 days from the date of the order :

Provided that, the chairman of the Sanstha may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

[3] Transmission of Appeals – The Authority, which made the order appealed against shall, on receipt of a copy of the appeal, without any avoidable delay and without waiting for any direction from the chairman of the Sanstha, transmit to the Chairman of the Sanstha every appeal together with its comments thereon and the relevant records within seven days.

[4] Consideration of Appeal –

(a) In the case of an appeal against an order of suspension, the chairman of the Sanstha shall consider whether the order of suspension is justified or not and confirm or revoke the order accordingly.

(b) In the case of an appeal against an order imposing any of the penalties specified in the rule or enhancing any penalty imposed under the rule, the Chairman of the Sanstha shall consider and take a decision as he deems fit–



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- (5) Implementation of order – The Authority, which made the order appealed against shall give effect to the orders passed by the chairman of the Sanstha .
- (6) Review – a) Notwithstanding anything contained in these rules the chairman of the Sanstha may at any time, either on his own or on being move, call for the records of an enquiry and review any order made under these rules, and take a decision as he deems fit.
- (7) Miscellaneous – (a) Service of orders, notices, etc. – Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or shall be communicated to him by registered post/ UPC / Hand delivery.
- (b) Power to relax time-limit and condone delay – Save as otherwise expressly provided in these rules, the competent Authority under these rules to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these rules for anything required be done under these rules or condone any delay.

3.9 Deserter – the employee, who absents from duty without permission for a period of more than thirty days, shall be deemed to be deserter and his services shall stand terminated automatically on the expiry of the period of thirty days.

Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his absence for the reason beyond his control, the Competent Authority may, be a special order condone his absence.

3.10 Acceptance of resignation and discontinuation of services-

- (1) The employee shall not leave or discontinue his service in the institute without giving a prior notice in writing to the competent authority of the institute through proper channel. The period of notice shall be as mentioned in the appointment letter.

In case of breach of these provisions, the employee shall pay to the institute an amount equal to his pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.



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- (2) The Competent Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the employee should be compulsorily retired or removed from service, as per the decision of competent authority (3) The employee on Adhoc/probation shall not leave or discontinue his service without first giving prior one month's notice in writing or one month's salary in lieu thereof.
- (3) No notice of resignation or termination of service shall be necessary in case of the employee
- On work charged establishment and
 - Appointed purely on temporary basis with or without definite period prescribed in the appointed order.
- (1) The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the institute.
- (5) The competent authority reserves the right to accept the resignation with immediate effect and waive off the conditions of notice period.

3.11 Definition of Competent authority:

For all practical purposes Principal of the Institute will be a competent authority and he will seek clarification/ guidance from Management time to time and act accordingly.



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FORM No. 8

Form of Suspension Order

(ref. Rule 3.4)

Mr. /Ms. is hereby informed that the charge (s) of

1).....

2).....

3).....

has been proved prima facie.

Mr. /Ms. is hereby suspended with effect from pending further investigation in matter. He/She should hand over the charge of his post as directed by his superiors.

Principal



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FORM No. 9

Form of Appointment of Inquiry Authority / Officer

(ref. Rule 3.5)

Order no: SSGMCE/ ADM/

Date:

As it has been decided to hold an inquiry into the conduct of Mr. /Ms.
 on the charge (s) mentioned below:

.....

..... an Authority/Committee consisting of:

Mr. /Ms.
 (Chairperson of Committee)

Mr. /Ms.
 (Member)

Mr. /Ms.
 (Member)

Is /Are appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Mr. /Ms. is attached.

Mr. /Ms. is requested to see that they / He/She complete/s the inquiry and submit/s his/ her/ their report of findings and recommendations expeditiously in any case on or before.....

Principal



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Chapter 4

Retirement

- (1) The employee after confirmation shall continue in the service of the Institute till he completes the age of Superannuation.
- (2) The Competent Authority shall require the employee to retire from the service of the institute, if –
 - a) The employee has reached the age of superannuation - for Teaching employees – 60 Years. and for Group C-58 years and Group D-60 years.
 - b) The employee has been found to be inefficient /guilty of misconduct during inquiry.
 - c) The employee is found to be incapacitated for further service of any kind by the Medical Authority. It includes the retirement on account of mental or bodily infirmity.
 - d) The post held by the employee is abolished and there is no suitable post equal to his post in which he can be absorbed.



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Chapter 5

Code of Conduct and Appraisal

5.1 Service Book:

Service book shall be opened for every employee on the establishment of the Institute except adhoc, casual and apprentice employees immediately on his/ her joining the service of the Institute. It shall be kept in the custody of the competent authority or his representative who would ensure that no entries in it are tampered with. Following facts of the employee concerned shall be regularly and concurrently recorded and each entry verified by the competent authority under his/ her signature and seal:

Date of birth, date of joining in the Institute, pay scale(s), increments, temporary and official promotions, earned and commuted leave to his/ her credit, rewards and achievements during his/ her service life in the Institute, disciplinary actions, and other important details of his/ her service life.

The Competent Authority may correct obvious clerical errors in the service book on being so questioned after confirming the same. The concerned employee may be shown his service book on demand and a copy of the same may be handed over to him/ her on his/ her retirement or resignation. In case of his/ her leaving the Institute, the service book shall be retained in the Institute for next three years.

5.2 Criminal Proceedings:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the Institute. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through Head of the Dept. An employee who is detained in police custody for a period longer than forty eight hours shall not join his duties unless he has obtained written permission from the competent authority to that effect.

5.3 Misuse of Office:

Employee shall not be permitted to misuse the office or his authority for any personal use. The official premises, equipments and facilities shall not be used for commercial gains or



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doing consultancy without obtaining prior approval of competent authority. He/she is not to use the electronic media in any way which can bring disrepute to the institute.

5.4 National Interest:

No employee shall participate in any activity or act in a manner or communicate or make a statement which is anti-secular or which tends to create communal disharmony. Or partake in any activity which is detrimental to national security.

5.5 Grievance Redressal:

Any employee desirous of redressal of grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall submit a complaint to the Principal or any officer appointed by him in this behalf. In case of the superior being Principal, the complaint is being addressed to the Chairman of the Sanstha and be submitted through proper channel.

5.6 360 degree Appraisal by Employee:

All staff of the institute working in any grade shall file at the end of each year his 360 degree appraisal about the works and duties assigned and complied by him/her in the proforma so stipulated for the purpose and given as enclosure under Appendix-II (Format no SSGMCE/FRM- 41C) for teaching staff and (Format no: SSGMCE/FRM- 41D) for supporting staff.(Refer Appendix-II)

5.7 Contributory Provident Fund & Gratuity:

Every employee of the institute appointed on a written contract shall be entitled to contributory provident fund and gratuity benefits. These benefits shall accrue to him from the Institute in accordance with the provisions of the Employees Provident Fund and Miscellaneous Act (as amended to date). In case an employee leaves the service of the Institute within two years he will not be entitled for contribution from the management in his CPF a/c i.e. while refunding the CPF management shall withdraw the contribution made by it and the interest, if any. In case an employee leaves the service of the Institute after two years up to ten years a part of the management contribution to his CPF a/c, depending upon the discretion of the management shall be withdrawn while refunding his CPF.

a) Contributory Provident Fund

As per employees Provident Fund & Miscellaneous Act.1952 provision is made to cover all Regular, Adhoc, Temporary Teaching & supporting staff of the institute under the contributory Provident fund.



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- Employees pension scheme, 1995 of C.P.F. is also applicable to the above employees.

b) Payment of Gratuity:

Gratuity act 1972 is applicable to regular employees of the institute.

1. The Institute has undertaken insurance link Gratuity scheme introduced by Life Insurance Corporation of India, P&GS Unit, Amravati, India.

5.8 Salary Advances:

Salary advances only on medical grounds may be sanctioned and given to the employee and recoverable within the same financial year or as decided by the competent authority. The institute will provide assistance to avail of Loans against CPF a/c as per prevailing norms of PF dept.



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Chapter 6
LEAVE RULES & REGULATIONS

6.1 Leave Rules:

As per the University Act 1994 and standard code of State Government leave rules will be applicable to the staff members of Shri Sant Gajanan Maharaj Institute of Engineering, Shegaon. However the nature of duties and the exigencies of situation provisions from Institute level is made available to adopt the leave practice. Mainly the institute staff is divided into two parts, i.e. teaching & non teaching.

1. Teaching Staff

1. Casual Leave (Regular)	15 Days
2. Casual Leave (Probation)	10 Days
3. Medical Leave (Regular/Probation)	10 Days
4. Casual Leave(Adhoc)	12 Days
5. Half Day Casual Leave	04 Days
6.#Winter/Summer Vacation	
# As declared in the Academic Calendar (Based on University Gazette)	

2. Supporting Staff (Laboratories)

1. Casual Leave (Regular)	15 Days
2. Casual Leave (Probation)	10 Days
3. Casual Leave (Adhoc)	12 Days
4. Medical Leave(Regular/Probation)	10 Days
5. Half Day Casual Leave	04 Days
6.#Winter/Summer Vacation	
# As declared in the Academic Calendar (Based on University Gazette)	

3. Supporting Staff (Administrative)

1. Casual Leave (Regular)	12 Days
2. Casual Leave (Probation)	10 Days
3. Casual Leave (Adhoc)	12 Days
4. Medical Leave (Regular/Probation)	10 Days
3*. Earned Leave	30 days
4. Summer Vacation	One week
5. Winter Vacation	Ten Days
6. Half Day Casual Leave	04 Days

*Earned Leave are to be en-cashed at the time of retirement

4. Staff of Essential Services
(Staff of Security/Maintenance/B&C/Driver)

1. Casual leave	12 Days
2. Medical Leave	10 Days



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5. **Duty leave-** The duty leave is permitted for all official works approved by the Competent Authority.

6. **Medical Leave** -Every regular employee of the college is entitled to avail ten (10) days Medical Leave on Full Pay basis per annum on submission of appropriate documents of illness or otherwise.

The unveiled Medical Leave of any regular employee shall be accumulated in his/her Medical Leave subject to a maximum of **120 days**. Employees availing leave on medical grounds must produce a fitness certificate from the concerned Medical Authority on resumption of duty. Such leave shall not be granted as leave preparatory to retirement.

7. **Special Leave**

The Special Leave is also granted in exceptional cases, depending on the seriousness and the need of the cause to be decided by the Competent Authority. Special Leave details are stated below:

Nature of Leave/Reasons	Numbers	Remarks
Maternity Leave	90 Days	Depend upon Health
Paternity Leave	05 Days	Leave applicable to Husband
Death of Mother, Father, Brother, Sister, Son, Daughter & Wife	13 Days	Leave to the employee
Death of Father-in-Law/Mother in-Law	13 Days	Applicable to the couple working at SSGMCE
Marriage – own/son/daughter	10 Days	Leave to the employee
Critical illness –Father/Mother/Son/ Daughter/Wife	10 Days	Leave to the employee

Note: Special Leave is applicable to all employees of the college

6.2 Provision of Lien: Provision of lien rules is restricted to the teaching members only. As and when Authority feels to depute any person on lien he or she should be deputed for a period of two years. At the request of employees this period can be extended for another one year. Further, no extension shall be entertained under any circumstances.

The leave applicant before proceeding for casual leave should apply to the HOD and make the necessary alternate arrangement for smooth functioning of the department. The concerned HOD should give the decision regarding the same on the same day.



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Chapter 7

MISCELLANEOUS

7.1 Classification of Employees (definitions)

- a) **Permanent Employee:** Means an employee appointed and approved by the Competent Authority and who is in the exclusive employment of the Institute and has been confirmed by an order in writing or has satisfactorily completed his probation period.
- b) **Adhoc Employee:** Means an employee appointed for a specified period through written contract entered between the Competent Authority of the institute or its representative and the person concerned.
- c) **Probationary Employee:** Means an employee appointed in a clear vacancy for a probation period of generally not more than two years and extendable once by one year only.
- d) **Officiating Employee:** Means an employee ordered by the Competent Authority to officiate on behalf of other employees during his leave, absence, vacancy or otherwise, for a period so stated in the order after which he ceases to be the officiating employee.
- e) **Employee Appointed against Leave, & Lien:** Means an employee appointed by the Competent authority against a leave reserve post or lien for specified period.
- f) **Casual Employee on a clock hour basis:** Means an employee whose employment is on the clock hour basis for a specific task.
- g) **Apprentice:** Means a person who is a learner and who may or may not be paid stipend during the period of his training.
- h) **Visiting Faculty:** Means a faculty whose services are obtained on occasional or intermittent basis as and when the demand arises and is also paid a lump sum amount intermittently.

Every employee as defined above shall be employed with an order in writing by Competent Authority with the Terms and Conditions of Services as may be stated therein except in the case of Casual and Apprentice employee who may be appointed on Muster Roll or by the mere letter in writing by the Competent Authority. If the Competent Authority fails to mention any terms or conditions of



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service in the appointment order, then the "SSGMCE Rules" shall be deemed to be service and conditions of employment.

7.2 Gradation of Members of the Staff:

The members of the staff of the Institute shall be graded in the following categories. The qualifications and the Pay Scales prescribed under AICTE / UGC / State Govt. Rules and / or approved by the Competent Authority shall apply.

- i) **Academic Staff:** This term shall include the followings:
 - a) Principal
 - b) Deans/HOD
 - c) Professor
 - d) Associate Professor
 - e) Assistant Professor
 - f) Physical Education Director
 - g) Librarian
 - h) Other Academic Posts as decided by the Board of Governance

- ii) **Technical Staff:** This term shall include the followings:
 - a) Programmer
 - b) Maintenance Engineer
 - c) Civil Engineer
 - d) Lab. Assistant
 - e) Lab Attendant
 - f) Instructor
 - g) Apprentice

- iii) **Administrative & Other Staff:** This term shall include the followings:
 - a) Registrar
 - b) Accountant
 - c) Superintendent
 - d) Head Clerk
 - e) Cashier
 - f) Senior Clerk
 - g) PA to Principal
 - h) Assistant Librarian
 - i) Clerk Cum Typist
 - j) Computer Operator
 - k) Library Assistant
 - l) Stores Keeper
 - m) Medical Officer
 - n) Attendants
 - o) Auto Driver
 - p) Peons
 - q) Security Guard
 - r) Other Administrative & Staff as decided by the Board of Governance.



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The Competent Authority may employ staff on a temporary basis in any of the above grades on the basis of the qualification prescribed for respective grades.

7.3 ALLOTMENT OF QUARTERS

A. Allocation of Quarters

Residential accommodation available in the campus shall be allotted as per the need and availability.

B. Essential Services and reservation of quarters :

(I) Staff members of the following categories shall have to stay in campus:

- a) Principal b) All HOD's c)Registrar d) Chief Warden e)Training & Placemen officer f) Medical officer g) Incharge Electricity h) Warden

D. General :

(1) Standard rate shall be decided on the basis of the type of Quarter and facilities provided inside the Quarters.

Sr. No	Type of Quarter	Rate per month
1	Eknath Bhavan	Rs. 1800/-
2	Namdeo Bhavan	Rs. 1800/-
3	Tukaram Bhavan	Rs. 1800/-
4	Tulsidas Bhavan	Rs. 2250/-
5	Other Small Quarter	Rs. 400/- per room

Retention of Quarters in case of removal from the services, sudden death of an employee, retirement or any other such case shall be at the discretionary power of the Competent Authority.

The Competent Authority shall be empowered to get vacated the Quarters of the employees who shall be going on long leave and in case of sponsorship if feels necessary.



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(6) Quarters sharing shall be allowed only with the permission of the Competent Authority in case of unmarried/single staff members.

In case of following misuse, the Competent Authority is empowered to get vacated the Quarters:

- a) Sublet the allotted Quarter to others.
- b) Damage to any part of the Quarter.
- c) Misuse of electrical connection
- d) Creating nuisance.
- e) Pet animals.
- f) Consumption of Alcohol/ Tobacco/ Gutka/ Banned Drugs/Non- vegetarian food.



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Chapter 8

T.A. & D.A.

A) T.A. is not a source of income of the employees. Employees should undertake tour with prior approval and sanction from the Competent Authority.

Institute rules of Traveling Allowance, Daily Allowance & Local Conveyances

TABLE-A

Daily Allowance Rate

I) Own arrangement by the employee

II)

Delhi, Mumbai, Calcutta, Chennai, Bangalore, Hyderabad	National/ State "A" Class Cities	National/ State "B" Class Cities	Not included in Columns Cities/ Villages
325	200	160	130

II) Employees reside in the Hotel

TABLE-B

Delhi, Mumbai, Calcutta, Chennai, Bangalore, Hyderabad	National/ State "A" Class Cities	National/ State "B" Class Cities	Not included in Columns Cities/ Villages
1000	800	650	500

Grade "A" Cities- Pune, Nagpur, Ahmedabad, Surat, Jaipur, Lucknow, Kanpur

Grade "B" Cities- Nashik, Vijayawada, Vishakhapattanam, Patna, Rajkot, Vadodara, Faridabad, Jamshedpur, Dhanbad, Kochi, Jabalpur, Bhopal, Indore, Amritsar, Ludhiyana, Coimbatore, Madurai, Meratha, Agra, Allahabad, Varanashi, Asansol.

Note: 1) Above stated rates are as per university notification dated 27.03.2010

2) If expenses are on the higher side as per above Table-"B", Competent Authority is empowered to consider the actual expenses incurred towards the lodging subject to produce receipt/documents.



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TABLE-C

Travelling expenses applicability of employees as per basic pay

A	Employees reached basic upto 12000 & above	Ordinary mail, express, passengers & super fast – 1 st class /AC 2 Tier
B	Employees reached basic upto 8000 & above	Ordinary mail, express, passengers & super fast – 1 st class /AC 3 Tier
C	Employees basic 8000 & below	Second Class Sleeper or actual bus fair

Note: Competent Authority is empowered to sanction class claim with flexibility based on circumstances

TABLE-D

III) Conveyance Allowance

1. Owned motor/jeep/car (Petrol/diesel) is Rs.9.00 PKM

Owned motor/jeep/car (Petrol/Diesel)
Rs.9.00 per km

2. 5% extra kilometer age is admissible on the actual distances of journey
3. Travelling charges for journey by own car, jeep, etc. shall be admissible to the husband/wife irrespective of its ownership. In case the journey is performed together fare shall be admissible to one member only.
4. A member shall have to produce an attested copy of registration certificate of his own vehicle while travelling TA bill.
5. There shall be ceiling on journey by own car/jeep uptown upto 1000 kms.
6. In case the journey is performed beside own vehicle, fare will be admissible only if taxi is hired at least by two members.
7. Higher side sanction if any at the discretion of the Competent Authority.

* More than 12 hours - Full D.A.

* 6 to 12 hours - 50% of admissible rate



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- Advance may be taken before proceeding for tour. Advance to be taken normally 90% of probable expenses for healthy settlement of claims.
- Submit T.A. /D.A. bills within one week after the completion of tour.
- As to avoid malpractice in T.A. /D.A. billing part is made obligatory to those who execute tour.
- Entitlement of claim seeker should be well defined by the management to avail privileges and benefits from the Institute as per the T.A. /D.A norms.
- The claim will be sanctioned as per rules and rate of the institute, but if the expenses are more, actual expenses may be sanctioned by the competent authority.



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Chapter -9

Incentives

9.I Stagnation Increment

- (1) Employees who have reached at the maximum in the pay scale drawing they are eligible to get two stagnation increments during service period. The first stagnation increment shall be released on two years after reaching at the maximum. Second stagnation increment shall release on two years after granting 1st stagnation increment.
- (2) Those drawing fixed or consolidated salary are not eligible for stagnation increment.



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Chapter – 10

Other Strategies

10.1 Conversion of Post:

Different posts with appropriate designation in Teaching & Non Teaching categories are in existence in the various departments of the Institute. However, provision is made to convert from one post to another required post with equivalent pay scale. In case Management & Competent Authority seeks any necessity to convert existing post into another post in the interest of Institute such provision would be applicable. Moreover justification for conversion for both the posts should be on substantial ground to upkeep natural justice.



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Chapter - 11

CONSULTANCY

In the following area Institute employees should undertake consultancy work & execute the same as per the stipulated norms.

- a. Computer based programme- Latest highly demanded courses to be introduced.
- b. Technical consultancy- From various organizations regular job orders to be undertaken.
- c. Management consultancy- Counselling & problem related with routine dealing of the organization.
- d. Through MBA/Management expert in all relevant area- Counselling & problem related with routine dealing of the organization.
- e. Seminars/Symposia/Workshops/National/International Seminar/Symposia/Workshop in the field to Workshop/ Technology Management/IT for Institute of repute Formulate yearly calendar & organize programmes from time to time. Especially tailor made strategy to be followed to fulfil the current needs.
- f. Industry Institute interface- Maintain present track & necessary liaison with industries.
- g. Consultancy in R & D should identify the area.
- h. General consultancy- Other than these areas which have not been covered in the point no. a to g.

MODE OF PAYMENT

Mode of payment is as per the rules framed by Shri Gajanan Invention And Research Centre (SGIARC) of the institute.



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APPENDIX –I

(Procedure for imposing major penalties)

1. Where it is proposed to hold inquiry against the employee, the Disciplinary Authority shall draw up or cause to be drawn up :-
 - a) The substance of imputation of misconduct or misbehavior into definite or distinct article of charge.
 - b) A statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain : Statement of all relevant facts, including any admission, or confession by the employee, and a list of documents by which, a list of witnesses by whom, the articles of charge are proposed to be sustained.
2. The Disciplinary Authority shall deliver or cause to be delivered to the employee, in Form-10 of Appendix-I appended to these rules a copy of the articles of charge, the statement of imputation of misconduct and misbehavior and a list of documents and of the witnesses by which each article of charge is proposed to be sustained, and shall by a written notice require the employee to submit to it within such time as may be specified in the notice, a written statement of his defence, and to state whether he desires to be heard in person.
- (3) (a) On receipt of the written statement of defense, the Disciplinary Authority may itself inquire into such of the articles of charges as are not admitted or if it considers it necessary to do so, appoint an Enquiring Authority for the purpose, and where all the articles of charge have been admitted by the employee, the Disciplinary Authority shall record its findings in each charge after taking such evidence as it may think, and shall act in the manner laid down in these rules.
 - (b) If no written statement of defense is submitted by the employee, the Disciplinary Authority may itself enquire into the articles of charge or may appoint Enquiring Authority.
 - (c) Where the disciplinary authority appoints the Enquiring Authority, may by an order appoint another employee or a legal practitioner as the Presenting Officer to present the case in support of the articles of charge therefore the Enquiring Authority. The employee may take assistance of any other employee to represent



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the case on his behalf, but may not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Disciplinary Authority, having regard to the circumstances so permits.

- (4) The Disciplinary Authority shall forward to the Enquiring Authority follows, namely: -
 - a) A copy of each of the articles of charge and the statement of imputation of misconduct or misbehavior.
 - b) A copy of the written statement of defense submitted by the employee.
 - c) Copies of the statements of witnesses.
 - d) The evidence proving the delivery of documents to the employee and
 - e) A copy of the order appointing the Presenting Officer.
- (5) The employee shall appear in person before the Disciplinary Authority of the Enquiring Authority on such day and at such time within 10 working days from the date of receipt by the employee of the articles of charge and the statement of imputation of misconduct or misbehavior as the Disciplinary or the Enquiring Authority may by notice in writing specify, or such further time not exceeding 10 days as the Enquiring Authority may allow.
- (6) The Disciplinary Authority may suo moto or on being moved by the employee against whom inquiry is instituted, for just and sufficient reason, transfer the proceedings to another Enquiring Authority constituted for the purpose.
- (7) If the employee who has not admitted any of the articles of charge in his written statement of defense, or has not submitted any written statement of defense, appears before the Disciplinary Authority or Enquiring Authority, it shall ask him whether he is guilty or has any defense to take and if he pleads guilty of any other articles of charge, it shall be recorded under the signature of the employee and of the Authority.
- (8) The Enquiring Authority shall return to the Disciplinary Authority the findings of guilt in respect of those articles of the charge to which the employee pleads guilty.



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- (9) If the employee fails to appear within the specified time or refuses to plead or admits to plead, the Enquiring Authority shall require the Presenting Officer to produce the evidence by which he proposes to prove articles of charge, and shall adjourn the case to a later date not exceeding 30 days, after recording the order that the employee may, for the purpose of preparing his defense, -
- (a) Inspect within 5 days of the order or within such further time not exceeding 5 days as the Enquiring Authority may allow, the documents specified in the list.
 - (b) Submit a list of witnesses to be examined on his behalf.
 - (c) Give a notice within 10 days of the order or within such further time not exceeding 10 days as the Enquiring Authority may be allowed the discovery or production of any documents, but not mentioned in the list, indicating the relevance of such documents.

(10) Whether the employee applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list, the Enquiring Authority shall furnish him such copies as early as possible, as and in any case not later than 3 days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

(11) (a) Where the Enquiring Authority receives a notice from the employee for the discovery of production of documents, the Enquiring Authority, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document by a specified date :

Provided that, the Enquiring Authority may, for reasons to be recorded in writing, refuse to requisition any of such documents, as are not relevant in the case.

(b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned documents, shall produce the same before the Enquiring Authority:

Provided that, if the authorities having the custody or possession of the requisitioned documents, is satisfied for the reasons to be recorded in writing that the production of all or any of such documents would be against the public interest, it shall inform



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the Enquiring Authority, and the Enquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition.

(12) (a) The inquiry shall be commenced on the date fixed by the Inquiring Authority and shall continue thereafter on the dates as may be fixed from time to time.

(b) The oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by the Disciplinary Authority. The witnesses may be examined by the Disciplinary Authority shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter without the permission of the Enquiring Authority. The Enquiring Authority may also put questions to the witnesses.

(c) Before the close of the case by the Disciplinary Authority, the enquiring Authority may allow the Presenting Officer to produce fresh evidence, not included in the list, or may itself call for new evidence or re-call and re-examine any witnesses, and in such cases, the employee shall be entitled on a copy of the list of further evidence. The Enquiring Authority shall give the employee an opportunity of inspection of documents before they are taken on record. The Enquiring Authority may also allow the employee produce new evidence, if it is necessary in the interest of justice:

Provided that, no new evidence shall be permitted unless there is an inherent lacuna or defect in evidence, which has been originally produced.

(d) When the Disciplinary case is closed, the employee shall be required to state his defense orally/written and it shall be recorded with the employee's signature on the same. A copy of the statement of defence shall be given to the Disciplinary Authority, the employee may examine himself, and the witnesses. They may be cross-examined by the Disciplinary Authority, re-examined by the employee and examined by the Enquiring Authority.

(e) After the employee closes his case and if the employee has not examined himself, the Enquiring Authority may generally question him on the circumstances appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.



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(f) The Enquiring Authority may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer, and the employee or permit them to file written briefs of their respective case.

(g) If the employee to whom a copy of the articles of charge has been delivered, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiring Authority or otherwise fails or refuses to comply with the provision of this rule, the Enquiring Authority may hold the enquiry *in absentia*.

(13) (a) Where the Disciplinary Authority is competent to impose any of the minor penalties, but not competent to impose any of the major penalties has itself enquired into or causes to be enquired into any of the articles of charge and the Authority having regard to its own findings or having regard to its decision on any of the findings of the Enquiring Authority appointed by it, is of the opinion that any of the major penalties should be imposed on the employee, that Authority shall forward the record of the enquiry to the Authority competent to impose major penalty and ensure documented evidence for the same.

(b) The Disciplinary Authority to which the records are forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witnesses and examine, cross-examine, and re-examine the witnesses, and impose on the employee such penalty as it may deem fit in accordance with these rules.

Provided that, if any witness is recalled, he may be cross-examined by the employee.

(14) Whenever any Enquiring Authority, after having heard and recorded the whole or in part of the evidence in an enquiry, ceases to exercise jurisdiction therein, and is succeeded by another Enquiring Authority which has such jurisdiction, the Enquiring Authority so succeeding shall act on the evidence so recorded by its predecessor and partly recorded by itself:

Provided that, if the succeeding Enquiring Authority is of the opinion that further examination of any of the witnesses, already recorded, if necessary in the interest of justice, it may recall, examine, cross-examine and re-examine him:



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Provided further that, if the witness is recalled, he may be cross examined by the employee.

(15) (a) After the conclusion of the enquiry, a report shall be prepared by the Enquiring Authority. Such report shall contain –

- i) Articles of charge and the statement of imputation of misconduct and misbehavior,
- ii) The defense of the employee in respect of each article of charge,
- iii) An assessment of the evidence in respect of each article of charge, and
- iv) The findings on each article of charge and the reasons therefore.
- v) Recommendation regarding the quantum of punishment.

(b) Where in the opinion of the Enquiring Authority, the proceedings the inquiry establish any article of charge different from an original article charge, it may record its findings on such article of charge.

Provided that, the findings on such article of charge shall not be recorded,, unless the employee has either admitted the facts on which such article or charge is based or has been provided a reasonable opportunity of defending himself against such article of charge.

(c) The Enquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of inquiry which shall include-

The report prepared by it

- (i) The written statement of defense submitted by the employee.
- (ii) The oral and documentary evidence produced in the inquiry,
- (iii) Written briefs filed by the Presenting Officer and the employee, and
- (iv) The orders, if any, made by the Disciplinary Authority and Enquiring

Authority in regard to the inquiry.

d) All such records shall be handed over by the Inquiry Officer to Principal in person confidential.




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

Dr. S. B. Somani
Principal

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

No.SGBAU/8/C-3490/2023

Date: 1 / 11 /2023

Name of the trust/Society :- Shri Gajanan Shikshan Sanstha, Shegaon.

Name of the College/Institute : Shri Sant Gajanan Maharaj College of Engineering,
Shegaon, Dist. Buldana.

WANTED

Application(s) are invited for the post following post(s) **Assistant Professor(s) , (Level-10)**

(For Engineering & Technology programme)

Sr.No.	Course / Subject / Paper	No. of Post(s)	Reservation		Remark regarding requirement of any specialization / allied / relevant subject.
			Category	No. of Post	
01.	Electrical Engineering	01	SC	01	As provided in G.R. dt. 11 Sept., 2019 under University Direction No. 50 of 2019.
		01	ST	01	
		01	VJ(A)	01	
		01	EWS	01	
		01	OPEN	01	
02	Electronics and Telecommunication Engg.	01	SC	01	
		01	ST	01	
		01	VJ(A)	01	
		01	OBC	01	
03.	Mechanical Engineering	01	SC	01	
		01	ST	01	
		01	NT(B)	01	
		01	NT(C)	01	
		01	EWS	01	
		02	OPEN	02	
04.	Computer Science and Engineering	01	SC	01	
		01	ST	01	
		01	VJ(A)	01	
		01	EWS	01	
		01	OPEN	01	
05	Information Technology	01	SC	01	
		01	ST	01	
		01	VJ(A)	01	
		01	OBC	01	
		01	EWS	01	
06	Civil Engineering	01	SC	01	
	Total	27	Total	27	

(समांतर आरक्षण भरण्यात येईल या अटीवर . समांतर आरक्षण पुढीलप्रमाणे आहे —महिला -२१, अपंग-०३, माजी सैनिक-३, खेलाडू -०३, अनाथ-०१, प्रकल्पग्रस्त -०१)

QUALIFICATIONS:-

B.E./B.Tech./B.S. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with First class or equivalent in any one of the degrees.

PAY SCALE :- As per A.I.C.T.E./State Government Rules.

Notes :-

1. If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

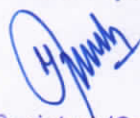
- Existing incumbents recruited as a faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M.Com / M.A. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13 March, 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed i.e. M.E./M.Tech./M.S. in relevant branch with First class or equivalent in any one of the degrees.
- The qualification of Ph.D. acquired for the various level of posts directly after B.E./B.Tech. is applicable in Technical Institutions, provided degree of Ph.D. awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering/Technology.
- For relevant/appropriate branch refer AICTE Notification dated 28th April, 2017 F No. 27/RIFD/pay/01/2017-18 and F.No. 27/AICTE/P&AP/Nomenclature/03/2020-21, dated 23/10/2020.

Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

PRINCIPAL / DIRECTOR

APPROVED



By Registrar (Coll.)
Sant Gadge Baba
Amravati University
Amravati

ole

जी.एम.सी.इ./३००/२०२४

दिनांक: ०२-०२-२०२४

प्रति,
उपकुलसचिव (महाविद्यालय)
संत गाडगे बाबा, अमरावती विद्यापीठ,
अमरावती

विषय : विद्यापीठाच्या संकेतस्थळावर जाहिरात प्रकाशित करणेबाबत.

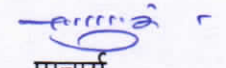
संदर्भ : १. विद्यापीठ पत्र क्र.संगाबा अवि/८/सी-३४९०/२०२३ दिनांक ०१-११-२०२३

२. विद्यापीठ पत्र क्र.संगाबा अवि/८/सी-३५२४/२०२३ दिनांक ०६-११-२०२३


महोदया,

उपरोक्त संदर्भाकित विषयान्वये आपणास कळविण्यात येते की सोबत दिलेली महाविद्यालयाची जाहिरात विद्यापीठाच्या संकेतस्थळावर प्रकाशित करावी.

आपला विश्वासु,


प्राचार्य
W M

संलग्न : वरील प्रमाणे


03/02/24
संत गाडगे बाबा अमरावती विद्यापीठ



SHRI GAJANAN SHIKSHAN SANSTHA'S
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING,
SHEGAON-444203, DISTT.BULDANA

Recognized by AICTE, New Delhi, Affiliated to Sant Gadge Baba Amravati
University, Amravati, Approved by the D.T.E., M.S. Mumbai

Phone Nos. 8669638081/082

Email: principal@ssgmce.ac.in

www.ssgmce.ac.in

As per Sant Gadge Baba Amravati University, Amravati Letter No.SGBAU/8/C-3490/ 2023 dated 01-11-2022

WANTED

Applications are invited for Full Time Regular Posts on plain paper as per following details in the faculty of Science and Technology/Humanities/Commerce & Management / Interdisciplinary Studies giving complete Bio-Data alongwith attested certificates of qualifications and experience should be sent in the name of Principal, Shri Sant Gajanan Maharaj College of Engineering, Shegaon – 444203, Dist-Buldhana by Speed / Registered Post only within 15 days from the date of advertisement.

S N	Subject / Course	Name of the Post	Category wise No. of Post							Total No. Of Post	
			OPEN	SC	ST	OBC	VJ-A	NT-B	NT- C		EWS
1	Electrical Engineering	Professor	--	01	--	--	01	--	--	--	02
		Associate Professor	01	01	--	--	01	--	--	--	03
		Assistant Professor	01	01	01	--	01	--	--	01	05
2	Electronics and Telecommunication Engineering	Professor	--	01	--	--	01	--	--	--	02
		Associate Professor	03	01	01	--	01	--	--	01	07
		Assistant Professor	--	01	01	01	01	--	--	--	04
3	Mechanical Engineering	Professor	--	01	--	--	--	--	--	--	01
		Associate Professor	01	01	--	--	01	--	--	--	03
		Assistant Professor	02	01	01	--	--	01	01	01	07
4	Computer Science and Engineering	Professor	01	01	--	--	--	--	--	--	02
		Associate Professor	01	01	--	--	01	--	--	--	03
		Assistant Professor	01	01	01	--	01	--	--	01	05
5	Information Technology	Professor	01	--	--	--	--	--	--	--	01
		Associate Professor	--	01	--	--	01	--	--	--	02
		Assistant Professor	--	01	01	01	01	--	--	01	05
6	Civil Engineering	Assistant Professor	--	01	--	--	--	--	--	01	
7	Physics	Assistant Professor	01	01	--	--	01	--	--	03	
8	Chemistry	Assistant Professor	--	--	01	01	--	--	--	02	
9	Mathematics	Assistant Professor	01	--	01	--	01	--	--	03	
10	Library	Librarian	01	--	--	--	--	--	--	01	
11	MBA	Professor	01	--	--	--	--	--	--	--	01
		Associate Professor	01	01	--	--	--	--	--	--	02
		Assistant Professor	01	01	--	01	01	--	--	--	04

(संमातर आरक्षण अटीवर - महिला-२१, अपंग - ०३, माजी सैनिक - ०३, खेळाडू - ०३, अनाथ - ०१, प्रकल्पग्रस्त - ०१- Certificates Mandatory)

Note : 1. For Qualifications / Experiences / Pay Scale and other details / conditions visit university website www.sgbau.ac.in and College website www.ssgmce.ac.in . See attachment.

2. Mandatory For Reserve Category – Caste / Validity Certificate/ Valid NCL. For EWS Category – EWS Certificate.

Principal

02022024



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON - 444203, DIST. BULDANA (MAHARASHTRA STATE) INDIA

* Recognized by A.I.C.T.E., New Delhi * Affiliated to Sant Gadge Baba Amravati University, Amravati
* Approved by the D.T.E., M.S. Mumbai. * Accredited by N.A.A.C. (UGC) Bangalore

Ph. : 091 - 7265 - 252116, 252216
Fax : 091 - 7265 - 252346

Email- principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website - www.ssgmce.org

By Registered Post

Ref.No. GMCE/EXTC/2017/

Date: 02/12/2017

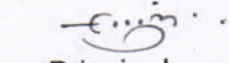
To,

Dr. M.N. Tibdewal

Sub: Your application for the post of **Professor / Associate Professor**
Subject - **Electronics & Telecommunication Engineering**
Under **Open Category**

Dear Applicant,

With reference to your above stated application; you are advised to attend and appear before the Selection Committee for an interview on **18/12/2017 at 10.30 a.m.** While attending an interview, you must bring all original certificates and testimonials to support your candidature.


Principal
M.

C-6623

(For Colleges other than Minority Educational Institutions.)

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.No. SGBAU/8/C- 24 /2018,
Date : 4 / 01 / 2018.

To,

The Principal,
Shri Sant Gajanan Maharaj
Engineering College,
SHEGAON.

Subject:- Subject:- Pro-Vice-Chancellor's Nominees and panel of Five Subject Experts recommended by Hon'ble Pro-V.C., for Constitution of Selection Committee, for appointment of Proessor/Associate Prof/Assistant Professor(s) / Librarian /Director of Physical Education And Sports in colleges, as per Direction No. 42/2011, 6/2017.

Ref'nce : 1) Your letter No. एस.जी.एस.एस. /7/2017, dt. 10.07.2017.
2) University letter No. SGBAU/8/C- 1695/2017, dt. 06.09.2017.

Sir,

With reference to your above referred letter, it is to inform you that, the Hon'ble Pro-Vice Chancellor is pleased to nominate the following persons on the Selection Committee and recommended a panel of five Subject Experts, for Constitution of Selection Committee for appointment of Assistant Professor(s) / Librarian / Director of Physical Education and Sports, in affiliated colleges :-

Sr.No.	Subject / Post (Reservation if any)	Two Nominees of the Hon'ble Pro-V.C.	Panel of Five Subject Experts recommended by the Hon'ble Pro-V.C.
1	2	3	4
01.	Civil Engg. a) Associate Prof. -I Open. c) Assistant Prof.- I SC	** 1. Prof.Dr.S.H. Mahure, Babasaheb Naik Coll of Engineering, Pusad, Dist.Yavatmal. ** 2. Prof.Dr.P.S. Pajgade, Prof.Ram Meghe Institute of Tech. & Research, Badnera Rly.	1. Prin.Dr.S.K. Deshmukh, College of Engg. & Techn., Akola. 2. Prof.Dr.A.R. Mundhada, Prof.Ram Meghe Institute of Technology & Research, Badnera Rly. 3. Prof.Dr.N.W. Ingole, Prof.Ram Meghe Institute of Technology & Research, Badnera Rly. 4. Prof.Dr.K. Ravi, Babasaheb Naik Coll. of Engg., Pusad. 5. Prof.S. Murti, Govt. Engg. College, Amravati.

(NOTE: The Chairperson of the Governing body has to nominate two Subject Experts not connected with the college, out of a panel given in column No. 4 and the same be communicated to the concerned accordingly, alongwith copy of this letter.)

The date and time of the meeting of the Selection Committee may be communicated to the members directly well in advance under intimation to this office.

The expenses towards T.A. & D.A. of the members of Selection Committee will have to be borne by the College. Payment of the same be made at the time of meeting to the members. Call letters to the eligible applicants should be sent well in advance by Registered Post only.

Yours faithfully,

Srpahj
Dy. Registrar (Colle.)
Sant Gadge Baba
Amravati University,
Amravati.

Copy forwarded for information and necessary action to Hon'ble Pro-V.C's Nominee

1. Prof. S.H. Mahure, Babasaheb Naik College of Engineering, Pusad, Dist.Yavatmal.
2. Prof.Dr.P.S. Pajgade, Prof.Ram Meghe Institute of Technology & Research, Badnera Rly.

**The nominees of the Hon'ble Pro-Vice-Chancellor are informed to send the report of the Selection Committee, which they should obtain from the Principal, before leaving the place of Interview, to the University seperately within eight days from the date of Selection Committee meeting, in the Sealed Envelop.

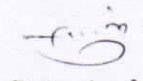
The Hon'ble Pro-Vice-Chancellor hopes and trusts that, it will be possible for you to serve on the above Selection Committee. However, it may please be confirmed.

Srpahj
Dy. Registrar (Colle.)
Sant Gadge Baba
Amravati University,
Amravati.

Name of the Society : Shri Gajanan Shikshan Sanstha, Shegaon
 Name of the College : Shri Sant Gajanan Maharaj College of Engineering, Shegaon
 Interview for the post of : Professor
 Subject : Electronics & Telecommunication Engineering
 Category : Open

Attendance- Sheet

SN	Name	Signature	Date of Interview	Time
01	Dr. K.B. Khanchandani	<i>Khanchandani</i>	18/01/2017	10. AM
02	Dr. R.S. Dhekekar	<i>Dhekekar</i>	18/1/2017	9.45 AM
03	M.N. Tibelewal	<i>Tibelewal</i>	18/1/2017	9.45 AM
04				
05				
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18				
19				
20				
21				



Principal

Shri Sant Gajanan Maharaj
 College of Engg. Shegaon

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**Name of the College:** Shri Sant Gajanan Maharaj College of Engineering, Shegaon

List of the Candidates who have been called and appeared for the interview for the post of Professor, Electronics & Telecommunication Engg., Open Category

SN	Name of the Applicant with Full Address	Academic Qualifications						Professional Qualification if any	Teaching Experience if any with the name of the institution	Whether belongs to SC/ST/VJ/NT, etc	Date of Advt. & name of news paper in which it was adv.	Name of the Candidates selected in order of preference	Remarks	
		Graduation Level B.E./B.Tech.			Post Graduation Level M.E./M.Tech.									M.Phil./Ph.D./NET/SET
		Yr. of pass (a)	Div. (b)	% of mark (c)	Yr. of pass (a)	Div. (b)	% of marks (c)							
1	2	3			4			5	6	7	8	9	10	11
01	Kamlesh B. Khanchandani Sindhi Colony, Near National Highschool, Shegaon	1989	I	67.85	1998	I	63.00	Ph.D.2006	-	28 Yrs at SSGMCE, Shegaon Approved as Lecturer from 1995-96 & onwards and Assistant Professor from 2008-09 & onwards	Open	Hitvada & Deshonnati dated 5/9/2017	①	
02	Manish Narayandas Tibdewal Chandralok Society, Shegaon	1990	I	65.85%	2002	I	69.07%	Ph.D. 2017	-	w.e.f. 2/9/91 at SSGMCE, Shegaon. Approved from 1995-96 & onwards as Lecturer	Open	Hitvada & Deshonnati dated 5/9/2017	②	

03	Ram Shankarrao Dhekekar State Bank of India Colony, Shegaon	1989 65.00	1998 61.00	Ph.D. 2014		w.e.f. 3/8/1989 SSGMCE Shegaon. Approved from 1991-92 & onwards as a Lecturer	Open	-do-	(3)	
04	Sanjay Lalchandji Badjate B-102, Gondwana Dhruv Complex, Nagpur	1990 65.68	1998 75.04	Ph.D. 2010	-	Tota 26 Yrs Approved 1997-98 & onwards at JDIT, Yavatmal as Lecturer and 2003-04 as Asstt.Prof. and 2011-12 & onwards at JBjit, Nagpur as Professor	Open	-do-		Absent
05	Nitiket Nijanand Mhala Saisakha, Padmawati Nagar, Lohgad Apt., Wardha	1991 68.28	2002 65.00	Ph.D. 2012	-	Total 22 Yrs Approved as a Professor from 2012-13 & onwards at BDCOE, Sevagram	Open	-do-		Absent

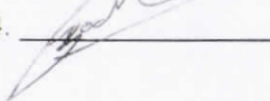
A) Certified that in response to advertisement given by the college in above mention (Column No.9) newspapers for recruitment to the post of the teacher in the subject mentioned above in all 05 applications were received, out of which 05 applicants were called for interview and only 03 attended the interview. Details of qualification/ experience, etc. mentioned against the name of each applicant are verified from original testimonials.

B) Certified that those who were not called for an interview, do not possess requisites academic qualifications or for the reasons mentioned below.

Date: 18/01/2018

Place: Shegaon

Signatures of the Members of the Selection Committee.

1.  2.  3. _____ 4.  5.  6.  18/01/2018 x 7.  18/1/18 8. _____

CERTIFICATE

(To be given by the Principal alongwith the proposal for approval of Teacher)

- 1) That the Selection Committee was constituted in accordance with the provisions of Direction No. 55/2010 and no unauthorized person was allowed in the Selection Committee meeting.
- 2) That only eligible candidates were called for interview and that call letters were sent to the candidates under certificate of posting well in advance
- 3) That statement of candidates applied for the post and called for interview was prepared and submitted to the members of the Selection Committee.
- 4) The approved Draft of the advertisement and advertisement published in News Papers were brought to the notice of the Selection Committee.
- 5) That Caste-Certificate in case of B.C. candidate have been verified and found to be correct.
- 6) That reason for not selecting the duly qualified candidates or not giving the preference have been recorded by the Selection Committee.

Place : Shegaon
Date : 18-01-2018

Signature with name & Seal of the
Principal

PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon


AMRAVATI UNIVERSITY, AMRAVATI**FORM OF APPROVAL FOR THE APPOINTMENT OF TEACHERS.**

1)	Name of the College	:	Shri Sant Gajanan Maharaj College of Engg., Shegaon			
2)	Subject in which the teacher is to be approved	:	Electronics and Telecommunication Engineering			
3)	Name of the teacher whose appointment is to be approved	:	Dr. Manish Narayandas Tibdewal			
4)	a)	Name of the Post	:	Professor		
	b)	Nature of the post to be filled in	:	Full-time		
	c)	Nature of the Vacancy to be filled in	:	Clear		
5)	Whether University expert/ Nominee was present on the Selection Committee.		:	Yes		
6)	Whether the teacher whose appointment is to be approved, is first in the order of merit recommended by the Selection Committee		:	Yes		
7)	i)	Does the appointee belongs to Reserved category / Caste	:	NO		
	ii)	If yes, name of the Category	:	----		
	iii)	Had the Caste Certificate been verified and found to be correct	:	----		
8)	Qualifications and academic record of concerned teacher					
	Name of the Examination	Month & Year	Name of Board/ University	% of Marks	Class	Subject & Specialisation at P.G. Level, if any
	1.	2.	3.	4.	5.	6.
	i) H.S.C.	March 1986	Nagpur	50	II	Science
	ii) U.G.- B.E.	June 1990	Amravati Uni.	65.85	I	Industrial Electronics
	iii) Post, Graduate – M.E.	June 2002	SGBAU, Amravati	69.07	I	Electronics
	iv) Ph.D.	2017	IIT, Kharagpur	--	--	Electronics & Biomedical Engineering
	v) Other Qualification SET/NET etc.	-	-	-	-	-
9)	Teaching Experience at Senior College Level		:	10 Years		
10)	Other Experience		:	Total 26 Years Teaching Experience		

- 11) i) Certified that **Dr. Manish Narayandas Tibdewal** possessing qualification as per the advertisement. His appointment as a **Professor** in the subject **Electronics and Telecommunication Engineering , Clear** vacancy be approved from **2017-18**.
- ii) Certified that the information furnished above has been verified by me personally from original certificates and true copies of the statement of marks are enclosed herewith.
- iii) The following documents are enclosed:-
- a) Certificate (Proforma No.SGBAU/8/2/2011)
 - b) Form of approval for the appointment **Professor**
(Proforma No. SGBAU/8/3/2011 & Proforma No. SGBAU/8/7/2011)
 - c) Selection Committee report in Original. (Proforma No. SGBAU/8/4/2011)
 - d) List of candidate who have been called and appeared for interview (Proforma No.SGBAU/8/5/2011)
 - e) Copy of the advertisement approved by the University.
 - f) Two original newspapers in which advertisement was published.
 - g) Attested xerox copies of Marksheets, Caste Certificates,NET/SET/ Ph.D.certificate etc.
 - h) Attested copy of Experience Certificates / University approvals if required.
 - i) Attendance sheet of Candidates. (Proforma No. SGBAU/8/6/2011)

The proposal completed in all respect is submitted herewith for kind consideration of Hon'ble Vice-Chancellor.

Date : 23-01-2018


Dr.S.B.Somani
Signature with name and seal of the
Principal
PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

अमरावती विद्यापीठ, अमरावती

संलग्नित महाविद्यालयांत शिक्षकांच्या निवडीच्या मान्यतेसंबंधीची माहिती

१)	महाविद्यालयाचे नांव	:	श्री संत गजानन महाराज अभियांत्रिकी महाविद्यालय, शेगांव
२)	प्रस्तावाचे वर्ष	:	२०१७-२०१८
३)	विषय	:	परमाणू व दुरसंचार अभियांत्रिकी
४)	संबंधीत विषयाच्या एकूण तासिका	:	१४ (प्रत्येक आठवड्या करिता)
५)	त्या विषयाकरीता कार्यरत शिक्षकांची नांवे व त्यांचा कार्यभार आणि रिक्त तासिका	:	यादी सोबत जोडली आहे.
६)	रिक्त पदांचे विवरण	:	
	अ) स्थायी / अस्थायी / लीन / लीव्ह.	:	स्थायी
	ब) पुर्णकालीन / अंशकालीन / तासिकेप्रमाणे	:	पुर्णकालीन
	क) खुले / राखीव	:	खुला
	ड) राखीव पदाची वर्गवारी	:	---
७)	जाहिरात प्रसिध्दीस दिल्याची तारीख व वृत्तपत्रांची नांवे	:	१. दैनिक देशोज्ञती, दिनांक ०५-०९-२०१७ २. हितवाद, दिनांक ०५-०९-२०१७
८)	निवड समिती नियमानुसार गठीत झालेली होती काय ?	:	होय
९)	निवड समितीच्या उपस्थित सभासदांची नांवे	:	१. श्री.श्रीकांत एस.पाटील २. डॉ. एस.बि.सोमानी ३. डॉ. एस.ए.लडके ४. प्रा.व्ही.यु.काळे ५. प्रा.डॉ.एस.एम.देशमुख ६. प्रा.डॉ.यु.ए. बेलोलकार
१०)	निवड समितीच्या सभेची तारीख	:	१८-०९-२०१८
११)	मुलाखती करीता उपस्थित असलेल्या उमेदवारांची संख्या	:	०३
१२)	निवड समितीने शिफारस केलेल्या उमेदवारांचे क्रम व त्यांची नांवे.	:	१) डॉ. कमलेश भागचंद खानचंदाणी २) डॉ. मनिष नारायणदास टिबडेवाल ३) डॉ. राम शंकरराव ढेकेकर
१३)	शिफारशीलेल्या उमेदवाची वर्गवारी (एस.सी./एस.टी./व्ही.जे./एन.टी./ओ.बी.सी./ खुला)	:	खुला
१४)	निवड समितीचा अभिप्राय	:	प्राध्यापक या पदाकरिता वरिल उमेदवारांची शिफारस केलेली आहे.


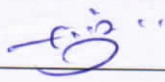



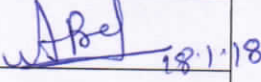
प्राचार्याची स्वाक्षरी व शिक्का
प्राचार्य (कृ.मा.पा.)

श्री संत गजानन महाराज
अभियांत्रिकी महाविद्यालय, शेगांव.

SELECTION COMMITTEE REPORT

The Selection Committee meeting was held on 18/01/2018 at **Shri Sant Gajanan Maharaj College of Engineering, Shegaon** to select the candidate for the post of **Professor in Electronics & Telecommunication Engineering** (subject) for **Open** Category. The post was already advertised in (1) Daily Deshonnati & (2) The Hitvada dated 05/09/2017 News Papers.


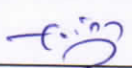

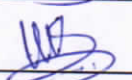


Selection Committee

SN	Constitution	Name	Signature
1	Chairperson of the Governing Body of College or his nominee (Chairman)	Shri Shrikant S.Patil	
2	Principal of the concerned college	Dr.S.B.Somani	
3	Head of the Dept. of concerned subject	-	
4	Nominee of the Pro-Vice-Chancellor	1.Prin.Dr.S.A.Ladhake	
5	Nominee of the Pro-Vice-Chancellor	2. Prof.V.U.Kale	
6	Subject Expert recommended by the Pro-Vice-Chancellor	1.Prof.Dr.S.M.Deshmukh	 18/01/2018
7	Subject Expert recommended by the Pro-Vice-Chancellor	2.Prof.Dr.U.A.Belalkar	 18/1/18
8			

In all 05 applications were received against the advertisement and 05 candidates were called for an interview by the college. Out of which 03 candidates were attended the interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment.

1. Dr. K. B. Khanchandani
2. Dr. M. N. Tibdewal
3. Dr. R. M. Dhekekar

Signature of the Members of the Selection Committee:

1. 
2. 
3. _____
4. 
5. 
6. 
18/01/2018
7. 
8. _____

Toi
REQ
3/8

SANT GADGE BABA AMRAVATI UNIVERSITY.

No.:- SGBAU/8/C-2018/2018.

Date:- 01 / 08 / 2018.

To,

The Principal,
Shri Sant Gajanan Maharaj
College of Engineering,
Shegaon, Dist. Buldna.

Subject :- Approval to the recommendations of Selection Committee for the post of Professor/Associate Prof./ Assistant Prof.

- Reference :-**
- 1) Your letter No. जी.एम.सी.ई. /693/2017, dt. 26.12.2017.
 - 2) Your letter No. जी.एम.सी.ई. /749/2018, dt. 23.01.2018.
 - 3) Your letter No. जी.एम.सी.ई. /818/2018, dt. 06.02.2018.
 - 4) University letter No. Sgbau/8/C-586/2018, dt. 13-04-2018.
 - 5) Your letter No. जी.एम.सी.ई. /72/2018, dt. 03.05.2018.

Sir,

The proposal submitted by you vide above letter along with the report of the Selection Committee for the post of **Professor/Associate Prof./ Assistant Prof.** in the subject /Post mentioned in column No. 5 of the following table was considered by the Hon'ble Pro Vice-Chancellor in accordance with the provisions of the Direction No. 63 /2010, Direction No. 42/ 2011, Direction No. 8/2017.

In this connection, it is to inform you that, the Hon'ble Pro Vice-Chancellor is pleased to approve the recommendations of the Selection Committee as mentioned below in Column No.6.

It is to inform you that, in case the post is reserved for Backward Class Category, the Principal should obtain the Caste Validity Certificate of the competent authority, before issuing the appointment order to the candidate, as prescribed in Govt. Resolution No. (1) एसटीसी-१३९९/प्र.क्र.-२/का.-१० Dated 9th September,1999 (2)एसटीसी-१०९९/प्र.क्र.-१४ /का.-१०, Dated 16th August ,2000 & Govt. Resolution No. एसबीसी-१२-२०००/२५२/प्र.क्र.-१ /इमाव.-५, Dated 25.1.2000.

TABLE

Sr. No	Name of the Candidate	Category of		Subject/Post	Decision of the Hon'ble Pro Vice-Chancellor
		Post	Candidate		
1.	2.	3.	4.	5.	6.
01.	Dr. G.M. Dhole	Open	Open	Electrical Engg. (Professor)	Recommendations approved for the session 2017-2018 and onwards.
02.	Dr. S.R. Paraskar	Open	Open	Electrical Engg. (Professor)	Recommendations approved for the session 2017-2018 and onwards.
03.	Dr. S.P. Trikal	Open	Open	Mechanical Engg. (Professor)	Recommendations approved for the session 2017-2018 and onwards.
04.	Dr. K.B. . Khanchandani	Open	Open	Electronics & Telecommunication Engg. (Professor)	Recommendations approved for the session 2017-2018 and onwards.
05.	Dr. M.N. Tibdewal	Open	Open	Electronics & Telecommunication Engg. (Professor)	Recommendations approved for the session 2017-2018 and onwards.



SHRI GAJANAN SHIKSHAN SANSTHA

SHEGAON - 444203, DIST. BULDANA (M.S.), INDIA

(Public Trust No.F-569/Bul-83)

S.S. PATIL
Chairman

Ph.(07265) 252116, 252216, Fax-252346
email - principal@ssgmce.ac.in & Website - www.ssgmce.org

Ref.No.GMCE/2018/10

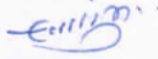
Date: 01/08/2018

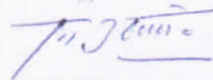
To
Dr.M.N.Tibdewal
Chandralok Society,
Shegaon-444203

This is with reference to your application for the post of Professor in Electronics & Telecommunication Engineering at Shri Sant Gajanan Maharaj College of Engineering, Shegaon, you were appeared before a duly constituted University Selection Committee meeting on 18/01/2018. Your name has been recommended by the Committee for the post of Professor in Electronics & Telecommunication Engineering.

In this connection, the Management is pleased to appoint you as a Professor in Electronics & Telecommunication Engineering at Shri Sant Gajanan Maharaj College of Engineering, Shegaon w.e.f. 01/08/2018 as per Sant Gadge Baba Amravati University approval letter No. SGBAU/8/C-2018/2018 dated 01/08/2018 under **Open** Category.

1. You will be paid in the Pay Band of Rs. 37400-67000 with AGP of Rs.10, 000/-with other allowances as prescribed by Shri Gajanan Shikshan Sanstha from time to time.
2. Your appointment is on a full time basis and you will not be permitted to engage yourself in any outside business, private coaching, consultations, agency, profession, tuitions, and or any other type of outside work either with or without remuneration without permission of the Shri Gajanan Shikshan Sanstha.
3. You have to discharge the duties during working hours. In case of emergency or urgency, authority may utilize your services as and when required. You will perform such duties as prescribed for the post and as may be assigned by the authorities. In case of quitting the job, you have to submit three months prior notice in writing or pay three months salary. It is binding for everybody.
4. You will have to observe strict secrecy and confidentiality in regard to the college and its Management.
5. If your integrity and trustworthiness is deviated from the institutions functioning you will be liable for appropriate Penal Action.
6. Your services may be terminated without any notice and without assigning any reason in the event it is observed that your performance is not satisfactory and / or your behavior is not suitable in the interest of the institution during the period of your service.
7. The decision of the authorities in the matter of your performance and conduct shall be absolute, final and conclusive.
8. You will have to submit proof regarding your date of birth, educational qualification and two copies of passport size photograph while reporting for duty. You will also have to submit a physical fitness certificate from the Medical Officer approved by Shri Gajanan Shikshan Sanstha as and when instructed accordingly.
9. Your job responsibilities as per AICTE include teaching, including Laboratory work; Research activities & research guidance; Leading consultancy projects; Curricular Development & developing source materials; innovation in teaching, Laboratory work and Instructional materials; Continuing educational activities; academic and administrative planning and development work at departmental and assisting at Institutional level; student counseling and interaction; Co curricular and extra curricular activities and any other duties assigned from time to time by the authority.
10. If the above terms & conditions are acceptable to you, please endorse and send your acceptance on the enclosed duplicate copy of this letter.


PRINCIPAL


CHAIRMAN

Copy to: 1) The Account Section, 2) Personal File

To,
The Principal
SSGMCE, Shegaon

Date : 19/05/2023

Sub. : Requirement of 04 full time Teaching faculty 02 Lab Assistant and 02 Lab. Attendant in Information Technology Department.

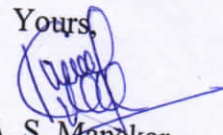
Respected Sir,

As per the above cited subject, I under signed requesting you to please allocate / depute 04 Teaching Faculty, 02 Lab Assistant and 02 Lab Attendant for Information Technology Department on or before 15 June 2023.

Sir above requirement is very necessary in view of various accreditations. Sir our department SFR is not matching to any rule of accreditation, it's too high. Please allocate 04 Teaching Faculty, 02 Lab Assistant and 02 Lab Attendant for Information Technology Department.

Thanking you,

Yours,


Dr. A. S. Manekar
HOD, IT

Recd
19/5

To,
Est. Tech
20th May 2023



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ
COLLEGE OF ENGINEERING,
SHEGAON-444203, DIST-BULDANA (M.S.)**

Ph.Nos. 8669638081/82

email-principal@ssgmce.ac.in

Website www.ssgmce.ac.in

RECRUITMENT

Applications are invited on plain paper for the post of **Faculty** in Computer Science and Engineering / Information Technology / Mechanical Engineering. Send the updated resume by email to principal@ssgmce.ac.in on or before 30th June 2023.

Qualifications:

1. As per AICTE / UGC / SGBAU Norms.
B.E./B.Tech. and M.E./M.Tech. in Appropriate Discipline with First Class
2. Details regarding qualifications, experience and other details / conditions are available at the SGBAU Website www.sgbau.ac.in

- Note:**
1. The Institution require Qualified and committed employee.
 2. The Institution requires employee in Accordance with the Goals and Policies of the Organization.
 3. All Rights are reserved with the Competent Authority.

Date: 22-05-2023

Principal

Submitted for approval, if any

(Handwritten signature)

(Handwritten initials)

Personal Interview 20th June 2023

Registrar <registrar@ssgmce.ac.in>

Tue 6/13/2023 11:00 AM

Cc:SSGMCE Principal <principal@ssgmce.ac.in>

Bcc:samiksha.lohe6@gmail.com <samiksha.lohe6@gmail.com>;ghuikarnayana@gmail.com
<ghuikarnayana@gmail.com>;sumitsagane@gmail.com
<sumitsagane@gmail.com>;nemade.parul90@gmail.com
<nemade.parul90@gmail.com>;deshmukhpp1992@gmail.com
<deshmukhpp1992@gmail.com>;kalyanigholap11@gmail.com
<kalyanigholap11@gmail.com>;deokate.gd@gmail.com
<deokate.gd@gmail.com>;pgangaitkar@gmail.com <pgangaitkar@gmail.com>

Dear Applicant,

This is with reference to your application for the post of Faculty in Computer Science and Engineering / Information Technology; you are advised to attend and appear before the Selection Committee for Personal interview on **Tuesday, 20th June 2023 at 10.00 a.m.** (sharp) at Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Dist.Buldhana, Maharashtra.

While coming to SSGMCE, Shegaon, kindly bring all the original certificates along with an updated hard copy of CV, photocopies of certificates & passport size photographs. Document verification will be done on the same day.

You are requested to confirm your willingness for the Personal Interview by return mail at registrar@ssgmce.ac.in immediately. **No TA/DA will be paid.**

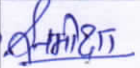
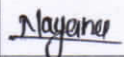
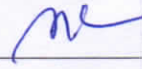


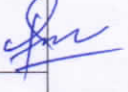
In case of any query in this regard, contact with Registrar on mobile No.9822770820

Dr.S.B.Somani

Principal, SSGMCE, Shegaon

ATTENDANCE SHEET

1. Name of the College : Shri Sant Gajanan Maharaj College of Engineering, Shegaon
2. Personal Interview for the post of : Faculty, CSE/IT
3. Date of Personal Interview : 20/06/2023
4. Time : 10.00 a.m.





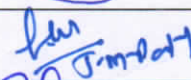


SN	Name of the Candidates	Mobile No.	email	Signature
01	Samiksha Subhash Lohe	9881779663	samiksha.lohe6@gmail.com	
02	Nayana Manoj Ghurkar	7499340477	ghurkarnayana@gmail.com	
03	Dr V. B. Mose	9421991869	vbmose2005@rediffmail.com	
04	Paawli G. Nemade	8669037701	nemade.paawli90@gmail.com	
05	Sumit S. Sagane	9405419629	Sumitsagane@gmail.com	
06	Pratik Anantkar	9766881088	pratikantkar@gmail.com	
07				
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SHRI SANT GANANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

SELECTION COMMITTEE REPORT

The Selection Committee meeting was held on 20/06/2023 at 11.00 a.m. at Shri Sant Gajanan Maharaj College of Engineering, Shegaon to select the candidate for the post of Faculty Computer Science and Engineering/Information Technology. The advertisement for recruitment was published on college website www.ssgmce.ac.in

SELECTION COMMITTEE

SN	Name	Designation	Signature
01	Hon'ble Shri Shrikantdada Patil	Executive Member (Sanstha)	
02	Hon'ble Shri S.M.Shinde	Secretary (Sanstha)	
03	Hon'ble Shri Vedant Patil	Founder Member (Sanstha)	
04	Dr.S.B.Somani	Principal	
05	Dr. Jaikumar Patil	I/c, Subject Expert	
06	Dr.A.S.Manekar	HOD(concerned)	
07	Prof.A.V.Patil	Registrar	
08	Dr. Santosh Bothe	Subject Expert	

In all _____ applications were received. Out of which _____ candidates were attended the personal interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment at SSGMCE.

Signature of the Selection Committee-

1. Pratik Gopal Angaitkar
2. Parul G Nemade
- 3) Nayana Ghuikar

Signature of Executive Member


Principal

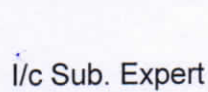
Signature of Secretary

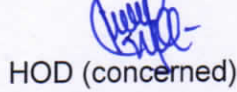

Secretary


Signature of Founder Member


Founder Member


Principal


I/c Sub. Expert


HOD (concerned)


Registrar


Subject Expert



SHRI GAJANAN SHIKSHAN SANSTHA'S
Shri Sant Gajanan Maharaj
College of Engineering
SHEGAON – 444203, DIST.BULDHANA (M.S.)
(Registration No.F-569/BULDHANA-83)

Website : ssgmce.ac.in

Ref.No. SGSS/3121183

Date: 03/07/2023

To,
Mr. Pratik Gopalrao Angaitkar
Plot No.69, Balaji Nagar
Amravati.

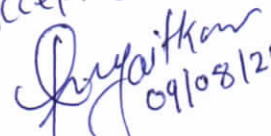
This is with reference to your personal interview held on 20th June, 2023 for the post of Assistant Professor in the department of Information Technology. In this connection, the Management is pleased to appoint you as an Assistant Professor in the department of Information Technology at Shri Sant Gajanan Maharaj College of Engineering, Shegaon.

1. Your appointment is on an ad-hoc basis from **03/07/2023 to 27/04/2024** or at the end of the academic session. Your services will be continued subject to academic performance, feedback and approval of the affiliating university (SGBAU).
2. You will be paid a consolidated salary of Rs. 65,000/- per month.
3. Your appointment is on a full time basis and you will not be permitted to engage yourself in any outside business, private coaching, consultations, agency, profession, and tuitions and or any other type of outside work either with or without remuneration without permission of Shri Gajanan Shikshan Sanstha.
4. You have to discharge the duties during working hours. In case of emergency or urgency, the Competent Authority may utilize your services as and when required. You will perform such duties as prescribed for the post and as may be assigned by the authorities. In case of quitting the job, you will be relieved of your services at the end of the academic session or submit one month advance intimation or pay one month salary. The Management decision will be final in this regard.
5. You will have to observe strict secrecy and confidentiality in regard to the college and its Management.
6. Your services may be terminated without any notice and without assigning any reason in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of Shri Gajanan Shikshan Sanstha, Shegaon.
7. The decision of the authorities in the matter of your performance and conduct shall be absolute, final and conclusive.
8. You will have to submit the proof regarding your date of birth, educational qualification and two copies of passport size photograph while reporting for duty. You will also have to submit a physical fitness certificate from the Medical Officer approved by the Shri Gajanan Shikshan Sanstha, as and when instructed accordingly.
9. Your job responsibilities as per AICTE include Teaching, Laboratory Work, Research Activities, Research Guidance, Consultancy Projects, Curricular Development & Developing Source Materials, Continuing Educational Activities, Academic and Administrative Planning and Development Work at Departmental and Institutional Level, Student Counseling, Co-curricular and Extra Curricular Activities and Innovation in Teaching, Laboratory work and Instructional Materials & any other duties assigned from time to time by the competent authority.
10. If the above terms & conditions are acceptable to you, please endorse and send your acceptance on the enclosed duplicate copy of this letter.


Principal


Secretary

Copy to: 1. The Accountant, 2. Personal File

Accepted

09/08/23