



"Empowerment through quality technical education"  
Dr D Y Patil Educational Enterprises Charitable Trust's

# AJEENKYA

## DY PATIL SCHOOL OF ENGINEERING

(Formerly known as DY Patil School of Engineering)

AICTE ID - 1-3847411

AISHE Code: C-46648

DTE Code: EN6732

SPPU PUN Code: CEGP015720

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

## Criteria 6

### 6.2: Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

Supporting documents

Sr. No.	Parameter	Document Link
1	Functioning of the Institutional Bodies	<a href="#">Institute Perspective Plan Document</a>
2		<a href="#">Institute Strategic Plan</a>
3		<a href="#">Institute Organogram</a>
4		<a href="#">Institutional Staff Policy</a>
5		<a href="#">List of members of committees &amp; cells</a>
6		<a href="#">Department Advisory Board (DAB) Minutes of meeting (MoM) and Action Taken Report(ATR)- Sample</a>
7		<a href="#">Dean R &amp; D Minutes of meeting (MoM) and Action Taken Report(ATR)-Sample</a>



Principal

Ajeenkya DY Patil School of Engineering, Lohegaon, Pune



DR. D. Y. PATIL GROUP

"Empowerment through quality technical education"  
Dr. D. Y. Patil Educational Enterprises Charitable Trust's

Ajeenkya D. Y. Patil Group of Institution's Technical Campus  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)  
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**(Accredited by NAAC)**

### Perspective Plan 2018-2022

The Perspective plan of Dr. D. Y. Patil School of Engineering is fundamentally based on Vision, Mission, Quality Policy & Quality Objectives of the institute.

- Explore and introduce new discipline based on local and global needs and provide more options for prospective learners.
- Encourage & explore value added courses through technology adoption to reach out to more number of students to make them industry ready.
- Introduce NSDC skills base courses for enhancing placement activities.
- Encourage technology adoption for admission, teaching learning and evaluation.
- Learning Management System (LMS) for Teaching Learning.
- Improve promotion pathways and strengthen faculty policies and processes, increase retention of faculty and bolster excellence in teaching, learning.
- Acquire quality talent with desired skills meeting requirement of Statutory Regulatory Authority.
- Faculty development programs on continues basis to enhance the skills and competencies in newer age requirements.
- Motivate more faculty members for higher education and also for promoting & strengthening various research activities.
- To conduct academic national / international conferences every year for promoting research on thrust areas & for resource mobilization to infuse new learning.
- Foster new research collaborations that result in sustainable initiatives to increase research funding, collaborations, publishing in peer-reviewed journals, creative works and national and international recognition.
- Promote industry partnership and consultancy for new research and development.
- Additional resource mobilization by Consultancy projects, Research Grants from Govt and Non-Govt Organizations.
- To increase involvement of students in Research & Consultancy activities.
- Encourage student innovations through Technology Business Incubator (TBI).
- Awards and recognitions for teachers and researchers.

  
**Principal**



Dr. Ajeenkya D. Y. Patil Knowledge City, Chakan (Bk), Via - Lohegaon, Pune-412 105  
Dr. D. Y. Patil School of Engineering, Lohegaon, Pune-412 105  
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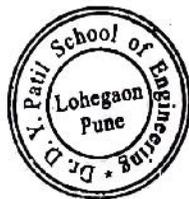
(Accredited by NAAC)

• Promote quality culture by certifications, accreditation, autonomy..etc;

1. Strengthen academic and financial audits.
2. Research Centers & Centre of Excellence.
3. Permanent Affiliation to affiliating university.
4. 2 (f) & 12 (B) recognition.
5. NABL accreditation for consultancy
6. ISO Certification & Accreditation.
7. NAAC accreditation with higher grade
8. NBA accreditation to all departments.
9. Academic Autonomy.

Dr. F. B. Sayyad  
Principal  
**Principal**

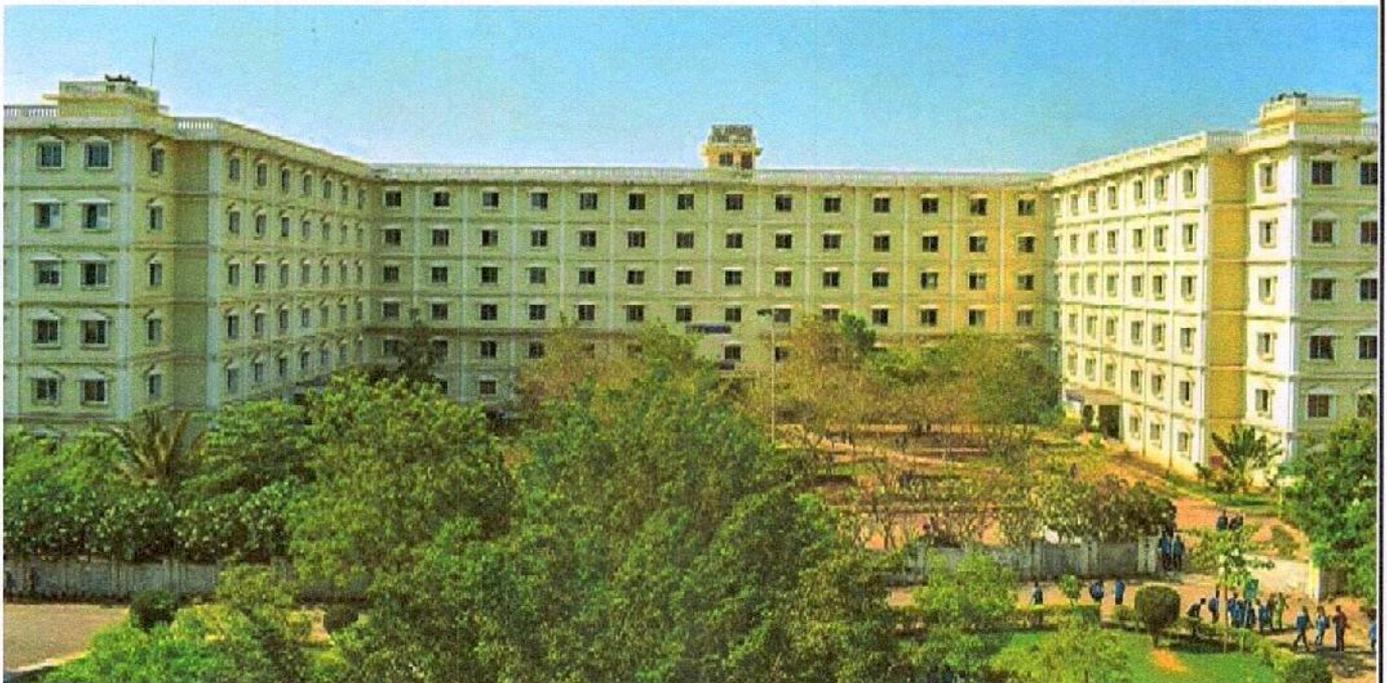
Dr. D. Y. Patil School of Engineering  
Lohegaon, Pune.





**Ajeenkya D Y Patil School of Engineering**

## Strategy Development and Deployment



Submitted to  
NAAC  
By

  
**PRINCIPAL  
ADYPSOE, PUNE**

**Ajeenkya D Y Patil School of Engineering, Pune.**



## Ajeenkya D Y Patil School of Engineering

### Message

I hereby express my heartfelt appreciation for the dedicated efforts and outstanding achievements of the entire Dr DY Patil School of Engineering team in formulating and implementing the Strategic Plan & Deployment for the academic years 2018-19 onwards.

It is truly commendable to witness the overall development and strategic planning reflected in the meticulous academic documentation. The innovative and novel approaches to both practical and theoretical teaching and learning have undoubtedly set a benchmark for excellence. The institute's commitment to continuous improvement and the successful realization of its vision is truly noteworthy.

I am particularly impressed by the comprehensive Academic Plan and Strategic Management, which exhibit careful planning and preparation for the academic year 2018-2019. The dedication to excellence in education is evident in the efforts to enhance the quality of teaching and learning methods. The focus on implementing best practices and fostering a culture of research and innovation is highly commendable. Moreover, the foresight to set a trajectory for the next 5 years with a dedicated assessment period speaks volumes about the institution's commitment to continuous improvement. I am confident that this approach will not only elevate the quality of education but also contribute to the overall growth and development of Dr DY Patil School of Engineering.

Lastly, the success in securing a good number of placements reflects the institution's commitment to providing students with practical exposure and ensuring their successful transition into the professional world.

I extend my best wishes to you, the IQAC, all HoDs, and the entire faculty for the successful implementation of the strategic plan. May your collective efforts continue to bring laurels to DYP SOE, making it a beacon of excellence in education and congratulate all of you once again and entrust you to impart Quality Education at DYP SOE.



Dr. Ajeenkya DY Patil  
Chairman,  
(Dr D Y Patil School of Engineering)

  
PRINCIPAL  
ADYPSOL, PUNE

# Ajeenkya DY Patil School of Engineering

## Preface

The vision and mission of an organization play a major role in reaching by deliberate approach, execution methods, and procedures, directing the institution in reaching standards at par with reputed institutes, for which detailed continuous planning is set in checking the present and future challenges faced in implementation and striving to reach short and long term goals are scrutinized to meet the need of the hour. The strategic plan needs careful observation of the requisite of all stakeholders and related mutual contribution in reaching the goal of upholding the reputation by keeping the trust of the organization by all stakeholders.

A document of Self-Assessment is used to check the institutional strengths, weaknesses, opportunities, and challenges of an organization putting forth a positive effort by reframing the specific needs in Academic Excellence. The institute strives to contribute to implementing various aspects of administrative potential for internal and external stakeholders and formulate the relevant methods as per the need for measurable targets.

DYPSOE- Dr DY Patil School of Engineering was Established in the year 2010, located at Charholi (Bk.) village, Pune, Maharashtra aims to lead the way in the field of Technical Education. The institute has a sprawling green lush campus with a congenial environment of education of Technical courses in Civil Engineering, Computer Engineering, Electronics and Telecommunication Engineering, and Mechanical Engineering.



# Ajeenkya DY Patil School of Engineering

**Vision:** “Empowerment through quality technical education”

**Mission:**

- To achieve excellence in teaching, learning, and research
- To impart skill-based education to meet the needs of industry and society
- To excel as a center of excellence in technical education
- To inculcate social and ethical values among the students

**Quality Policy:**

We strive to impart quality technical education through academic excellence and provide the best of facilities to satisfy the needs and expectations of the students and stakeholders.

**Core Values & Objectives:**

*Attainment of Students Excellence, Staff Excellence, and Institute Excellence.*

- Enhance professionalism with good human values.
- Encouraging students to become productive, participating citizens.
- Support the mission and vision of the Institute.
- Focus on student and stakeholder needs.
- Continuously evaluate and improve programs, services, systems, and policies
- Promote creativity and innovation in all activities.
- Recognize and support staff and student contributions.
- Create a healthy atmosphere for an effective teaching–learning process.
- Encourage interdepartmental collaboration.
- Recognize, appreciate, and celebrate the strength of diversity.
- Encouraging students to become productive, participating citizens.
- Sharing of experience, knowledge and skills.



  
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## *Strength, Weakness, Opportunity and Challenges (SWOC) Analysis*

*(As per Peer Team Report of NAAC Cycle-1)*

### **1.2 Strength, Weakness, Opportunity, and Challenges (SWOC)**

#### **Institutional Strength:**

1. Adequate physical infrastructure exists.
2. Committed Management.
3. Locational advantage being in city of Pune.
4. Committed & dedicated faculty & staff.
5. Strong administrative support to academic, cultural programs and student services.
6. Attractive urban campus with well-equipped laboratories and physical infrastructure.

#### **Institutional Weakness:**

1. Less number of students from out of state
2. Institute has not attracted externally funded research projects.
3. Lack of consultancy work.
4. Research culture is missing in the institute
5. A few faculties with Ph.D. qualification
6. Quality of publication is less & poor.

#### **Institutional Opportunity:**

1. Dr DY Patil brand name to be utilized effectively for marketing & communication.
2. Resource generation through research & consultancy
3. Attracting funded projects
4. Skill development programs for teaching & non-teaching staff progression.
5. Make DYP SOE technical institution synergizing between all stakeholders.

#### **Institutional Challenge:**

1. Availability of qualified faculties.
2. High cost of delivering program
3. Regular investment to keep pace with emerging technologies.
4. Competing with other technical institutions under Savitribai Phule Pune University.
5. Campus Placement of all students with good placement.



  
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## Strategic Goals

Dr DY Patil School of Engineering & Management team after brainstorming the Vision, Mission, Quality Policy, Core Values, Environmental Factors, and SWOC analysis has reached the step of defining the Institution's Strategic Goals for A.Y. 2018 to 2022.

1.	To revise the vision and mission of the institute in line with the industry needs & ensure the effective functioning of the institute through a revised institutional organogram.
2.	Explore and introduce new disciplines based on local & global needs.
3.	Well-planned curriculum, implementation, and robust feedback mechanism. Introduce a Learning Management System (LMS)
4.	To foster new research collaborations and research & innovation ecosystem. Resource Mobilization for Research & Publications
5.	To strengthen the infrastructure and learning resources.
6.	To promote industry partnerships and consultancy
7.	To increase the involvement of students in research & consultancy
8.	To ensure quality initiation, quality enhancement, quality sustenance, & quality assurance through IQAC
9.	Technology adoption in Teaching-Learning Evaluation.
10.	To strengthen curriculum planning & implementation
11.	To strengthen the student's support system and alumni Engagement
12.	To ensure good governance, leadership, and management.
13.	To participate in various accreditations, certifications & rankings
14.	To conduct regular quality audits and ensure progressive improvement.
15.	To obtain ISO Certification
16.	To obtain NABL Accreditation
17.	To obtain NBA accreditation
18.	To obtain academic & administrative autonomy.



  
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## Strategic Planning, Implementation and Monitoring for the Academic Year 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23.

Sl. No.	Measuring Parameters	Planning	Implementation	Monitoring
1	<b>Effective Teaching Learning Process</b>	<ul style="list-style-type: none"> <li>Academic planning and preparation of Academic Calendar</li> <li>Development of teaching plan as per OBE</li> <li>Preparation of Lesson Plan based on CO &amp; PO mapping</li> <li>Use of more teaching aids and adopt more ICT</li> <li>Development of e-learning resources</li> <li>Promote research culture &amp; facilities</li> <li>Provide mentoring and personal support &amp; follow a transparent and fair feedback system</li> <li>Conduct training based on need analysis evaluation parameters and benchmarking</li> <li>Continuous assessment to measure outcomes.</li> <li>Performance assessment &amp; action taken</li> </ul>	<ul style="list-style-type: none"> <li>No. of teaching aids</li> <li>Syllabus completion</li> <li>Mini projects, Major projects, Seminars</li> <li>No. of learning resources</li> <li>No. of student counseling/mentoring/training sessions conducted.</li> <li>Result of examinations (Pass, First classes, Distinctions)</li> <li>Graduate attribute attainment levels</li> <li>student feedback</li> </ul>	Principal, HODs, Faculty and Staff
2	<b>Leadership and Participative Management</b>	<ul style="list-style-type: none"> <li>To follow reporting structure</li> <li>Decentralize the academic, administration and student-related authorities &amp; responsibilities</li> <li>Prescribe duties, responsibilities and accountability</li> <li>Portfolio assignments</li> <li>Establishment of functional committees</li> </ul>	<ul style="list-style-type: none"> <li>Reporting structure in place</li> <li>Decentralization in various domains - academic, administration, staff welfare, student development, infrastructure management –appointments - code of conduct - duties, responsibilities, and accountability</li> <li>Functional of statutory committees – no. of meetings/semester, minutes of meetings</li> <li>Planning &amp; implementation</li> </ul>	Principal, HODs, Faculty
3	<b>Internal Quality Assurance System</b>	<ul style="list-style-type: none"> <li>Establishment of IQAC done</li> <li>Framing of Quality Policy, Process Manuals &amp; Standard Operating Procedures &amp; publishing regularly</li> <li>Formation of Quality Monitoring Committee &amp; functioning</li> <li>Educating and training of all employees</li> <li>Periodic check &amp; guidance for quality improvement</li> </ul>	<ul style="list-style-type: none"> <li>Number of IQAS initiatives/semester</li> <li>Audits Reports</li> <li>AQAR submission</li> </ul>	IQAC team

  
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		<ul style="list-style-type: none"> <li>• Establishment of an audit team and process</li> <li>• Audit for remedial measures</li> <li>• Promoting best practices</li> <li>• Annual report preparation &amp; submission</li> </ul>		
4	<b>Good Governance</b>	<ul style="list-style-type: none"> <li>• Vision, Mission development &amp; their articulation in every key position</li> <li>• Inclusion of industrialists &amp; academicians in the GB, CDC &amp; IQAC &amp; DAB</li> <li>• Evaluation of Institute's performance and benchmarking</li> <li>• Institutional strategic goals setting</li> <li>• Institutional Strategic development plan Monitoring and Implementing the Quality Management Systems</li> <li>• Following organizational structure</li> <li>• Smooth Working of statutory committees</li> <li>• Establishing e-governance</li> <li>• Leadership development through decentralization</li> <li>• Establishing an internal audit committee</li> <li>• Code of conduct and policy formulation, approval and implementation</li> <li>• Establishing fair and transparent performance appraisal system</li> </ul>	<ul style="list-style-type: none"> <li>• GB selection (Inclusion of Academicians &amp; Industrialist)</li> <li>• No. of GB meetings</li> <li>• Vision Mission, Dissemination &amp; Review</li> <li>• Organizational structure in place</li> <li>• Degree of decentralization</li> <li>• Degree of e-governance</li> <li>• Resource mobilization</li> <li>• Staff appraisal in place</li> <li>• Service rules &amp; benefits</li> </ul>	Principal, HODs
5	<b>Student's Development and Participation</b>	<ul style="list-style-type: none"> <li>• Budget allocation for student development programs and activities</li> <li>• Students Trainings &amp; Placement Activities</li> <li>• Formation of student council</li> <li>• Student's representation in various committees and cell</li> <li>• Participation in competitions</li> <li>• Organizing competitions</li> <li>• Rewards &amp; recognitions of achievers</li> <li>• Participation in extracurricular activities</li> <li>• Participating in social and welfare activities</li> </ul>	<ul style="list-style-type: none"> <li>• Number of student participation</li> <li>• Number of sports, technical, and cultural events organized</li> <li>• Regional, National &amp; International competitions participated.</li> <li>• Regional, National &amp; International recognitions received.</li> <li>• Sports infrastructure provided.</li> <li>• Funding for sports</li> </ul>	Principal, HODs, Admission team, Students section, Sports Director



  
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6	<b>Staff Development &amp; Welfare</b>	<ul style="list-style-type: none"> <li>• Recruitment Policy formation &amp; implementation</li> <li>• Staff performance evaluation system</li> <li>• Staff Training for quality improvement</li> <li>• Best possible work facilities &amp; infrastructure facilities</li> <li>• Code of conduct, service rules &amp; leave rules &amp; Staff welfare policy</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Staff attending training programs</li> <li>• Staff training programs organized.</li> <li>• Sponsorships for higher education</li> <li>• Number of staff welfare programs</li> </ul>	Chairman & Principal
		<ul style="list-style-type: none"> <li>implementation</li> <li>• Career advancement schemes</li> <li>• Rewards, recognitions and incentives</li> <li>• Deputation for seminars, conferences and workshops etc.</li> <li>• Sponsorship/ Motivation for qualification improvement</li> <li>• Support for research, consultancy, innovations</li> </ul>	<ul style="list-style-type: none"> <li>• Staff awards/ recognitions/ incentives</li> </ul>	
7	<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Framing &amp; implementation of Purchase and Financial Policies</li> <li>• Department Budget planning and allocation</li> <li>• Forecasting income &amp; expenditure</li> <li>• Effective functioning of the purchase committee</li> <li>• Plans for Emergency Fund</li> <li>• Budget formulation &amp; approval through Finance Committee</li> <li>• Periodic Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Budget forecasting income &amp; expenditure</li> <li>• Utilization / Allocation of funds</li> <li>• Internal &amp; External Audit</li> </ul>	Principal, Secretary
8	<b>Industry-Institute Interaction</b>	<ul style="list-style-type: none"> <li>• Formation of industry institute interaction cell</li> <li>• Memorandum of Understandings (MoU) with industries</li> <li>• Support for internships, visits, trainings, guest lectures</li> <li>• Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum.</li> <li>• Providing opportunities for Industry based/sponsored projects</li> <li>• Providing career guidance</li> <li>• Strengthen training &amp; placement</li> <li>• Establishing innovation centers</li> </ul>	<ul style="list-style-type: none"> <li>• No. of active MOUs</li> <li>• No. of Initiatives/activities through MOUs</li> <li>• No. of IIC meetings/ year</li> <li>• No. of Initiatives / contributions by IIC</li> </ul>	Principal, HODs



  
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9	<b>Entrepreneurship</b>	<ul style="list-style-type: none"> <li>Establishment of Entrepreneurship Development Cell</li> <li>Effective functioning of entrepreneurship development Cell</li> <li>MoUs with organizations for entrepreneurship development</li> <li>Providing training &amp; guidance for entrepreneurship development</li> <li>Bringing more experts in the field for seminars, lectures, and workshops for entrepreneurship development</li> <li>Establishing incubation centers</li> <li>Promoting, sponsoring and facilitating entrepreneurship development</li> </ul>	<ul style="list-style-type: none"> <li>No. of entrepreneurship training organized /participated</li> <li>No. of graduates becoming entrepreneurs</li> <li>Activities of incubation center</li> </ul>	Principal, TPO & HODs
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10	<b>Research and Innovation</b>	<ul style="list-style-type: none"> <li>Dedicated R &amp;D facilitation center</li> <li>Establish and develop Laboratories with more research facility</li> <li>Fund generation through Project proposals</li> <li>Apply for Government/ Non-Government industry, sponsored funds</li> <li>Collaborations with Government and private Institutes, Universities, and Research Organizations</li> <li>Applying for a patent</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of R&amp;D Lab</li> <li>Getting funds from funding agencies</li> <li>Improve Publications</li> <li>Participation in Conference &amp; Seminars</li> <li>Proposal &amp; Organizing Conference &amp; Seminars</li> </ul>	Principal, HODs, R&D Team
11	<b>Internal Revenue Generation</b>	<ul style="list-style-type: none"> <li>Establishing infrastructure for revenue generation</li> <li>Identification and Strengthening of IRG activities</li> <li>Policy for Incentives for Revenue generation plans</li> <li>Successful implementation of Internal revenue generation plans</li> <li>Advertising &amp; marketing</li> </ul>	<ul style="list-style-type: none"> <li>Industry Sponsorships</li> <li>Funding raised through sponsored Projects.</li> <li>Consultancy /Testing Services,</li> <li>Alumni Contribution</li> <li>Philanthropy- Donations</li> </ul>	Principal, HODs
12	<b>Alumni Interaction</b>	<ul style="list-style-type: none"> <li>Formation of Alumni association, participation and registration</li> <li>Database creation, Regular interactions with alumni, and networking</li> <li>Recognition of successful alumni</li> <li>Leverage for guest lecturers/internships/placements/training/ entrepreneurship Exploring Contributions</li> </ul>	<ul style="list-style-type: none"> <li>Alumni database</li> <li>Number of interactions</li> <li>Support for internships/placements/ projects/ consultancy</li> <li>Contribution towards students development</li> </ul>	Principal, HOD, Alumni Team



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		<ul style="list-style-type: none"> <li>Brand ambassadors</li> <li>Sponsorships/scholarships/fund generation</li> </ul>		
13	<b>Community Services and Outreach Activities</b>	<ul style="list-style-type: none"> <li>Budget from institution resources/Faculty/ students/ other donors</li> <li>Identify community and social development work</li> <li>Identify challenges of society for development work</li> <li>Provide vocational training /job-oriented training as per local needs at the institute</li> <li>Educational support to village people</li> <li>Conducting awareness camps</li> </ul>	<ul style="list-style-type: none"> <li>Number of training/ awareness camps provided</li> <li>Number of social projects undertaken</li> <li>Number of Skill development programs for weaker sections</li> <li>Number of social welfare or outreach programs done</li> <li>Number of people who benefited from each program</li> </ul>	Principal, HOD, NSS team
14	<b>Physical Infrastructure</b>	<ul style="list-style-type: none"> <li>Infrastructure building development &amp; modification</li> <li>Smart Classrooms, Tutorials, Seminar halls</li> <li>Modernization of Laboratory &amp; equipment More ICT enabled</li> </ul>	<ul style="list-style-type: none"> <li>Number of classrooms added</li> <li>Removal of obstacles</li> <li>New Laboratories added</li> <li>New equipment added</li> <li>Annual budget allocated &amp;</li> </ul>	Chairman & Members of GB, Secretary
		<ul style="list-style-type: none"> <li>classrooms</li> <li>Library infrastructure upgradation</li> <li>System upgradation</li> <li>Functional facilities for e-learning</li> <li>Safety &amp; Security Management</li> <li>Water facility &amp; Medical facility</li> <li>Developing sports (indoor/outdoor) facilities</li> <li>Plantations &amp; Rainwater harvesting</li> <li>Renewable Energy usage</li> <li>Hygiene, zero plastic &amp; green campus</li> <li>Recycling of water</li> </ul>	<ul style="list-style-type: none"> <li>utilized</li> <li>Harvesting and recycling of water</li> <li>Renewable energy source development</li> <li>Green initiatives</li> </ul>	Trustee Board, GM, Deputy Manager/ Director
15	<b>Student Development Activity in Placements</b>	<ul style="list-style-type: none"> <li>Placement Drive for the passed out students</li> <li>Giving required training to students as per Company requirements</li> <li>Conduct Carrier Guidance to students</li> </ul>	<ul style="list-style-type: none"> <li>Number of career guidance training</li> <li>Number of skill development programs</li> <li>Number of vocational training</li> <li>Number of placement drives organized</li> <li>Number of placement drives participated</li> <li>Number of placements</li> </ul>	Principal, HOD, IPO



  
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16	<b>Accreditation NAAC</b>	<ul style="list-style-type: none"> <li>Planned to go for NAAC SSR Submission in 2022-23</li> </ul>	<ul style="list-style-type: none"> <li>Working for it; yet to submit in the month of December- 2023</li> </ul>	Principal, IQAC, HOD, Faculty
17	<b>Certification by an International Organization for Standardization (ISO)</b>	<ul style="list-style-type: none"> <li>In AY: 2019-20 Planned to get Quality Management System (QMS) ISO 9001:2015 and Management System for Educational Organization ISO 21001:2018</li> </ul>	<ul style="list-style-type: none"> <li>We received Two ISO Certification</li> <li>Continue efforts will be made for subsequent surveillance audits</li> </ul>	Chairman, Principal, HOD, Faculty
18	<b>Certification by NABL</b>	<ul style="list-style-type: none"> <li>In AY: 2019-20 Planned to get accreditation by NABL</li> </ul>	<ul style="list-style-type: none"> <li>We received NABL accreditation in AY 2021</li> </ul>	Chairman, Principal, HOD, Faculty
19	<b>Commitment of Final Year Result</b>	<ul style="list-style-type: none"> <li>For AY 2018-19 to 2022-23, Average result of passed students is 91.2%</li> </ul>	<ul style="list-style-type: none"> <li>Subject revision as per students' demand and discussion of previous Question Papers.</li> </ul>	Principal, HOD, Faculty



  
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## Strategic Planning (2018-2022)

Strategic Goal	Strategic Planning
Good Governance	<p>Governing Body:</p> <ul style="list-style-type: none"> <li>▪ Supervisory and approving policy matters, Staff Recruitments, annual budgets</li> <li>▪ Evaluation of institutions' academic performance and benchmarking.</li> <li>▪ Smooth Working of statutory committees.</li> </ul>
	<p>Vision, Mission, and Institution Strategic Goals:</p> <ul style="list-style-type: none"> <li>▪ Vision, Mission progress &amp; their delivery.</li> <li>▪ Setting short-term and long-term goals.</li> <li>▪ Institutional Strategic development plan.</li> </ul>
	<p>Leadership &amp; Transparency management:</p> <ul style="list-style-type: none"> <li>▪ Policies formulation, approval &amp; implementation.</li> <li>▪ Service Rules circulations</li> <li>▪ Student &amp; Staff Grievance Redressal mechanism</li> <li>▪ Decentralization of leadership management</li> <li>▪ Implementation e-Governance in administrative, Student support, etc.,</li> </ul>
	<p>Internal Quality Assurance Cell &amp; Accreditation:</p> <ul style="list-style-type: none"> <li>▪ Monitoring</li> <li>▪ Conduct an internal audit committee to monitor compliance.</li> <li>▪ Systems, checks and balances, Remedial measures.</li> </ul>
Rankings, Accreditations, Certifications	<ul style="list-style-type: none"> <li>▪ Discussion in the Governing Body, CDC about participation in various rankings, accreditation &amp; certifications.</li> <li>▪ Resource planning &amp; budget approval for quality initiatives.</li> <li>▪ Preparation for the Accreditation &amp; and certifications.</li> </ul>



# Ajeenkya DY Patil School of Engineering

Physical Infrastructure	<ul style="list-style-type: none"> <li>▪ Upgrade the Classrooms, Tutorials, Seminar halls, conference halls.</li> <li>▪ State of the art Laboratory &amp; equipment</li> <li>▪ Up gradation Library infrastructure &amp; e-learning</li> <li>▪ Emerging sports (indoor/outdoor) facilities</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ Strengthen Hobby clubs &amp; Canteen facilities.</li> <li>▪ Increasing Transport facilities</li> <li>▪ Rainwater harvesting and plantations.</li> <li>▪ Developing facilities to improve the energy saving &amp; management.</li> <li>▪ Solid waste management (zero plastic usage)</li> <li>▪ Developing facilities for efficient usage of recycled wastewater.</li> </ul>
Teaching & Learning	<ul style="list-style-type: none"> <li>▪ The improvements in teaching &amp; learning infrastructure keeping in line with the changing pedagogy and its implementation like aggressive adoption of ICT through improved facilities in classrooms, e-classrooms, skill development centers, laboratories, library, Wi-Fi enabled classrooms.</li> <li>▪ Innovation Ecosystem to support research culture.</li> </ul>
Library & Information Centre	<ul style="list-style-type: none"> <li>▪ Budget allocation for library &amp; information center.</li> <li>▪ Books, journals procurement, storage, and retrieval</li> <li>▪ Digitization of Library resources</li> <li>▪ Resources automation &amp; Access (24X7)</li> </ul>
Industry & Institute Collaborations	<ul style="list-style-type: none"> <li>▪ Formation of industry institute interaction cell</li> <li>▪ Identify branch-wise preferred industries &amp; companies.</li> <li>▪ Identification of potential areas of research</li> <li>▪ MoUs with industries</li> <li>▪ Support for internships, visits, trainings, guest lectures</li> <li>▪ Providing opportunities for Industry based/sponsored projects.</li> <li>▪ Providing career guidance &amp; Strengthen training &amp; placement.</li> <li>▪ Establish centers of excellence &amp; skill development centers.</li> </ul>



# Ajeenkya DY Patil School of Engineering

	<ul style="list-style-type: none"> <li>▪ Professional bodies membership.</li> </ul>
Internal Quality Assurance & Assessment cell	<ul style="list-style-type: none"> <li>▪ Setting up of IQAC team</li> <li>▪ Intermittent checks and guidance</li> <li>▪ Recognizing achievements &amp; best practices</li> <li>▪ Choose an accreditation/certification agency.</li> <li>▪ Establish academic audit process &amp; audit teams.</li> </ul>
Research & Development	<ul style="list-style-type: none"> <li>▪ Enhancing R&amp;D laboratory</li> <li>▪ Dedicated R&amp;D facilitation &amp; documentation center.</li> <li>▪ Competent technical staff for R&amp;D labs.</li> <li>▪ Establishing a center of excellence.</li> <li>▪ Establishing Consultancy cell.</li> <li>▪ Startup of maker Space – Product and development.</li> <li>▪ Focus on Product development. Starting of patent cell.</li> <li>▪ Patent filing, Scaling up &amp; commercialization.</li> </ul>
Training & Placement	<ul style="list-style-type: none"> <li>▪ Setups dedicated T&amp;P Team.</li> <li>▪ Conduct Awareness Programs</li> <li>▪ Conduct Value added Programs.</li> </ul>
MOUs and relationship management	<ul style="list-style-type: none"> <li>▪ Internships planning and execution.</li> <li>▪ Developing Data base of various potential industries/companies.</li> <li>▪ Modernization of infrastructure (Videoconferencing, interview &amp; conference rooms).</li> </ul>
Entrepreneurship	<ul style="list-style-type: none"> <li>▪ Establishment of dedicated EDP cell.</li> <li>▪ Identification of emerging areas of entrepreneurship.</li> <li>▪ Identify interested students for entrepreneurship.</li> <li>▪ Identify mentors from successful entrepreneurs from Alumni/others.</li> <li>▪ Formal training on entrepreneurship.</li> </ul>

  
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# Ajeenkya DY Patil School of Engineering

Alumni Interaction	<ul style="list-style-type: none"> <li>▪ Strengthen Alumni association and engagement.</li> <li>▪ Establish an alumni association office on campus and engage students.</li> <li>▪ Database updating and alumni interactions</li> <li>▪ Establish global chapters and networking</li> </ul>
Social Activities	<ul style="list-style-type: none"> <li>▪ Study rural projects and challenges under NSS/NCC/UBA.</li> <li>▪ Conduct awareness programs in villages/ communities.</li> <li>▪ Conducting health awareness camps &amp; Blood Donation camps.</li> </ul>

## Strategy Implementation and Monitoring

Strategic development plan once approved by Governing Body and the progress shall be measured from time to time through the IQAC. Hence the measurable success indicators are clearly spelt out in the implementation document. The principal along with academic members and other team member will be the custodian for the strategic plan and its deployment.

### Implementation at the Institute level

#### Statutory and Non-Statutory Committees/Cell

Sr. No.	Committees/Monitoring Authorities
1	Governing Body (GC)/Board of Governors
2	College Development Committee (CDC)
3	Internal Quality Assurance Cell (IQAC)
4	Anti-Ragging Committee
5	Internal Complaint Committee (ICC)
6	SC/ST- OBC Grievance Redressal Committee
7	General Grievance Redressal Committee
8	Finance Committee (Including budget and purchase)
9	Academic Development and Monitoring Committee
10	Innovation Ecosystem (IE): Intellectual Property Right Cell(IPR), Institutional Innovation Council (IIC) &



  
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	Entrepreneurship Development Cell
11	Industry & Institute Interaction Cell (IIIC)
12	National Service Scheme (NSS)
13	Student Development Cell (SDO)
14	College Examination Committee (CEO)
15	Training & Placement Cell (T&P)
16	Admission Committee
17	NPTEL Committee
18	Hostel Committee
19	Library
20	Newsletter Committee
21	Canteen Committee
22	LMS & ERP Committee
23	Website Updation Committee
24	Event Support Committee
25	Eco Friendly Awareness Committee
26	Staff Welfare Awareness
27	Cultural Committee
28	R & D Cell
29	Consultancy Cell
30	Faculty Development Cell
31	Students Development Cell
32	NEP- 2020 Cell
33	Alumni Cell
34	Women Empowerment Cell
35	Competitive Examination Cell
36	Sports Committee



# Ajeenkya DY Patil School of Engineering

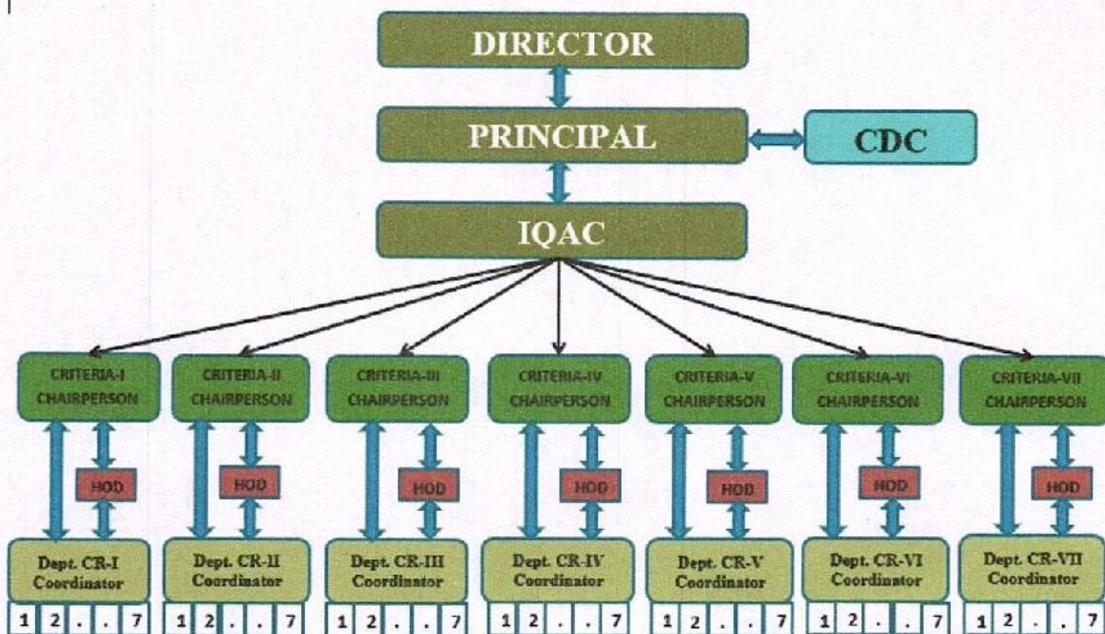
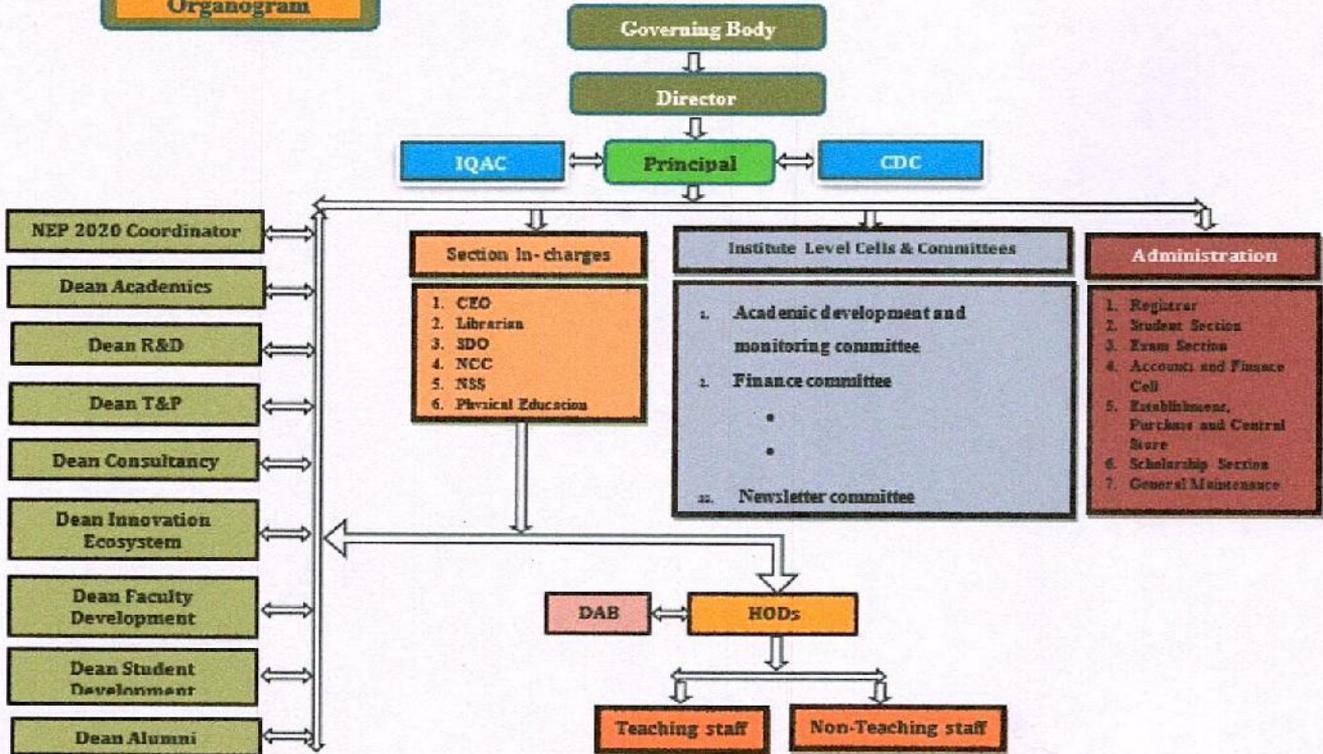


"Empowerment through Quality Technical Education"

**AJEENKYA**

**DY PATIL SCHOOL OF ENGINEERING**

## Organogram



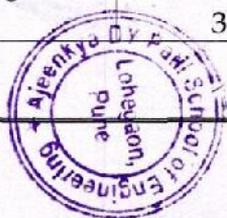
## IQAC Working Model



# Ajeenkya DY Patil School of Engineering

## Measurable during Implementation

Strategic Goal	Deployments
Good Governance	<ul style="list-style-type: none"> <li>▪ Governing Body selection</li> <li>▪ Vision and Mission reviews, Number of meetings conducted.</li> <li>▪ Policies implementation. Student &amp; Staff procedure.</li> <li>▪ Service &amp; Conduct Rules, ERP implementation, etc.,</li> </ul>
Infrastructure and facilities	<ul style="list-style-type: none"> <li>▪ Upgraded all the computers. Strengthen WI-FI Facility.</li> <li>▪ The entire campus installed CCTV cameras and fire safety equipment on each floor of the block.</li> <li>▪ Adequate infrastructure is developed for extracurricular activities.</li> <li>▪ Established RO Unit and Potable water supply through coolers, and dispensers are made available in every floor and block</li> </ul>
Teaching & Learning	<ul style="list-style-type: none"> <li>▪ Number of learning resources &amp; student centric methods such as experiential &amp; participative learning.</li> <li>▪ Number of student counseling/mentoring/training sessions conducted.</li> <li>▪ Result of examinations (Pass, First classes, Distinctions)</li> <li>▪ Graduate attribute attainment levels, Student feedback</li> <li>▪ Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution.</li> </ul>
Industry & Institute Collaborations (MOUs)	<ul style="list-style-type: none"> <li>▪ Total 32 MOU's done at institute and department level with different industries and organizations Like IIT-Kanpur, ExcelR Solutions, G2G Innovations LLP, Digital Parv Social Venture, Jamboore Education Pvt. Ltd etc..</li> </ul>
Skill Development	Capacity building & Skill enhancement programs conducted for better employability through various activities ,ATS center of Excellence, Society for data science, ExcelR Solutions etc.
Student Clubs	<ul style="list-style-type: none"> <li>▪ Established 26 Students Clubs to provide platforms for overall development of student.</li> </ul>
Research & Development	<ul style="list-style-type: none"> <li>▪ Established Innovation Ecosystem to support Idea generation, IPR and Entrepreneurships.</li> </ul>
Training & Placement	<ul style="list-style-type: none"> <li>▪ Every Year Conducted Campus Recruitment Training &amp; Placement drives.</li> </ul>
Ranking	<ul style="list-style-type: none"> <li>▪ Participated in NIRF Ranking every year, Ranked in band (250-300) in 2021</li> </ul>



# Ajeenkya DY Patil School of Engineering

Accreditation & Certification	<ul style="list-style-type: none"><li>▪ The institution is NABL accredited &amp; ISO certified with ISO 9001:2015, ISO 21001:2018.</li></ul>
Green Initiative	<ul style="list-style-type: none"><li>▪ 630 kw of power generated roof top solar plant is installed.</li><li>▪ Biogas Plant is installed.</li><li>▪ Replacement with tube lights with sensor based LED lights</li><li>▪ Established EV Charging Station in the campus.</li><li>▪ Received a GOLD Certificate from Energy Swaraj Foundation for make 1000+ People energy literate.</li><li>▪ Conducted Environment, Energy, Green Audits &amp; its compliances.</li></ul>

## Monitoring Process

*The Principal, Academic Development Team and other committees will monitor the implementation of the strategic plan in scheduled frequency. The various committee in-chargers will prepare the detailed cumulative improvement report. The IQAC committee intermittently monitors the evaluation & attainments of strategic plan and checks the quality of academics. The IQAC will report the findings to the College Development Committee and Governing Body. Based on IQAC report, the CDC and Governing Body committee will recommend the remedial actions, need of further processes and deployment of resources.*



  
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# Ajeenkya DY Patil School of Engineering

## Conclusion

*The effective implementation of our strategic plan is meticulously designed to tackle every obstacle that stands between us and our educational goals at Dr DY Patil School of Engineering. The strategic plan serves as our guiding framework, directing the institute to exert maximum effort and dedication in a focused and purposeful manner. Within this structured approach, collaboration with our stakeholders becomes paramount. Faculty, students, administrators, and external partners are integral contributors, working hand in hand to navigate the path toward our envisioned goals. Central to our working policy is the incorporation of quality suggestion implementation. Therefore, a culture of continuous improvement is fostered, with every suggestion contributing to the refinement of our academic plans. Administrative skills play a pivotal role in the execution of our strategic plan. Recognizing this, we emphasize the development of administrative skills throughout different phases of our academic plans.*

*Crucially, our commitment to quality extends to the strict adherence to the guidelines set by the Internal Quality Assurance Cell (IQAC). This commitment ensures that our educational strategies align with and exceed the high standards laid out in the IQAC quality implementation guidelines.*

*In essence, our strategic plan is not merely a document; it is a dynamic and holistic approach that addresses challenges, encourages collaboration, welcomes improvement, and upholds the highest standards of quality. Through the implementation of this plan, we aspire to forge a path towards educational excellence at Dr DY Patil School of Engineering.*



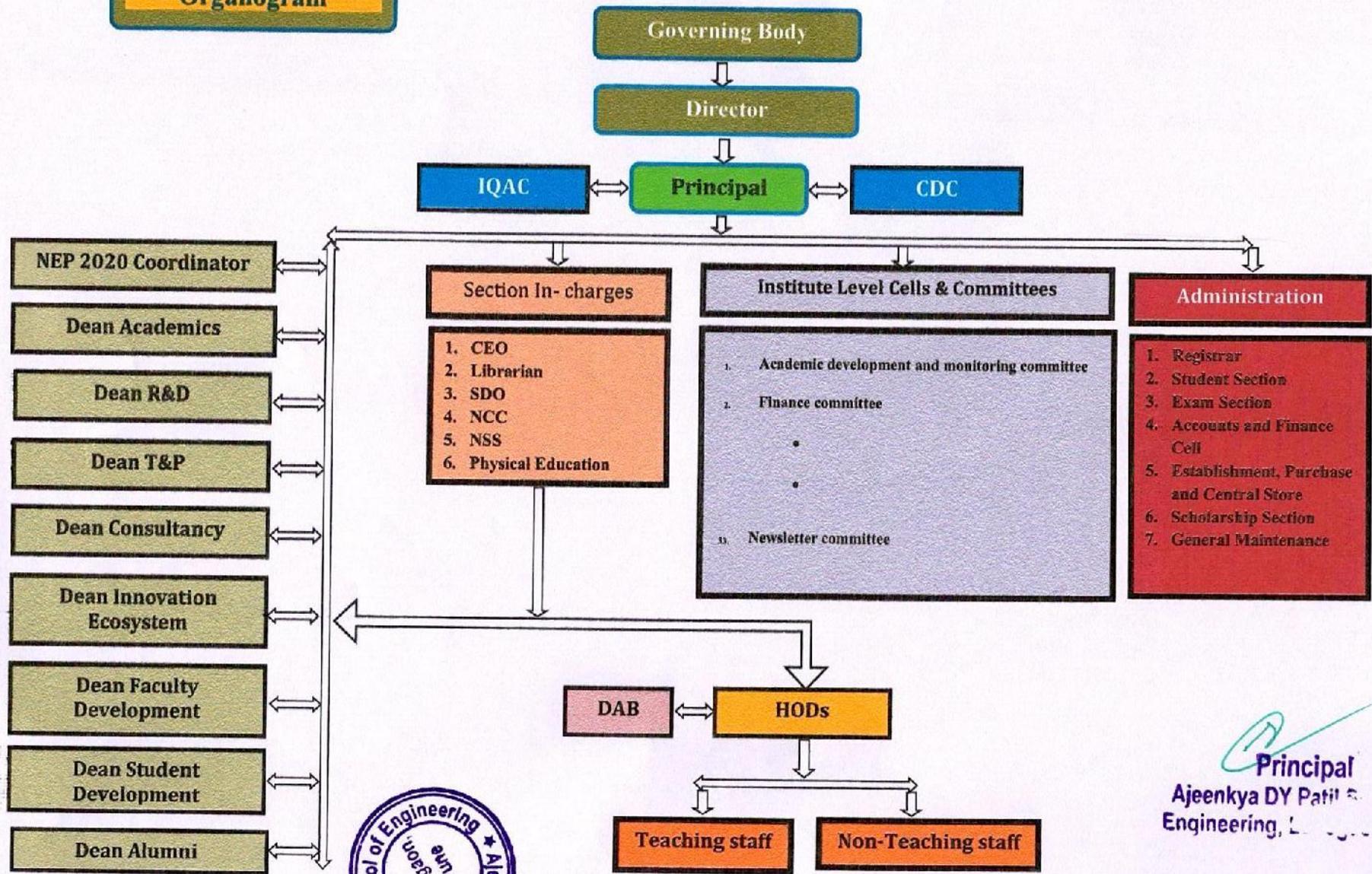


'Empowerment through Quality Technical Education'

**AJEENKYA**

**DY PATIL SCHOOL OF ENGINEERING**

**Organogram**



*(Signature)*  
**Principal**  
Ajeenkya DY Patil School of Engineering, Lohargan, Pune

Ajeenkya DY Patil School of Engineering, Charholi (Bk.), Pune.



A JEENKYA

# Staff Policy

## Communicating Institute Mission Policies and Expectations

POLICY No: APN/ 2018/ 6.3.1

STAFF POLICY



  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune



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## *Vision*

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Empowerment through quality technical education

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## *Mission*

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M1: To achieve excellence in teaching, learning and research

M2: To impart skill-based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

---

## *Quality Policy*

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We strive to impart quality technical education through academic excellence and provide the best facilities to satisfy the needs & expectations of the students & stakeholders.

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# Staff Policy Document

*(Version II, w.e.f. 1<sup>st</sup> June, 2020)*



“Empowerment through quality technical education”

## Dr D Y Patil School of Engineering

Dr D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.

Form No: ISAC48



  
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# Staff Policy Document

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**Principal**  
**Ajeenkya DY Patil School of Engineering, Lohegaon, Pune**

## Chapter 1: Foreword from Director

Here at Dr D Y Patil School of Engineering (DYPSOE), Lohegaon Pune, we look forward to every opportunity to spread knowledge beyond our campus through the creativity and achievements of our staff and students. College has undertaken teaching in a wide breadth of subjects. It is the part of our philosophy that our research endeavors underpin the College's learning and teaching. DYPSOE transforms its students into technically competent, well communicative and application oriented lifelong learning engineers. The students are result driven and are motivated by the institute for the relevant manpower development and for their betterment.

Life is not a set of instructions but is a series of experiences and learning process, this is where DYPSOE steps in – to make a difference through our management and faculties by inculcating the right attitude and passion towards engineering, which goes beyond books and instructions.

At DYPSOE, is not just a formal education but a place to grow as an individual, it promotes all round development of the students by means of cultural events, communication and personality development classes, extra curricula and sports activities, entrepreneurship development and various other activities. We have a steadily growing alumni base, which even if young, have made a mark in the society. Learning technology in such a dynamic and motivating environment is a healthy experience for the budding engineers.

DYPSOE is committed to create a community of research scholars, students and faculty that reflects the diversity of the world we live in. The development of intellectual and practical pursuits is the core of education here.

**Prof Hrridaysh Deshpande**  
**Director-Technical Campus**



*DYPSOE*

  
**Principal**  
**Ajeenkya DY Patil School of**  
**Engineering, Lohegaon, Pune**

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## Chapter 2: About the Institute

### 2.01 Principal's Foreword:

Dr D Y Patil School of Engineering (DYPSOE) is one of the most prestigious academic groups in the Pune City and state of Maharashtra which is Approved by AICTE and Affiliated to SP Pune University. DYPSOE was established in 2010 by the Chairman of Dr Ajeenkya D.Y.Patil Group. The institute offers five UG Programs (B.E), three PG Programs (M.E) and three Diploma programs. DYPSOE has earned a commendable reputation amongst the students, faculties, and stake holders within a short span of time. DYPSOE follows the tradition of educating students in Engineering that will best serve the nation. Dr Ajeenkya DY Patil's futuristic vision is to provide quality education at an affordable cost, so as to enable the youth, primarily the rural youth to elevate their potential and to make them contribute to National Development. Under the mentorship of Dr Ajeenkya DY Patil and the Director of DYPSOE, this institute is progressing continuously. The success is the result of dedication, creativity and entrepreneurship of our faculty, students, and management.

Here at DYPSOE, we unearth the potential of students by involving them in academic, career-building & creative activities equipping them to become globally competent to face the challenges. Education is not only an act of acquiring knowledge but learning a skill to lead life and forming one's personality. This ennobling process of growth is facilitated here at DYPSOE. Education is the most-powerful weapon that can change the face of a nation. With our experienced and learned faculties encouraging and coaching the students, no dream is far-off. Faculties of DYPSOE Institutes cultivate social, moral and spiritual values in the students along with the appropriate knowledge, skills, and attitudes that lasts a lifetime.



  
Dr. F B Sayyad  
Principal

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune

## Staff Policy Document

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**2.02 Name of the College: Dr D Y Patil School of Engineering**

**2.03 Address of the College:**

Dr D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.

**2.04 Contact Details of the College :**

Tel: 020-67077921/2

Website: [www.dypsoc.in](http://www.dypsoc.in)

**2.05 AICTE Permanent Approval Number:**

DYPSOE is approved from AICTE under the Permanent registration number: **1- 3847411**

**2.06 College ID Number by Directorate of Technical Education, Maharashtra:**

DYPSOE is registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: **EN 6732**

**2.07 Pune University's College ID number:**

DYPSOE is affiliated to Savitribai Phule University of Pune and the College ID number is: **CEGP015720**

**2.08 Vision of the College :**

**“Empowerment through quality technical education”**

**2.09 Mission of the College:**

M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

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## 2.10 Short Term Goals:

- To sign MOU with industries to get Industry Sponsored Projects, Internship and Training to Students
- To motivate faculty for Industry Interaction with objectives to get professional training and Placement of Student
- To start Students Club in emerging areas of technology like Robotics and Automation, Drone Technology, 3D Printing, IoT, Cyber security, Cloud computing, Artificial Intelligence and Machine Learning, Web Technology etc.
- To organize various short term courses, workshops, seminars from experts under center of excellence
- To establish collaboration and exchange program for faculties and students with reputed institutes.
- To submit proposals to funding agencies for research and upgrading of laboratories.
- Faculty development by encourage them to upgrade their qualifications and professional skills and consultancy work
- To Organize International and National Level Conferences, project competition & intercollegiate design competitions

## 2.11 Long Term Goals

- Conduct UGC interview and assure around 80% of faculties should be Approved
- To work on the compliance report observed in NAAC cycle 1 and get it done before preparing SSR for Cycle 2
- To start SPPU recognised PhD research centre in Computer and ETC department
- Apply for Permanent Affiliation
- Apply UGC for recognition colleges under Section 2(f) and 12(B) of the UGC Act, 1956 for Autonomy
- Prepare all AQAR and keep ready SSR as per revised norms of NAAC manual and apply for NAAC Cycle 2 for getting A+ grade
- Apply for College Autonomy
- Start planning for NBA Accreditation

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- Start planning for NBA Accreditation

## 2.12 Quality Policy:

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders

We will achieve our vision and mission while keeping to our core values, which are as follows:

- Excellent Environment with Facilities
- Dedicated Faculty
- Talent Appreciation
- Industry Collaboration
- Social Responsibility
- Encouragement

## 2.13 Governing Body:

The main purpose of the Governors is to decide the overall strategic direction, mission and educational character of the organization

More specifically, the Governors are responsible for:

- Setting the institute's vision and strategic aims, agreeing plans and policies, and making creative use of resources.
- Approving an annual College budget
- Appointing and overseeing the work of the College's Senior Management Team comprising the Director, Principal and one senior member.
- Ensuring that the institute is accountable to the student and parents it serves, to its local community, to those who fund and maintain it, as well as to the staff it employs.
- Determining the educational character and mission of the College and for the oversight of its activities

## 2.14 College Development Committee (CDC):

The college shall constitute College Development Committee as per MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016. The College Development Committee shall meet at least

## Staff Policy Document

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four times in a year and its proceedings minutes shall be maintained properly. Members elected or nominated shall have a term of five years.

### **The powers and duties of the College Development Committee are:**

- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- (b) Decide about the overall teaching programs or annual calendar of the college;
- (c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- (e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college;
- (i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations



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- (m) Frame suitable admissions procedure for different programs by following the statutory norms;
- (n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- (q) Recommend the distribution of different prizes, medals and awards to the students.
- (r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- (s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university



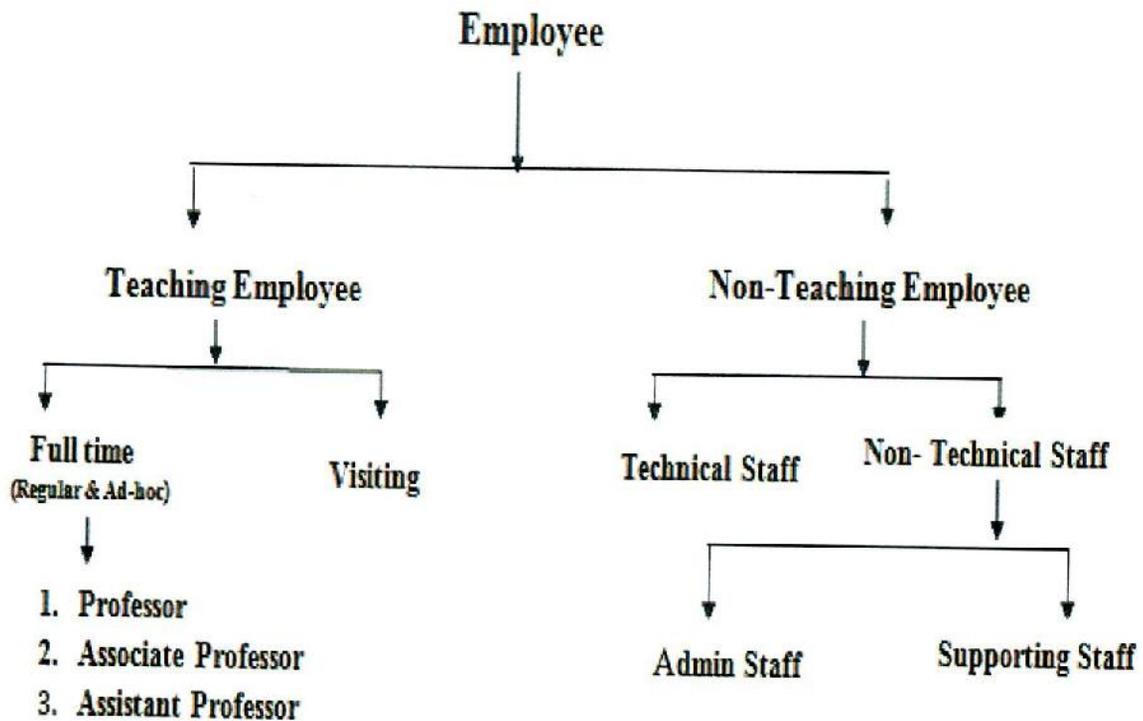
  
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## Chapter 3: Human Resource Planning

### 3.01 Employee Classification:

DYPSOE employees are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level.

Employees are broadly classified as:



**3.1.1 Teaching Employee:** It comprises of persons who are involved in teaching / instructors/Research at the institute may be full time, Part time, Visiting or Emeritus Faculty.

#### Full time Teaching Employee Types:

- I. **Regular:** The faculty member approved by UGC committee and received permanent approval letter from SPPU and has completed two years in probation.
  - II. **Ad-hoc:** The faculty member not approved or in the process of approval or approved with one-year ad-hoc approval by University received ad-hoc approval letter from SPPU.
- A. **Full Time Teaching Employee:**
- a. Faculties enrolled on institutional Pay roll.
  - b. Teaching faculty is categorized under:

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## i. Professor:

- Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND
- Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor. AND
- At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

## ii. Associate Professor:

- For Direct Recruitment a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND
- At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND
- Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

## iii. Assistant Professor:

Should have completed UG & PG in respective branches with first Class.

**B. Visiting / Experts:** A visiting faculty is appointed on the clock hour basis, and the remuneration is given on hourly basis.

### 3.1.2 Non-Teaching Employee:

(i) **Technical Staff:** Technical Assistants, Lab Assistants, Workshop Instructors, Network Administrators, Computer Programmers, Librarian and Library Assistants come under this category.

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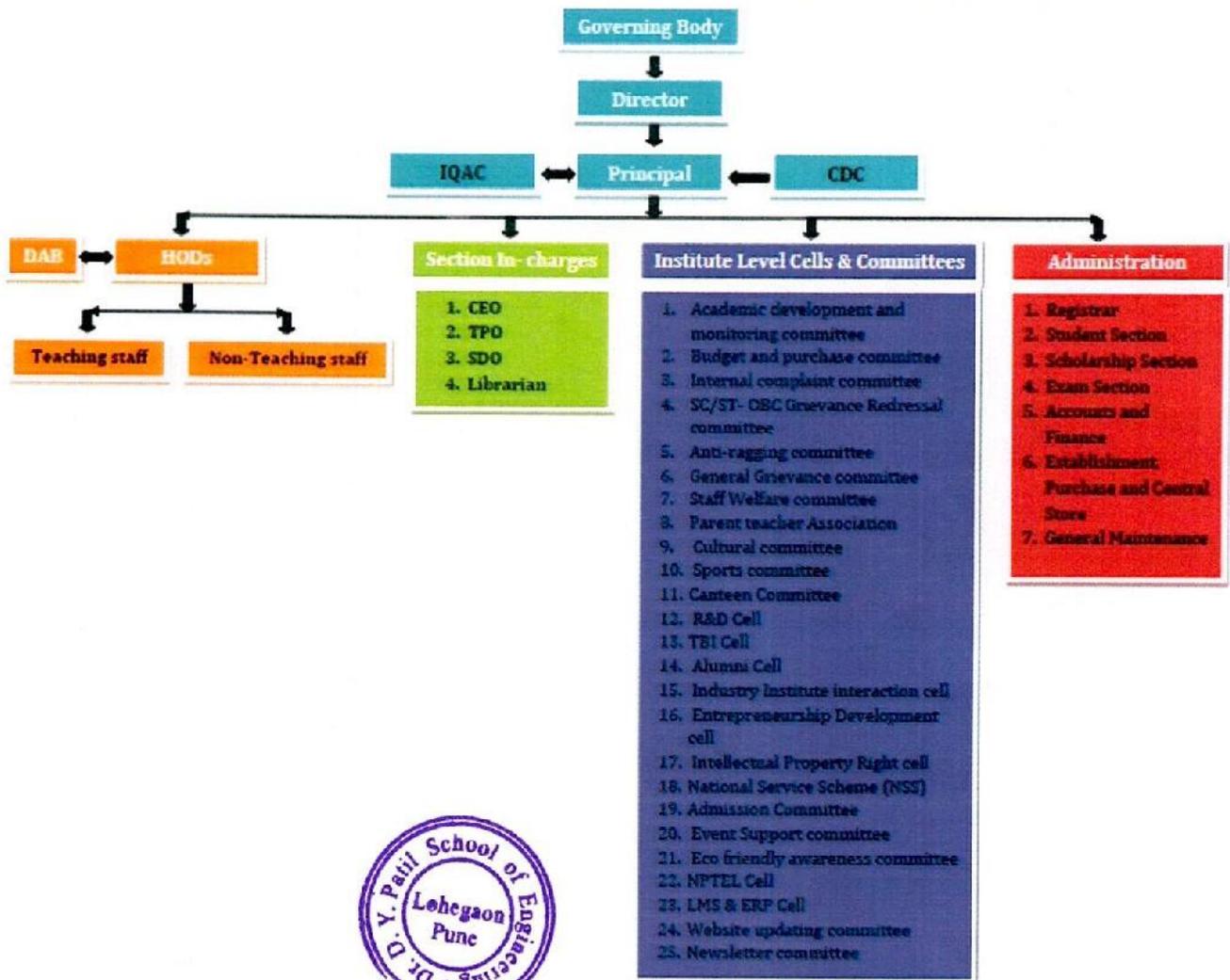
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(ii) **Administrative Staff (Non-Technical):** Registrar, Assistant Registrar, Office Superintendents, Human Resource Executive, Accounts and Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical Officers, Executive Assistants, Hostel Rectors, Accountants, Accountant Assistants, Clerks, Data Entry Operators, and Front Office Executives are under this category

(iii) **Supporting Staff (Non-Technical):** This category consists of Peons, Electricians, Drivers, Security officers, Watchmen, Sweepers, Gardeners, Plumbers, Internet Centre Receptionists, and Book-lifters and Assistants to Hostel Rectors.

### 3.02 Organization Chart:

An organizational chart shows the structure of an organization and the relative ranks of its parts and positions. It shows the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



### 3.03 Staff Pattern /Post wise Number of Positions

#### Cadre Ratio:

As per AICTE norm the cadre ratio is 1:2:6.

#### Teacher- Student Ratio:

As per AICTE norm the cadre ratio is 1:20 (Subject to change as per AICTE norms)

#### 1. Teaching (Subject wise & Cadre wise full time faculty):

The teaching hours are assigned cader wise to each faculty as per his/her post and position as follow:

- a. Principal – 4 to 6
- b. Professors -12 to14
- c. Associate Professors -14
- d. Assistant Professors- 16 to 18

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the college has to contribute 38 to 40 clock hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Departments, Deans and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department.



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## Tentative distribution of time to be spared by a faculty member for different activities in a week

Category	Teaching	Preparation/ Assessment/ NAAC activity	Project Guidance/ R & D / Consultancy & Extension Service	Administration	Student Counseling	Total Clock Hours
<b>Professors</b>	14	6	20	6	4	40
<b>Associate Professors</b>	14	8	10	4	4	40
<b>Assistant Professors</b>	16	16	6	0	2	40

**Note:** Every faculty member has to produce the evidence of time spend on Project Guidance R&D, Consultancy; otherwise he/she has to increase the time on teaching load.

### 2. Non- Teaching Technical (Department wise & cadre wise):

The recruitment of non-teaching for Laboratory or Technical Assistance, ratio should be 1:2

### 3. Non-Teaching non-technical (Department wise & Cadre wise):

This category consists of all staff members except the teaching staff, which includes Registrar of the college, all Administration staff, Accounts, Human Resource Development and class IV employees. The recruitment of this category staff is as follow:

1. **Registrar / Dypt. Registrar / Assistant Registrar:** 01.
2. **Office superintendent:** 01.
3. **Office Assistant:** As per office requirement with the recommendation of Principal & Management Committee.
4. **Librarian:** 01
5. **Library Assistant:** As per Library requirement with the recommendation of Principal & Management. Committee.
6. **Clerk / Jr. Clerk:**

As per various sections requirement with the recommendation of Principal & Management Committee number of post can be created.



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- a. For office it is as per the requirement and with the recommendation of Management committee.
- b. Each department, library and store may have one assistant for departmental work.

Other than above essential posts other category of the posts can be created with the recommendations of Principal & Management Committee.

#### 4. Roster for the posts of full time teaching faculty & Principal:

A roster is the register having list or plan showing turns of duty or leave for individuals or groups in an institution.

#### 3.04 Work- hours and Responsibilities of employees:

Each and every employee in the institute is allotted with some working hours and responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

##### A. Duties & Responsibilities of the Principal:

1. Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, DTE, AICTE and the orders issued by the Central and the State Governments.
2. Nomination of Member secretaries of Institute level committees and chair the meetings of Institute level committees.
3. Academic and Administrative management of the institution, Conduct meetings for Governing Body and College Development Committees and prepare minutes of the meeting.
4. The Principal is the in-house Chief Conductor of University Examination.
5. To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with Examination-in-charge.
6. To interact with University for examination related works.
7. To head Unfair Means Committee during examination.
8. To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and Examination-in-charge.

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9. Ensure that the employee/ students is aware and follow the rules, policies and procedures published by the College.
10. Monitoring and evaluation of academic and research activities.
11. It is the responsibility of the Principal to interact with the industries and get the MOUs from the industries in relevant branches. There should be the involvement of teachers /students in the industry of relevance. Training & Placement officer shall take the initiative.
12. Participation in policy planning at regional, National level for development of technical education.
13. Planning and assisting in planning and implementation of academic programs, such as orientation courses, seminar, in-service and other training programs, organized by the University and/or Department / College for the academic competence of the faculty members.
14. Administration of the faculties/staff/students. Office administration includes:
- a) Student admissions and their records. University registration.
  - b) Fee collection and maintenance of the records, Samaj Kalyan fee dues.
  - c) Student section, accounts, correspondence with the students and their parents
  - d) Maintaining College library.
  - e) AICTE/DTE/University liaison and related correspondence.
  - f) Sanctioning of various types of leaves or vacations and monitoring the records to the employees.
  - g) Monitoring the PF/IT/Insurance /Medical facilities etc.
  - h) Monitoring the security and safety of the college.
  - i) Payment of electricity/water/taxes /any dues etc.
  - j) Parents meet, students meet, alumni meet in every semester/ year.
  - k) Release from service after due clearance from the governing body/management.
  - l) To ensure that the employee clears all dues before the withdrawal of the last salary.
  - m) Recruitment of non - teaching staff & teaching staff.
  - n) Make the academic calendar of the college.
  - o) Introduction of new courses.
  - p) Authorizing cash advances for urgent purchases.
  - q) Authorizing leave for staff / faculty.



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- r) Allocation and utilization of budget of all departments.
- s) Selection of books, Journals and library policies.
- t) Ensure that the institute website is informative and updated
- u) To take necessary decisions to improve effectiveness of LMS, fulfillment of customer requirement
- v) Any other work given by the management.

### **B. Duties & Responsibilities of the IQAC Coordinator:**

1. To coordinate the dissemination of information on various quality parameters of higher education
2. To coordinate the documentation of the various programs / activities leading to quality improvement
3. To coordinate the quality-related activities of the institution
4. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
5. To coordinate the timely and efficient execution of the decisions of IQAC committee.

### **C. Duties & Responsibilities of the Head of Department:**

1. Manage staff responsibilities in line with DYPSOE policies and University's policies.
2. Monitor all the activities of the department.
3. To ensure that the faculty members maintain professional standards of behavior and ethics at all the times.
4. Arrange faculty for the course.
5. To prepare time-table for classes, labs, tests and exams. Preparation of Academic Calendar in line with the University Calendar.
6. Resolve student's complaints and queries
7. Carry out faculty evaluation.
8. To prepare various documents for the University, AICTE, MHRD, UGC under the guidance of the Principal.
9. Identify training needs for the faculty and evaluate effectiveness of training.
10. Decide corrective action.



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11. Ensure quality system implementation
12. Follow the best practice for teaching and learning.
13. Represent dept outside the institute
14. Preparing the departmental budget and involvement in the purchasing of equipments.
15. Develop and maintain relation with industries.
16. Coordinate term work assessment and conduct of practical / oral exams.
17. Coordinate Interaction with library, workshop & other service providers in the institute.
18. Record all the activities of the department.
19. Arrange parent's meet once in a semester.
20. Any other work given by the management.

### **D. Duties & Responsibilities of the Dean – Research:**

1. To inculcate the spirit and culture of research amongst all the stakeholders like students, faculties, management, parents and Industries.
2. To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
3. To forge academic and research collaborations with national and international universities, governments and industries.
4. To establish links with various R&D organizations and funding agencies or venture capitalist for sponsored and contract research.
5. To work towards development of DYP SOE as a global R&D center.
6. To review and enhance the research policy of DYP SOE, Pune.

### **E. Duties and responsibilities of Teaching Faculties:**

Teaching faculties are considered as all cadre categories as Lecturers, Professors, Associate Professors & Assistant Professors and the duties and responsibilities carried by teaching faculties are as follows:

1. Understand the Vision Mission and Quality Policy.
2. Be punctual and punch biometric and sign the attendance muster at the time of arrival and departure from the college.



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3. Conduct the lectures and practical as per the time table sincerely. Complete 100% syllabus.
4. Devotes efforts towards developing and improving scholarly competence.
5. Wear college uniform (on uniform days) and I-card during college hours.
6. Acquire the academic calendar, time table, syllabus copy and make the Lecture plan and list of assignments (theory/ practical) accordingly.
7. Maintain the Course file and personal file in appropriate format, with all required documentation.
8. Maintain the progressive assessment sheet.
9. Use teaching aids and adopt innovative teaching –learning methodologies.
10. In order to help and improve the results, take extra lectures/ revision lectures for the subject.
11. Counsel the students.
12. Publish/ present papers or books in conferences/ journals.
13. Organize/ Coordinate/ attend various seminars/ workshops/ STTP/ training programs.
14. Perform other academic/ administrative duties assigned by HOD/ Principal.
15. Take initiatives to organize/ coordinate various seminars/ workshops/ STTP/ training programs.
16. Initiate and execute various R & D activities in the department.
17. Counsel and guide the junior faculty members.
18. Apply and update the leave record on time through ERP
19. Take prior permission for one-day Casual leave. If leave required more than two days, then need to take permission from Principal. Adjust workload during leave.
20. Familiarizes students with the discipline's best scholarly standards.
21. Adheres to the proper role of an intellectual guide and counselor.
22. Treats students with understanding and respect and does not denigrate, humiliate or stigmatize students on the basis of race, religion, color, disability, gender, ethnicity, or age.
23. Avoids exploiting students.



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## F. Duties and responsibilities of Non-Teaching Technical Staff:

### a. Technical Support -IT

1. Update and maintain college website.
2. Data backup.
3. Maintenance and Administration of servers, firewalls, routers, manageable switches, UPS and batteries.
4. Repairs of all computers, UPS and computer network.
5. Purchasing of equipments.
6. To provide support for various software's like ERP, LMS and Tally server.
7. To ensure continuous internet during assigned hours.
8. To give support to SPPU On-line exam, Seminar, ARC center, Workshop, technical training program or any other outside exams conducted in campus.

### b. Lab/ Technical Assistant:

1. Do the necessary preparations to conduct the Laboratory sessions.
2. Assist faculty and students during laboratory sessions, SPPU exams.
3. Identification and traceability of items in the laboratory.
4. Maintain Dead stock register and Instrument Issue register
5. Maintain notice board in lab like, lab time table, equipment list, experiment list, SOPs.
6. Maintenance of existing equipment's and maintaining Instrument Maintenance register, Consumable records
7. Installation of new equipments
8. Maintain and update the approved supplier list for equipment's.
9. Maintain Entry of students in Register & keep record, maintain discipline among students.

## G. Duties and responsibilities of non-teaching non-technical staff:

### Registrar / Office Suprideant/Office Staff:

1. Ensure the documented is adhered to at various stages of administrative processes.



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2. Handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of DYPSOE.
3. Execute the admission process and University Examination process of students.
4. Attendance, salary & payments to faculty & staff.
5. Maintain Fees & scholarship documentation & follow up within time
6. General discipline, safety, cleanliness of premises, hostels, dress code etc.
7. Responsible for handling the complaints/ grievances and ensuring corrective actions.
8. Student grievance handling and taking remedial actions.
9. Any other work given by management or principal.

### **Librarian:**

1. Responsible for overall functioning of the library.
2. Storage and preservation of all library products.
3. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes etc.
4. Display of all technical articles, literature, expected & new arrivals.
5. Bring in notice any information published in newspapers.
6. Circulation & distribution control of magazines, literature etc. to faculties & management and maintain records of the same.
7. Renewal of books / magazines and other products.
8. Implement all library rules as defined by the management or principal.
9. Updating databases of all library products.
10. Ensure the documented is adhered to at various stages of library processes.
11. Maintain Silence and discipline in library.
12. Any other work given by management or principal.

### **Training and Placement Officer:**

1. To decide and arrange faculty for personal development programmes for student.
2. To update and maintain the contact details of companies.



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3. Maintain student database and arrange internships, training skills, aptitude test, interview skill etc to enhance placement of students.
4. Sending invitation to the companies for campus recruitment, notify the students about the events and take necessary action.
5. Maintain student placement record.

### **Physical Director:**

1. Ensures smooth conduct of sports
2. Ensures proper use of sports material and facilities
3. Purchase of sport items by coordinating with Principal
4. Encourages students to participate in university/state/national level tournaments
5. Creation and upkeep of sports facilities
6. Proposing annual budget for sports
7. Ensures discipline among students in campus
8. Ensures NO Ragging in campus
9. Helps in the organization of various events in the college

### **Peons /Attendants:**

1. He should be polite and respectful toward all HODs and staff and students.
2. He must always come to office in uniform, which should be clean, and his appearance should be neat and tidy.
3. To attend work assigned by the Principal/Head of the department /Officer In-charge/ staff from department.
4. To ensure the cleanliness and general up-keep of the furniture, fixture and equipment's, machines in the workshop/store/section/office where posted.
5. To assist the Instructor during the course of practical training and placing the tool/equipment's on relevant place after practical
6. To assist the staff on duty during conducting the examination.
7. To carry out the miscellaneous works in workshop/Institute during repair of machine/equipment and infrastructure.
8. To carry files/office record in and out of the office/Institute.
9. Before leaving office/workshop he should switch off all lights, fans and heater, if any, and close the windows and locks the doors.



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10. Don't shift or allow to shift any material/equipment/furniture outside of department without permission of Hod/ in charge Before leaving the department for any work within college he should inform HoD or in charge
11. To assist loading & unloading of stock and stores received at the institution/workshop/office and shall help the store keeper/workshop In-charge in keeping the stores in order.
12. He must not leave until all in the Department/office/Workshop staff have left. If he is attached to an officer, he should not leave before the officer has left. If he has to go early, he must take prior permission of his officer In-charge or of the Superintendent to whom he is attached.
13. To arrange tea/snacks/water for the officers/officials during any events in his department/ Institute.
14. He should have a general idea about the arrangement for receipt of local and outside postal dak.

### 3.05 Working in Week:

#### a. Working days and weekly off in a week:

1. Working days at DYPSOE, is Monday to Friday for Teaching and Non-Teaching Staff.
2. Working days at DYPSOE, is Monday to Saturday for office Staff.
3. Weekly off for office staff is 1<sup>st</sup> and 3<sup>rd</sup> Saturday of a month.
4. Weekly off for office staff in Account section is 2<sup>nd</sup> and 4<sup>th</sup> Saturday of a month.

#### b. College Standard working time:

##### Working Hours

The working hours including recess time for Institute and is as:

<b>College-</b>	Monday to Friday	: 09.45 am to 05.15 pm	} Lunch break, Tea Break – As per Time-table
<b>Office-</b>	Monday to Saturday	: 10.00 am to 05.30 pm	
<b>Library-</b>	Monday to Friday:	10.00 am to 05.30 pm	

### Chapter 4: Leaves, Vacations & other Holidays

#### 4.01 Introduction:

Leave is a provision to stay away from the work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Sundays or holidays may be prefixed or suffixed to leave with prior sanction of the authority. Leave may be sanctioned by the head of the institute the following leave rules and norms give details about the different types of leave and how they can be availed of. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature. These leave rules shall be applicable to all the permanent employees (teaching and non-teaching) of the Dr D Y Patil School of Engineering

#### 4.02 General:

- i. **Leave is not a right.** It may be refused or revoked by the authority empowered to grant it. It would, however, generally, be granted unless the exigencies of service demand otherwise.
- ii. **Leave Application:** The Application shall be submitted in writing or preferably form prescribed by the Institute through ERP well in advance and shall be got sanctioned before availing of the leave. However, in exceptional circumstances, the sanctioning authority shall have discretionary power to sanction leave admissible post facto. The employee shall make alternative arrangements/internal adjustments among the employee of his/her or any other department to take care of his/her duties.
- iii. **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
- iv. **Employee on leave shall not engage himself in any other** employment, trade or business either full-time or part-time without obtaining prior sanction of the competent authority. It is an offence and the employee shall refrain from the same.
- v. **Absence without leave** will constitute an interruption in service. Continued absence of more than 15 days, or repeated irregularity without intimation of any kind may



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render an employee liable to disciplinary action including termination of services besides penal deduction.

- vi. **Employee appointed on contract basis in** a scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the competent authority.
- vii. Absence from duty after expiry of leave entails disciplinary action.
- viii. Leave will not be granted to staff under suspension.

### 4.03 Kinds of Leave:

The following kinds of leave shall be admissible to the employee of this Institute:

- A. Casual Leave (CL)
- B. Medical Leave (ML)
- C. Earned Leave (EL)
- D. Leave without Pay (LWP)
- E. Duty Leave/ Outdoor Duty Leave (OD)
- F. Maternity Leave ((MTL)
- G. Paternity Leave (PL)
- H. Study Leave
- I. Sabbatical Leave
- J. Vacation (Only for Teaching Staff)
- K. Compensatory off (CO)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or exceptional circumstances may be considered by the Management in its sole discretion. The decision of the Management in this regard shall be final and binding.

#### (A) Casual Leave (CL):

- i. Every employee held on the roster of the Institute is entitled to (one) 01-day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- ii. A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of a onetime



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- iii. CL Will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.
- iv. CL shall not be admissible during first one month of service.
- v. CL can't be taken in conjunction with any other kind of leave except compensatory off (C-off)
- vi. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- vii. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/ Section head or reporting authority and further submitted to Administration Office Department
- viii. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- ix. In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 4 days' time from the date of availing the CL.
- x. CL of HODs is sanctioned by the Principal.

### **(B) Medical Leave (ML):**

- i. Medical Leave is entitled for only regular employee that completed two year of service continuously.
- ii. Employee shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay (Half pay Leave-HPL) for each year of completed service.
- iii. Medical leave may be granted in case of sickness of the employee and not his/her dependents.
- iv. Medical certificate from a registered MBBS doctor would be required in case of absence of three days or more.
- v. For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 01<sup>st</sup> June and 01<sup>st</sup> December in the academic year) Exceptional circumstances Medical leave not due may be sanctioned and such leave shall be deducted from his leave account subsequently.
- vi. Medical leave may be combined with other leaves.



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- vii. Medical leave can be carried forward and accumulated up to a maximum of 300 days.
- viii. An employee who has been granted medical leave is required to produce a medical certificate from a registered MBBS doctor of fitness before resuming duty. Leave sanctioning authority may secure second opinion. If considered necessary.
- ix. For three days Medical Leave there is no need to produce Medical Certificate.
- x. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section head as soon as possible to explain the situation and indicate the expected date and time of return.
- xi. Planned absences and other excused absences must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HOD / Section head / Principal.

### (C) Earned Leave (EL):

#### I. For Teaching/Vacation Employees

- i. EL is not admissible, if Teaching/Vacation employee avails full vacation. If any Teaching /Vacation employee is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL.
- ii. EL is admissible to an employee at the rate of one EL for the three days of the period spent on duty during his vacation period and subject to a maximum of 30 days in a year. Such employees should avail such EL during non-active period of the semester.
- iii. EL can be accumulated up to a maximum of 80 days, which cannot be en-cashed.
- iv. Calculation of EL in fraction cannot be allowed.
- v. Earned leave can be pre-fixed /suffixed with other holiday /leaves.

#### II. EL for Non-Teaching/ Non Vacation Employees

- i. As the name suggests, earned leaves are the leaves earned by the Non -Teaching employee for providing more than 240 working days of service to the employer in a given calendar year. In such case each employee is entitled to 30 days earned leave in subsequent calendar year.
- ii. 15 days of EL is credited in advance on the first of January and first of July in the calendar year.



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- iii. EL can be sanctioned for minimum period of three days and can be availed for maximum three times in one year.
- iv. Application for EL shall be submitted to the respective authority at least one week in advance and should avail such EL during non-active period of the semester
- v. Earned leave in excess of 30 days at any time cannot be availed except when approved by the Management and Principal.
- vi. Earned leave can be accumulated up to a maximum of 300 days, which cannot be en-cashed.

### **(D) Leave with-out Pay (LWP):**

- i. No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization. He / She may be granted, "Leave without pay" at the discretion of the Institute Head Management subject to exigencies of service.
- ii. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- iii. Leave without pay shall also be got sanctioned in advance as any other leave.

### **(E) Duty Leave /Outdoor Duty Leave (OD):**

- i. An activity of an employee which can bring recognition to the institute or which has to be performed for work of the affiliating University may be considered or grant of this leave.
- ii. OD cannot be availed of unless previously sanctioned approved by Principal. There is no provision for post facto approval of OD.
- iii. Duty leave may be granted for one or more of the following purposes
  - a) To deliver academic lecture in highly reputed ranked /organizations.
  - b) To attend meetings of the BOS. examination committees, conduct of Examination and auxiliary services of the affiliating University
  - c) To present a research paper in a conference/ symposium of National/ International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the head of the Institute.
  - d) To attend selection committee, Local Inquiry Committee or any other committee meetings organized by a statutory body/University /recognized by the Government.



## Staff Policy Document

- e) Any other special case on merit as approved by Management on the basis of recommendation of the head of the Institute.

### (F) Maternity Leave (MTL):

- i. The Regular female employees having more than two-year service at the Institute and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent registered medical practitioner must be attached with the leave application.
- ii. Maternity leave can be granted for a period of 180 days at the maximum.
- iii. During the leave period, a medical certificate and progress report from a competent registered medical practitioner must be submitted. In the absence of such report, the leave salary shall not be paid.
- iv. In case of miscarriage, leave up to a maximum period of Six Weeks on each occasion (up to a maximum of two) may be granted. Provided that the application for the leave is supported by a certificate from competent Doctor.
- v. In all other cases the Principal fixes a period of Leave to be granted as Maternity Leave without pay.

### (G) Paternity Leave (PL):

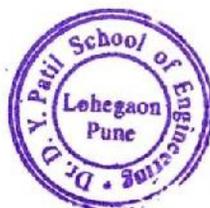
Paternity leave of 15 days may be granted to Regular male teachers during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child and the limit is up to two surviving children. The paternity leave may be combined with leave of any other kind.

### (H) Study Leave:

The faculty members become eligible for study leave as per the following provisions:

#### M. Tech. (Full time):

- The faculty members having a minimum of two years of unblemished service at the institute are eligible for grant of study leave.
- The faculty member may be granted study leave without pay for the duration of the M.Tech. Program subject to the condition that the faculty member gives an undertaking to serve the Institute for two years after completion of M. Tech. and the faculty member submits copies of the records of his attendance/examination results from the institute where he/she is attending the M. Tech. Classes.



## Staff Policy Document

- The decision of the Management regarding sanction of study leave will be final

### **Ph.D. (Full/Part time):**

- Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute. He / She will be required to furnish a bond on non-judiciary stamp paper Rs. 100- that he /she will serve the institute at least for a period of 5 years after return from the study leave. However, the management may reduce the bond period to 3 years under special circumstances.
- The faculty member may be granted study leave without pay, maximum for a period of three years.

### **(I) Sabbatical Leave:**

- The purpose of sabbatical leave is to promote professional improvement and intellectual growth of faculty to enhance the quality of education & research at TIET. Entitlement: Regular Teaching Staff. Maximum 2 years during one's career.
- i. Sabbatical up to period of one year may be granted once in every five years for attachment to a research organization or an Institute of good standing with the sole aim of pursuing research activity.
- ii. Although the employee will hold the lien with the parent organization, yet he /she will not be entitled to draw salary from this organization.
- iii. The sabbatical leave shall be granted to regular faculty only after completion of 7 years of service
- iv. Sabbatical leave cannot begin or end in the middle of a semester

### **(J) Vacation (Only for Teaching Staff):**

- i. Vacation is entitled for only Regular teaching staff that completed two years of service.
- ii. Teachers can avail total 70 days of vacation in a calendar year or as specified by the SP Pune University (in case of 6 days of working in a week)
- iii. In case of 5 days of working per week teachers can avail total 42 days of vacation in a calendar year.
- iv. Vacation period may be split in winter and summer as per the decision of the principal.
- v. The head of the Institute shall have the authority to detain staff member during the vacation for carrying out some Institutional/ University responsibilities for a period as



## Staff Policy Document

may be necessary. In such cases the staff members shall be entitled to get proportional earned Leave (EL) as per clause 5.03(C) I.

- vi. Non availing vacation period cannot be carryforward to the next academic year.
- vii. All other teaching staff principal will fix the no of days to be granted for vacation per year.
- viii. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- ix. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.
- x. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HOD/ Section head must take utmost care while recommending the vacation/ holiday period.
- xi. Vacation / holidays can be recommended by the HOD / Section head only and sanctioned by the Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section head before proceeding on vacation/ holidays.
- xii. Vacational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Principal.
- xiii. HOD/ Section head shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
- xiv. If there is any official work during the vacation period, the principal/HOD will be called to any staff to report the college.

### (K) Compensatory off [CO] :

1. The staffs, who work on holidays with prior permission of HODs / Section head/ Principal, will be entitled to CO for an equal number of days that they have worked.
2. COs cannot be attached to casual leave. **COs should not be availed when the academic sessions are in progress.**
3. COs cannot be carried over to the next calendar year.

## Chapter 5: Discipline and Grievances

### 5.01 Security & Vigilance on Campus:

Campus has equipped with security office. They manage the security on campus. Every on campus should positively participate to assist the security personnel if you suspect anything odd on campus. College has also installed cameras in class room and important locations as outdoor security monitoring.

### 5.02 Counseling Facility:

College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available on campus twice a week.

### 5.03 Code of Conduct:

All employees have to follow the rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute.

- Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work.
- No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity

## Staff Policy Document

- Employees leaving the campus for any official work in duty hours take permission of their respective HODs or their immediate superior and take the Gate Pass and make the note of the same in outward- movement register.
- If employees leaving his place of work within campus for any official work need to take in campus movement slip from office and took the signature of concern officer to whom he/she met for any official work and submit the same to office admin on the same day.
- All employees should avoid going canteen frequently except lunch time.
- No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- No employee can engage directly or indirectly in any trade or any private tuition or undertake employment
- No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment.

Following are examples of actions, which are unacceptable to the institute and often result in **disciplinary action or termination of employment:**

- Insubordination
- Theft
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials



## Staff Policy Document

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- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

### (A) Disciplinary Action

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
  - i) Withholding increments/promotion
  - ii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty of breach of orders
  - iii) Suspension
  - iv) Removal from service
  - v) Dismissal from service

#### 5.04 Biometric Attendance facility:

Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late remarks will be treated as one full day leave. Registration is available with office staff.



  
**Principal**  
Ajeenkya DY Patil School of  
Engineering, Lohagaon, Pune

# Staff Policy Document

## 5.05 Uniform for teaching faculty, non-teaching staff and student community:

The staff, students must wear uniform on every Monday to Friday except Wednesday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

## 5.06 I-Card Policy for teaching faculty, non-teaching staff and student community:

The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration for newly joined employees is available in office.

## 5.07 Supervision of university exams:

All teaching staff are allotted Supervision duties as and when their university and departmental Exam.

### 1. Senior Supervisor:

Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least five examination sessions.

### 2. Junior Supervisor:

All graduate employees are eligible to act as junior supervisors. She/he has to supervise minimum of three sessions and maximum seven sessions.

## 5.08 Examiner ship for University Exams:

No extra compensatory leave is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.



# Staff Policy Document

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## 5.09 Private Coaching / Outside Employment Policy:

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

## 5.10 Internet Facility policy:

Staff of DYPSOE must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

## 5.11 Nonsmoking policy:

At DYPSOE, no tolerance is observed regarding smoking on campus. Smoking is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, eating gutkha or tabacoo.

## 5.12 Keys deposition Policy:

College main office keys are deposited in the security office. Department keys are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

## 5.13 Vehicle parking policy:

### a. For staff members:

All the staff members are required to park preferably at the designated parking lots for proper management.

### b. For students:

Students are required to park their vehicle properly in the student allotted parking area so that it should not create parking problems. Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.



### 5.14 Disciplinary procedure:

Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college. Initially verbal warning is given to the staff member. If repeated incidences occur written letter/ Memo is issued to him/her.

### 5.15 Grievances / complaints Redressal:

**Grievances Redressing Cell** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their problems related to Woman harassment, Ragging, academics, resources and personal grievances. There are two sections in the cell. Ragging Complaints, where students can lodge the complaint related to ragging and will be handled as per Anti Ragging rules available on University Website. This section will also look after **General Grievances**, where everyone in the college domain can lodge the complaint and get their problem addressed regarding academics, infrastructure or among the students. Woman anti-harassment section, where female can lodge the complaint and get her problem solved. Pursuant to the directives of the Supreme Court of India, Woman Anti-Harassment Cell has been set up at DYPSOE, to uphold the dignity of women at work.

To lodge a complaint (Grievances or Ragging), the person concerned can personally approach and write/ e-mail any member of the Cell. They can send an email on [principal\\_dypsoe@dypic.in](mailto:principal_dypsoe@dypic.in) or write an application in the format given and submit it to Cell convener.

### 5.16 Anti-Ragging Committee:

As per the AICTE guideline committee is formed. Following steps are carried out to curb the ragging on campus.

1. Guiding office to take undertakings from parents and students.
2. Appointment of committee as per the AICTE guidelines.
3. To raid the hostels, campus, corridors and prevent the anti-ragging on campus.
4. Conduct the meeting and keeping the records.



## Staff Policy Document

### 5.17 Woman Harassment at work place:

Sexual harassment of employees or students at the Institute is prohibited and the offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, viz. Issue solved by Women Redressal Cell.

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).

Such as:

- Physical contact and advances. or
- Demand or request for sexual favors. or
- Sexually colored remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

#### For woman anti-harassment:

The person concerned can personally approach/ telephone/ write/ e-mail any member of the Cell. The name of the complainant will be kept confidential. Email can be sent on address [principal\\_dypsoe@dypic.in](mailto:principal_dypsoe@dypic.in) or write an application in the format given and submit it to member secretary.

In normal (minor) cases Group B members will address the problem and solve it without involvement of Group A members. In severe cases, Group A, core members and Group B Members will address the grievances and solve it.

Grievance Action report will be prepared every year & sent to Principal. One complaint per page will be recorded containing the following details

Complaint No., Date of Grievance/ complaint, Complaint Description, Action taken/ Status.

Any written complaint received by the grieved student with respect to ragging is thoroughly discussed by the Committee and appropriate action is taken through Director.







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Dr. D.Y. Patil Educational Enterprises Charitable Trust's

**AJEENKYA**

**DY PATIL SCHOOL OF ENGINEERING**  
(Formerly known as DY Patil School of Engineering)

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)  
(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

AICTE ID - 1-3847411

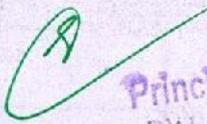
AISHE Code - C-46648

UPEL Code - EN-3

SPPH PUN Code - CLGFC15720

### Statutory and Non Statutory Committees/Cell AY 2022-23

Sr. No.	Title	Chairperson (Chairman / Nominee/ Presiding Officer)
1	Governing Body(GC)/Board of Governors	Dr. Ajeenkya D Y Patil
2	College Development Committee (CDC)	Dr. Kamaljeet Kaur
3	Internal Quality Assurance Cell(IQAC)	Dr. Farook Sayyad
4	Anti-Ragging Committee	Dr. Pankaj Agarkar
5	Internal Complaint Committee (ICC)	Dr. Saniya Ansari
6	SC/ST- OBC Grievance Redressal Committee	Dr. Farook Sayyad
7	General Grievance Redressal Committee	Dr. Farook Sayyad
8	Finance Committee (Including budget and purchase)	Dr. S. M. Khairnar
9	Academic Development And Monitoring Committee	Mr. Rohit Nagesh Garad
10	Dean Innovation Ecosystem(DIE)=Entrepreneurship Development Cell+TBI+Intellectual Property Right Cell(IPR)	Dr. Saniya Ansari
11	Industry & Institute Interaction Cell(IIIC)	Mr. Rajesh Katdare
12	National Service Scheme (NSS)	Mr. Dilip Ghule
13	Student Development Officer (SDO)	Mr. Amol Patil

  
Principal  
Ajeenkya DY Patil School of Engineering,  
Lonergon, Pune





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**AJEENKYA**

**DY PATIL SCHOOL OF ENGINEERING**

(Formerly known as DY Patil School of Engineering)

AICTE ID - 1-3847411

AISHE Code: C-46648

DTE Code: EN6732

SPPI/PUN Code: CE/P015720

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)  
(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

14	College Examination Officer (CEO)	Mr. Prashant Karajagi
15	Training & Placement Cell(T&P)	Ms. Shweta Sharma
16	Admission Committee	Mr. Amol Patil
17	NPTEL Committee	Mr. Vishwajeet Kadlak
18	Hostel Committee	Mr. Aniket Vilas Nemade
19	Library	Dr. Farook Sayyad
20	Newsletter Committee	Ms. Ashwini Pandagale
21	Canteen Committee	Ms. Gopika Fattepurkar
22	LMS & ERP Committee	Ms. Pallavi Shimpi
23	Website Updation Committee	Mr. Dipak Shelke
24	Event Support Committee	Ms. Shravani Hande
25	Eco Friendly Awareness Committee	Mr. Uday Kakde & Ms. Sarika Thombare
26	Staff Welfare Awareness	Mr. Umaji Kolekar
27	Cultural Committee	Mrs. Pallavi Shimpi
28	Alumni Cell	Mr. Paresh Khairnar & Prof. Bhagyashree Dhakulkar
29	Sports Committee	Mr. Ravi Patil
30	Dean Consultancy	Mr. Sanjay Koli

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohagaon, Pune





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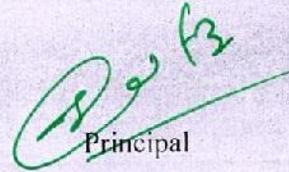
**DY PATIL SCHOOL OF ENGINEERING**

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AISHE Code: C-46648  
DTE Code: EN6732  
SPPU PUN Code: CEGP015720

31	Dean Academics	Dr. Niranjana Shegokar
32	NEP- 2020 Coordinator	Dr. Niranjana Shegokar
33	Dean R & D	Dr. S. M. Khairnar
34	Dean T & P and Industry Institute Interaction Cell	Ms. Shweta Sharma
35	Women Empowerment Cell	Dr. Pallavi Kharat
36	Competitive Examination Cell	Mr. Sanjay Karodapati

  
Principal

Principal  
Ajeenkya DY Patil School of  
Engineering & Technology, Pune





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**AJEENKYA DY PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412105.  
Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/24 (a)

Date: 23/09/2022

**DAB Meeting Permission**

**Academic Year: 2022-2023**

**Semester-I**

To

The Principal,

ADYPSOE, Pune

**Subject:** Request for permission to organize a Department Advisory Board meeting for session 2022-2023.

**Through:** HoD (Prof. Bhagyashree Dhakulkar)

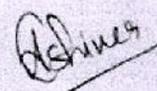
Respected Sir,

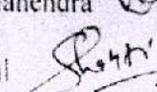
Department of Artificial Intelligence and Data science is going to organize a Department Advisory Board meeting for session 2022-2023 for healthy academic growth and continuous progress of the department at all the fronts. The session will be conducted in online mode. It will be arranged on Saturday, 01/10/ 2022 from 02:00 PM to 02:30 PM.

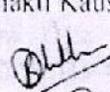
We request you to give us permission for the same so that we can design and review the strategic & curriculum plan for the department.

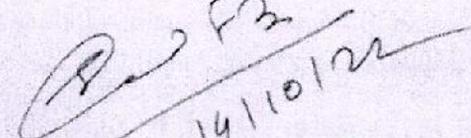
Thanking You,

Yours Faithfully,

Name and Sign of DAB Coordinator: Prof. Ashima Mahendra 

Departmental Event Coordinator: Prof. Shakti Kaushal 

HoD: Prof. Bhagyashree Dhakulkar 

Principal: Dr. F.B.Sayyad 

  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





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**AJEENKYA DY PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via, Lohegaon, Pune - 412105  
Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/25

Date: 23/09/2022

## DAB Notice

Academic Year: 2022-2023

Semester-I

Name of the event: Departmental Advisory Board (DAB)

Date of the event: 1<sup>st</sup> October, 2022

Time: 2:00 PM to 2:30 PM

Venue: Online (Microsoft Teams)

All the members of DAB are hereby informed that Department of Artificial Intelligence and Data science is going to organize a Department Advisory Board meeting for session 2022-2023 for healthy academic growth and continuous progress of the department at all the fronts. The session will be conducted in online mode using Microsoft Teams. It will be arranged on Saturday, 01/10/ 2022 from 2:00 PM to 2:30 PM. All members are requested to be present for the meeting.

Thanking You,

Name and Sign of DAB Coordinator: Prof. Ashima Mahendra

Departmental Event Coordinator: Prof. Shakti Kaushal

HoD: Prof. Bhagyashree Dhakulkar

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





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Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412105  
Department of Artificial Intelligence and Data Science Engineering

Form No. IQAC/26

Date: 23/09/2022

Organizing Committee

Academic Year: 2022-23

Semester-I

Name of the event: Departmental Advisory Board (DAB)

Sr. No.	Name of the staff	Name of the Committee	Work Description	Signature
1.	Prof Bhagyashree	Planning	Agenda and Mode of execution of the meeting, Invitees for the meeting	
2	Ashima Mahendra	Organising	Confirmation and acknowledgement of the members, Creation of MS Teams link and Documentation	

Name and Sign of DAB Coordinator: Prof. Ashima Mahendra

Departmental Event Coordinator: Prof. Shakti Kaushal

HOD: Prof. Bhagyashree Dhakulkar

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





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Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412105.  
Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/27

Date: 23/09/2022

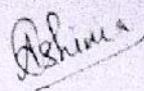
Event Schedule

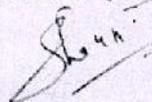
Academic Year: 2022-23

Semester-I

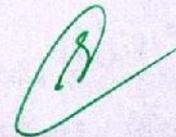
Name of the event: Departmental Advisory Board (DAB)

Sr. No.	Day and Date	Time	Details
1	Saturday, 1 <sup>st</sup> October 2022	2:00 PM to 2:30 PM (Online mode)	Departmental Advisory Board (DAB)

Name and Sign of DAB Coordinator: Prof. Ashima Mahendra 

Departmental Event Coordinator: Prof. Shakti Kaushal 

HoD: Prof. Bhagyashree Dhakulkar 

  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lonhegaon, Pune





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# AJEENKYA

## DY PATIL SCHOOL OF ENGINEERING

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(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

Date: 23/09/2022

Ref ADY PWC/ISOE/2022-23/620

To,

Ankit Singh

Director

Integral Mathworks

Lucknow

**Subject** – Invitation to be member of DAB at Ajeenkya D.Y. Patil School of Engineering, Pune.

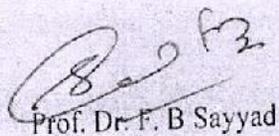
Respected Sir/Madam,

**Greetings from Ajeenkya DY Patil School of Engineering, Pune!!!!**

It is a great pleasure to announce that the Department of Artificial Intelligence and Data Science is constituting a "Departmental Advisory Board" (DAB) for healthy academic growth and continuous progress of the department. We shall be honored to have your consent to be a member of the Departmental Advisory Board.

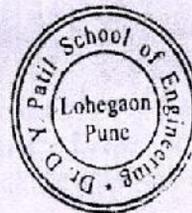
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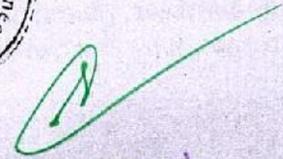
Thanking You,

  
Prof. Dr. F. B. Sayyad

Principal,

Ajeenkya DY Patil School of Engineering, Pune



  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune



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Dr. D.Y. Patil Educational Enterprises Charitable Trust's

# AJEENKYA

## DY PATIL SCHOOL OF ENGINEERING

(Formerly known as DY Patil School of Engineering)

AICTE ID - 1-3847411

AISHE Code: C-46648

DTE Code: EN6732

SPPU PUN Code: CEGP015720

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)  
(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

Ref. ADYDKC/ISOE/2022-23/620

Date: 23/09/2022

To,

Dr. Parikshit Mahalle

Professor and Head

Department of AIDS

Vishwakarma Institute of Information Technology

Pune

**Subject** – Invitation to be member of DAB at Ajeenkya D.Y. Patil School of Engineering, Pune.

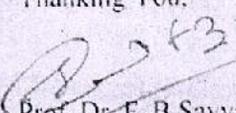
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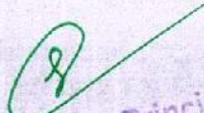
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Thanking You,

  
Prof. Dr. F. B. Sayad  
Principal,  
Ajeenkya DY Patil School of Engineering, Pune



*Received*  
*July*



Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune

■ Ajeenkya DY Patil Knowledge City, Churholi (BK), Via - Lohegaon, Pune-412 105  
Ph. (020) 35037922/21 • Email: principal\_dypsoe@dypic.in • Website: www.dypsoe.in



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(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

Date: 23/09/2022

Ref ADY/PKCL/SOE/2022-23/620

To,

Zoha Sayyed

Analyst (SAP Consultant)

Capgemini Technology Services India Limited

Mumbai

Subject - Invitation to be member of DAB at Ajeenkya D.Y. Patil School of Engineering, Pune.

Respected Sir/Madam,

Greetings from Ajeenkya DY Patil School of Engineering, Pune!!!!

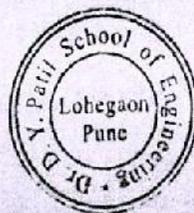
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Thanking You,

Prof. Dr. F. B Sayyad  
Principal,

Ajeenkya DY Patil School of Engineering, Pune



Principal

Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune

Dr Ajeenkya DY Patil Knowledge City, Charholi (Bk), Via - Lohegaon, Pune-412 105

Ph: (020) 35037922/21 • Email: principal\_dypsoe@dypic.in • Website: www.dypsoe.in



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**AJEENKYA**

**DY PATIL SCHOOL OF ENGINEERING**

(Formerly known as DY Patil School of Engineering)

AICTE ID: I-3847411

AISHE Code: C-1663B

DTE Code: EN6732

SPPU PUN Code: CEGP015720

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

Date: 23/09/2022

Ref: ADYPMC/SOE/2022-23/620

To,

Ritesh Sachdev

Co-Founder and CTO

Mapalon Technology Private Limited

Pune

Subject - Invitation to be member of DAB at Ajeenkya D.Y. Patil School of Engineering, Pune

Respected Sir/Madam,

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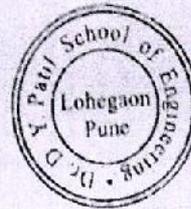
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Thanking You,

Prof. Dr. F. B. Sayyad

Principal,

Ajeenkya DY Patil School of Engineering, Pune



Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune

**Department Advisory Board  
 2022-23 (Term-1)  
 Department of Artificial Intelligence & Data Science**

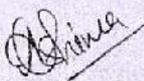
**Objective:**

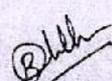
A bridge between academics and industry considering the requirements of the industry and incorporating necessary mechanisms in the department action plan and conduct activities to bridge the gap as a step forward towards quality improvement.

**Composition of DAB:**

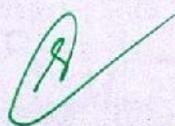
- 1] **Principal** - Dr F.B.Sayyad
- 2] **IQAC Coordinator** - Prof Riyaj Kazi
- 3] **Head of Department** - Prof Bhagyashree Dhakulkar
- 4] **Industry Institute Interaction Cell Coordinator** – Prof Priyanka Waghmare
- 5] **External Senior Academician** - Dr Parikshit Mahalle (VIIT, Pune)
- 6] **Industry Representative** - Ankit Singh (Director, Integral Mathworks)
- 7] **Alumni** - Zoha Sayyed (Capgemini Technology Services India Limited, Mumbai)
- 8] **Parent** - Ritesh Sachdev (Co-Founder and CTO, Mapalon Technology Pvt. Ltd., Pune)
- 9] **Senior Faculty of the Department** – Prof Gopika Fattepurkar

Sr. No.	Activity	Mapping with Criteria No	Outcome
1.	Meeting conducted	1 and 2	Got an insight to overcome the lacunas in academics
2.	Internship from Aller Technologies, Pune	5	Technical knowledge enhancement in students
3.	MoU with ExcellR and Aller Technologies	3	Student and faculty development
4.	Inauguration of Data Talks Club	5	Student interaction and knowledge sharing

  
 Prof. Ashima Mahendra  
 DAB Coordinator

  
 Prof. Bhagyashree Dhakulkar  
 HoD





**Principal**  
 Ajeenkya DY Patil School of  
 Engineering, Lohegaon, Pune



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

Form No. IQAC/22

### Minutes of Meeting

Meeting	Department Advisory Board meeting (2022-23)
Date	01-10-2022
Location	Online (Microsoft Teams)
Chairperson	Dr. F.B. Sayyad, Principal
In Attention	IQAC coordinator, Department faculties and Dean academics
Agenda	<p><b>Introduction of guests-</b></p> <p>The meeting started by welcoming all the members of DAB and introducing them and their profiles to all the members of meeting by Prof Ashima Mahendra (DAB coordinator).</p> <p><b>Aim of DAB.</b></p> <p>Prof Bhagyashree Dhakulkar (Hod, AI&amp;DS) introduced about Department Advisory Board to all the members present in DAB meeting. She explained that DAB is a bridge between academics and industry considering the requirements of the industry and incorporating necessary mechanisms in the department action plan and conduct activities to bridge the gap as a step forward towards quality improvement.</p> <p>She also focused on the objectives of constituting Departmental Advisory Board as follows:</p> <ol style="list-style-type: none"><li>1. To design and review the strategic &amp; curriculum plan for the department.</li><li>2. To identify recent trends in Artificial intelligence and Data Science engineering stream and understand its impact on the academic and professional growth of the students.</li><li>3. To assist in the overall development of the department and hence the institute regarding research, industry collaborations, placements, scholarships etc.</li><li>4. To act as a mentor to achieve the vision of the department and the institute.</li></ol>

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Form No. IQAC/22

**1. Guidelines by Dr Parikshit Mahalle (Senior Academeician, VIIT , Pune)**

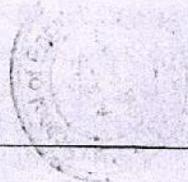
Dr Parikshit Mahalle sir appreciated department of Artificial Intelligence and Data Science for organizing DAB meeting for their department and inviting all the members on a single platform for providing inputs to assist in the overall development of the department by designing and reviewing the strategic & curriculum plan for the department. He discussed about recent trends in Artificial intelligence and Data Science engineering stream and its impact on the academic and professional growth of the students. He also that students are familiar with latest trends in the industry. He focused on three aspects which should be considered and inculcated in academics- Story telling, Data processing and Data visualization.

**2. Discussion with Mr Ankit Singh (Industry Representative, Director, Integral Mathworks. Lucknow)**

Mr Ankit Singh discussed about various skill sets required for a professional entering in the data science industry from business, math and technology point of view. From Mathematics point of view, he focused on the importance of high school level topics like probability and statistics, hypothesis testing, statistical significance and mathematical modeling. He emphasized on overall understanding of students on how industry horizontal works and typical data science problems in major industry verticals like retail, FMCG, healthcare and technology. He also focused on inculcating basics of problem-solving methodologies and visualization tools in the curriculum to prepare students for industry. He added that a layer of business communication as a skill set is a must have for an aspiring data scientist wherein areas like asking the right questions, understanding and breaking down a business problem and effective communication and representation of results plays a major role. He also suggested that students should have basic knowledge of a few core courses like SQL, Advance Excel, Python, Power BI and AWS before entering the industry.

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Form No. IQAC/22

### 3. Suggestions by Zoha Sayyed (Alumni, Analyst at Capgemini Technology Services India Limited)

Ms Zoha Sayyed was glad to be a part of Department Advisory Board and focused on the importance of strong technical skills and knowledge for students. She emphasized on the importance of good coding skills and practical knowledge in the industry. She also shared the concept of creating and joining different Coding groups where students can get assistance from peers and experts whenever they face difficulty in programming. As a part of industry, she shared her experience on importance of good communication skills and personality development so that students can excel not only technically but can also crack interviews easily with confidence.

### 4. Discussion with Mr Ritesh Sachdev (Parent)

Mr Ritesh Sachdev, father of Vridhi Sachdev (TE, AI&DS) is the Co-founder and CTO of Maplon Technology Private Limited, Pune. He was glad to be a part of Department Advisory Board and visited the department on 30/09/2022. He insisted that internship is very much required for their wards to be industry ready. He further suggested a few contacts who might help the students for internship and MoU with organizations working in the core area of AI&DS. He focused on training the students with latest technologies and tools for the overall development of the department and to train fresh minds for industry as it will increase number of placements in AI&DS. This will help in using the immense potential of fresh minds for the betterment of society.

### Resolutions

#### 1. Guidelines by Dr Parikshit Mahalle (Senior Academecian, VIIT , Pune)

Based on the guidelines given by Sir, we got an insight of how to overcome the lacunas in academics by various activities to be conducted for SE and TE. A discussion with the students about recent trends in Artificial intelligence and Data Science engineering stream and its impact on the academic and professional growth was discussed. Students were updated about three aspects which should be considered for developing their skill set - Story telling, Data processing and Data visualization.

A



**2. Discussion with Mr Ankit Singh (Industry Representative, Director, Integral Mathworks. Lucknow)**

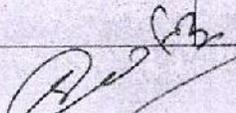
As discussed with Ankit Sir about latest tools and technologies in Artificial intelligence and Data science, workshops on Python and Advanced Excel can be conducted for SE and TE students to clear their basics of programming.

**3. Suggestions by Zoha Sayyed (Alumni, Analyst at Capgemini Technology Services India Limited)**

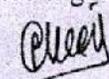
Ms Zoha suggested about good communication skills and personality development required in industry. Based on her inputs, the department has planned to organize Guest lecture for students on soft skills for interview preparation.

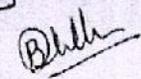
**4. Discussion with Mr Ritesh Sachdev (Parent)**

As suggested by Mr Ritesh, department of AI&DS can motivate students for internship which will make them industry ready and technically strong as they can get an idea of how industry requirements can be met. The department will also tie-up MoUs with organizations working in the core area of AI&DS.

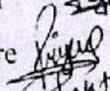
  
Principal/HoD

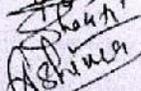
Representatives present for meeting & Signature:

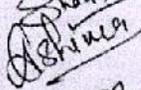
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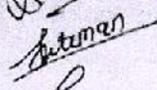
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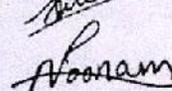
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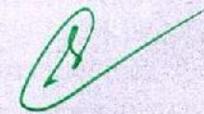
4] Prof Priyanka Waghmare 

5] Prof Shakti Kaushal 

6] Prof Ashima Mahendra 

7] Prof Jayashri Waman 

8] Prof Poonam Nagale 

  
Principal  
Ajeenkya DY Patil School of Engineering,  




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Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412105.  
Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/28

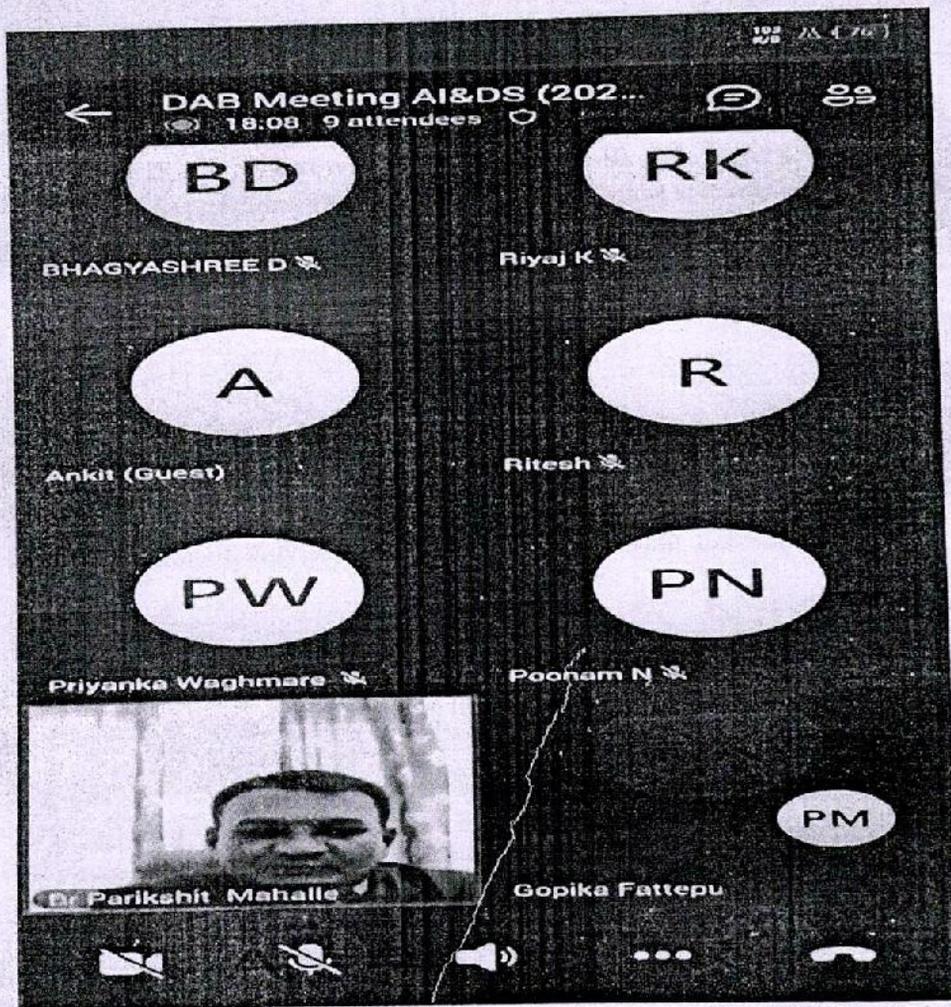
Date: 01/10/2022

DAB Attendance

Academic Year: 2022-23

Semester-I

Name of Event: Department Advisory Board meeting for session 2022-2023 (AI&DS)

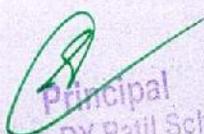


Dr Parikshit Mahalle (VIIT, Pune)

Ankit Singh (Director, Integral Mathworks)

Zoha Sayyed (Capgemini Technology Services India Limited, Mumbai)

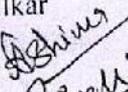
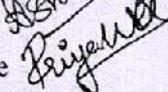
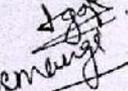
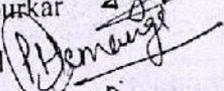
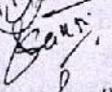
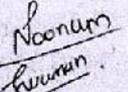
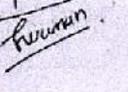
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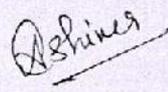
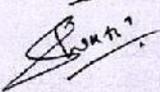
  
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Ajeenkya DY Patil School of  
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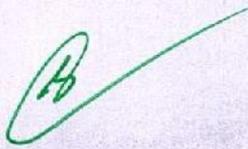




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Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/28

Prof Riyaj Kazi   
Prof Bhagyashree Dhakulkar  
Prof Ashima Mahendra   
Prof Priyanka Waghmare   
Prof Gopika Fattepurkar   
Prof Hemangi Patil   
Prof Shakti Kaushal   
Prof Poonam Nagale   
Prof Jayashree Waman 

Name and Sign of Coordinator: Prof. Ashima Mahendra   
Departmental Event Coordinator: Prof. Shakti Kaushal   
HoD: Prof. Bhagyashree Dhakulkar 

  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





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Department of Artificial Intelligence and Data Science Engineering  
Form No. IQAC/29

Date: 01 /10 /2022

DAB Feedback

Academic Year: 2022-23

Semester-I

Class: TE-AI&DS

Name of the event: Department Advisory Board Meeting 2022-23

Feedback given by the speakers after DAB Meeting is attached.

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





hod aids <hod\_aids@dypic.in>

### DAB Meeting AI&DS (2022-23)

Parikshit N. Mahalle <aalborg.pnm@gmail.com>  
To: ankit.singh@integral-mathworks.com

Sat, Oct 1, 2022 at 6:09 PM

Cc: ashima mahendra <ashimamahendra@dypic.in>, principal dypsoe <principal\_dypsoe@dypic.in>, iqac dypsoe <iqac\_dypsoe@dypic.in>, hod aids <hod\_aids@dypic.in>, zohasayyed139@gmail.com, priyanka waghmare <priyanka.waghmare@dypic.in>, Gopika Fattepurkar <fattepurkargopi@gmail.com>, sachdev,ritesh@gmail.com

Dear Ankit and All,  
It was nice interacting with you all during the DAB.  
Wonderful interaction and discussion.  
Thank you so much Ankit for the nice inputs.

On Sat, Oct 1, 2022 at 2:40 PM <ankit.singh@integral-mathworks.com> wrote:  
[Quoted text hidden]

--  
Keep Posted.  
Thank You.

Best Regards

Dr. Parikshit N. Mahalle  
M.E. (Comp. Engg.), Ph.D  
Senior Member IEEE, LMISTE, LMCSI Member ACM, Member IAENG, IET, Professional Member - Society for Data Science  
Professor and Head  
Department of Artificial Intelligence and Data Science  
Bansilal Ramnath Agarwal Charitable Trust's,  
Vishwakarma Institute of Information Technology,  
(An Autonomous Institute Affiliated to Savitribai Phule Pune University)  
An ISO 9001-2015 Certified Institute Accredited with 'A' Grade By NAAC  
Kondhwa (Bk),  
Pune - 411048  
Email: aalborg.pnm@gmail.com | parikshit.mahalle@vit.ac.in  
Cell: 9822416316/9307941193

Social Media Links:

Personal Page: [www.parikshitmahalle.com](http://www.parikshitmahalle.com)

Google Scholar: <https://scholar.google.com/citations?user=44SjKmAAAAAJ&hl=en>

Scopus: <https://www.scopus.com/authid/detail.uri?authorId=35170655700>

Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





## DAB Meeting AI&DS (2022-23)

Sat, Oct 1, 2022 at 2:40 PM

<ankit.singh@integral-mathworks.com>  
To: ashima mahendra <ashimamahendra@dypic.in>, principal dypsoe <principal\_dypsoe@dypic.in>, iqac dypsoe <iqac\_dypsoe@dypic.in>, hod aids <hod\_aids@dypic.in>, zohasayyed139@gmail.com, aalborg.pnm@gmail.com, priyanka waghmare <priyanka\_waghmare@dypic.in>, Gopika Fattepurkar <fattepurkargopi@gmail.com>, sachdev.ritesh@gmail.com

Hi Ashima,

Kindly circulate the document with the whole group.

I will create more such documents in future and share with the group. This was just an introduction

Regards,

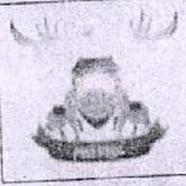
Ankit

(Please do not reply)

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Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune





Dr. D.Y. Patil Group of Institutions' Technical Campus  
**AJEENKYA D.Y. PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105.  
**Department of Artificial Intelligence and Data Science Engineering**  
**Department Advisory Board**

Form No. IQAC/47  
05/06/2023

**ACTION TAKEN REPORT**  
(DAB meeting No. 1 held on 01/10/2022)

**1] Effective designing of curriculum plan and implementation (A.Y. 2022-23):**

**Action Taken:** Academic coordinator initiated an action and obtained suggestions from Head of Department, Department faculties (Course Coordinators), various committee in-charges and students for Semester I and II A. Y. 2022-23 and prepared an academic calendar. Total 27 activities were planned & it was approved by Principal and circulated to academic & administrative departments for necessary actions.

**Outcome:** Total 25 activities out of 27 planned activities were conducted. The percentage of attainment is 92.59%.

**2] Inculcation of various skill sets required for professional entering of candidates in the company:**

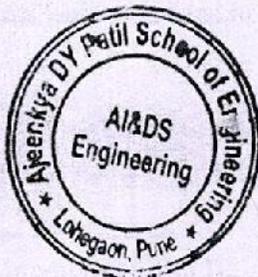
**Action taken:** Department Event coordinator organized an online webinar on "Importance of Aptitude for placement and higher studies- tips and Tricks". Students of TE and BE were benefitted by the webinar. Students were motivated to do certifications in their domain and apply for internships.

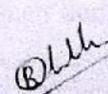
**Outcome:** 50% students completed certifications and 100% students completed internship in various companies.

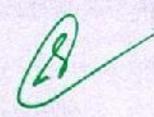
**3] Industry Institute Interaction and Add-on course conduction for coping up with recent and future trends in Artificial Intelligence and Data Science.**

**Action taken:** The department of AI&DS Engineering reached out to various software companies for Curricular and Co-curricular engagement activities through MoUs. The department organized Add-on Course on "Recent trends in IT industry" catering Artificial Intelligence and Data Science domain.

**Outcome:** 4 MoUs were signed with Software companies such as Admitter Overseas, ExcelR, IDP, Aller Technologies by Department of AI&DS.



  
Prof. Bhagyashree Dhakulkar  
HOD

  
Principal  
Ajeenkya D.Y. Patil School of Engineering, Lohegaon, Pune



Dr. D. Y. PATIL GROUP

Dr. D. Y. Patil Educational Enterprises Charitable Trust's  
Dr. D. Y. PATIL TECHNICAL CAMPUS

**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**

Ref. No: DYPTC/SOE/DIR/2016-17/644

Date: 15.05.2017

**Office Order**

Dr. S. M. Khairnar (Professor – Mathematics) is appointed as Dean R & D from 15.05.2017. He will handle all related to R & D Activity of Dr. D. Y. Patil School of Engineering.



*Manoj*  
15/5/17  
Dr. S. S. Sonavane  
Director

**Copy to:**

1. Director Corporate Relations
2. Administrative office
3. Registrar
4. Prof. S. B. Chougule for charge handover
5. Dr. S. M. Khairnar
6. Central Library
7. All Hod's

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Ajeenkya D. Y. Patil School of  
Engineering, Kolhagaon, Pune



# Dr D Y Patil School of Engineering Lohegaon Pune

## Research & Development Cell (R & D Cell)

2022-2024

1	Dr. Farooq Sayyad	Principal
2	Dr. S. M. Khairnar	Dean (R & D)
3	Col. Sanjay Karodpati	Head (Civil Engg.)
4	Dr. Sharan Inamdar	Head (E&TC Engg.)
5	Mr. Rohit Garad	Head (Mechanical Engg.)
6	Dr. Pankaj Agarkar	Head (Computer Engg.)
7	Dr. Rahul Bachute	Head ( Automobile Engg)
8	Ms. Bhagyashree Dhakulkar	Head ( AI & DS)
9	Mr. Riyaz Kazi	IQAC Coordinator
10	Dr. R. C. Katdare	Faculty (Civil Engg.)
11	Ms. Anita Mahajan	Faculty (Computer Engg.)
12	Ms. Prajakta Khairnar	Faculty (E&TC Engg.)
13	Mr. Amol Gaikwad	Faculty (Mechanical Engg)
14	Mr Pramod Wadate	Faculty (Automobile Engg)
15	Ms. Priyanka Waghmare	Faculty (AI & DS)
16	Dr Shobha Rupanar	Faculty (Engg Sciences)

- Term: Term of the R & D Cell shall be three years.
- Meetings : The R & D Cell shall meet at least twice a year
- Objectives :
  - To encourage faculty to undertake research projects in their thrust areas funded by various national and international agencies.

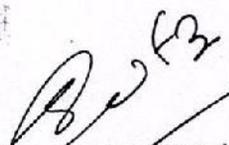


Principal  
Dr. Farooq Sayyad  
Dr. D. Y. Patil School of Engineering, Lohegaon, Pune

- To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- To provide a creative atmosphere, complemented by adequate facilities and resources in which research thrives amongst the faculty and students.

### Functions of the R & D Cell:

- To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.
- To initiate and promote MoU with industries and R&D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- To arrange talks and interactions by eminent personalities from industry, R&D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums, faculty development programs.
- To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- To formulate the R&D budget of department in close co-operation with the faculty and the Head.
- To keep everyone abreast of all announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC, SPPU, and the like.
- To motivate students for presenting papers in National and International conferences, and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project. Interdepartmental / collaborative work to be encouraged positively.
- To convert good innovative ideas of BE / ME projects in to Publications / Patents.

  
Dr. F. B. Sayyad  
Principal



  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune



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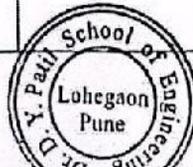
Ajeenkya D Y Patil Group of Institution's Technical Campus  
**Dr D Y PATIL SCHOOL OF ENGINEERING**

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)  
AISHE Code: C-4664B DTE Code: EN6732 SPPU PUN Code: CEGP015720  
(Accredited by NAAC)

**Research & Development Cell (R & D Cell)**

**Office Order: Role & Responsibility: 2022-2025**

1	Dr. S. M. Khaimar	Dean (R & D)	<ul style="list-style-type: none"><li>• ARC : SPPU</li><li>• Overall coordination for promoting &amp; strengthening the various research components.</li><li>• To formulate the R&amp;D budget of institute in close co-operation with the heads of department.</li></ul>
2	Dr. R. C. Katdare	Faculty (Civil Engg.)	<ul style="list-style-type: none"><li>• To initiate and promote MoU with industries and R&amp;D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.</li><li>• To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums, faculty development programs.</li></ul>
3	Dr. Sania Ansari	Faculty (E&TC Engg.)	<ul style="list-style-type: none"><li>• To identify &amp; encourage all depts for organizing conferences in association with Scopus / WoS journals.</li><li>• To keep everyone abreast of all announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC, SPPU, and the like &amp; motivate for proposal writing &amp; publications in journals of high standing.</li></ul>
4	Dr. Sunil Rathod	Faculty (Computer Engg.)	<ul style="list-style-type: none"><li>• To motivate students for presenting papers in National and International conferences, and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project. Interdepartmental / collaborative work to be encouraged positively.</li><li>• To encourage &amp; convert good innovative ideas of faculties &amp; BE / ME projects in to Publications / Patents.</li></ul>



Principal  
Ajeenkya D Y Patil School of Engineering, Lohegaon, Pune

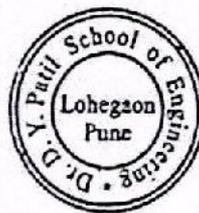
Dr Ajeenkya DY Patil Knowledge City, Chaudhri (Bk), Via - Lohegaon, Pune-412 105  
Ph: (020) 67077921/22 • Email: principal\_dypsoe@dypic.in • Website: www.dypic.in

5	Prof. Amol N. Patil	Faculty (Mechanical Engg)	<ul style="list-style-type: none"> <li>To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.</li> <li>To visit R&amp;D organizations and disseminate information regarding the effective implementation of research projects vis-a-vis the institute.</li> </ul>
6	Dr Arun Khalkar	Faculty (Engg Sciences)	<ul style="list-style-type: none"> <li>To arrange talks and interactions by eminent personalities from industry, R&amp;D organizations and institutions of repute; for the better understanding of research methodology research proposals, practices currently followed etc.</li> <li>To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.</li> </ul>
7	Heads of Department	Six Departments	<ul style="list-style-type: none"> <li>To discuss above points in department meetings twice in a month.</li> <li>To identify thrust areas of department and put on notice board.</li> <li>Increase the involvement of students in R &amp; D activities.</li> <li>Key person to execute above mentioned activities for strengthening research components along with students &amp; faculty.</li> </ul>

*AB 3/12*

Dr. Farooq Sayyad  
Principal  
Principal

Dr. D. Y. Patil School of Engineering  
Lohagaon, Pune.



*AS*

Principal  
Ajeenkya D. Y. Patil School of  
Engineering, Lohagaon, Pune





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**Research & Development Cell (R & D Cell)**

Ref No: SOE/R & D/A.Y.2022-23/MoM

## Minutes of Meeting (No: 01)

- Day & Date of R & D Cell Meeting: Monday, 12/09/2022
- Venue: Conference Room ( 018)
- Time: 3.00 pm

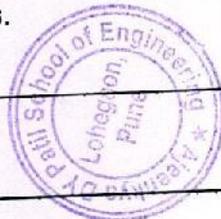
### Agenda:

Presided by Dr. F. B. Sayyad ( Principal)

1. Role & Responsibilities of R & D Cell members
2. To organize an International Conference
3. Research papers for possible publications
4. Research Proposals for funding
5. Books & Patents.
6. Involvement of students in research

### Resolutions:

- The role & responsibilities of R & D Cell members were discussed & are as follows for promoting & strengthening various research components;
  1. To arrange talks by eminent speakers on writing research papers, writing research proposals, patent filing, IPR & Copyright..etc.
  2. To encourage department faculty members for writing a minimum of five review/research papers on their thrust areas.
  3. To encourage BE & ME students to publish research papers/file patents as an outcome of their projects.
  4. To organize an international conference in association with Scopus, Web of Science & UGC Care listed journals.
  5. To encourage faculty members for writing multidisciplinary research proposals for funding.
  6. To submit an application to various funding agencies for organizing conferences / Workshops / STTP..etc.
  7. Heads of department are the key persons to ensure optimal outcomes per semester in the form of Research Papers, Research Projects, Books, Patents...etc.
- It has been resolved to organize at least one international conference in association with UGC Care list / Scopus / Web of Science journals per year preferably in the month of January / February. Principal Sir instructed the members to identify the partner/conference forum that can coordinate the conference successfully.
- R & D Cell members will motivate students for writing & presenting papers at National and International conferences, and BE projects in competitions and exhibitions. They will also encourage BE & ME students for converting their innovative ideas of BE / ME projects into Publications / Patents.



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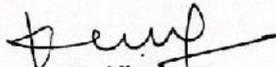
## Dr. D. Y. Patil School of Engineering

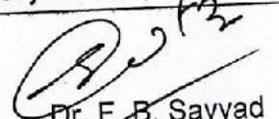
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105  
Research & Development Cell (R & D Cell)

- Heads of Department and Department Research Coordinators will encourage faculty members & ensure a minimum of five papers per semester per department.
- As per R & D Policy financial assistance as given below will be given to present the research papers at reputed National / International Conferences in India & Abroad followed by its publication.

Sl. No.	Type	Financial Assistance
1.	International Conference (Abroad)	up to Rs.25,000/-
2.	International Conference (India)	up to Rs.10,000/-
3.	National Conference, Symposia, Workshop, FDP, STTP... etc	up to Rs.5000/-

- Principal Sir has agreed that, if the paper is published in paid Scopus / Web of Science / UGC Care List journals, then 50 % of the total publication charges of the research papers published by faculty, shall be reimbursed by the institute.
- All department faculties who are Ph.D. holders or pursuing Ph.D. are instructed to submit at least one major/minor research proposal to any of the funding agencies for possible consideration. They can also write a book or book chapters in association with national & international publishers.
- Receiving a patent for one's research work is one of the most important and influential factors to judge the quality of research. Full financial assistance shall be given on granting the patent in the name of the institute. The patent shall irrevocably be registered in the name of ADYPSOE with the researcher's name prominently featured as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
- Head of Departments & Research Coordinators will ensure that the output of BE & ME projects can be in the form of research publications in UGC Care list journals/patents.

  
Dr S. M. Khairnar  
Dean (R & D)

  
Dr. F. B. Sayyad  
Principal

- Copy To:
1. The Principal
  2. R & D Cell through email.
  3. MOM file

  
Principal  
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Engineering, Lohegaon, Pune





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**Research & Development Cell (R & D Cell)**

Ref No: SOE/R & D/A.Y.2022-23/MoM

### Minutes of Meeting (No: 02)

- Day & Date of R & D Cell Meeting: Monday, 20/02/2023
- Venue: Conference Room ( 018)
- Time: 3.00 pm

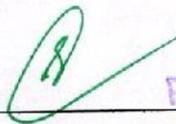
#### Agenda:

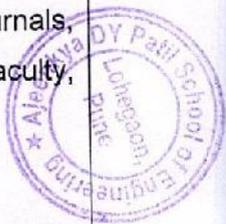
Presided & Guided by Dr. Kamaljeet Kaur ( Director-Tc)

1. *International Conference ( MICRT-STEM-2023)*
2. *Research papers for possible publications*
3. *Research Proposals for funding*
4. *Books & Patents.*
5. *Outcome of BE & ME Projects*
6. *Involvement of UG & PG students in research*

#### Resolutions:

- It was decided to submit a minimum of five papers from each department for oral presentation and possible publications in UGC Care list / Scopus journals. Director Madam instructed the members that BE, ME students & Ph.D. pursuing faculty members can register their research articles/review papers for MICRT-STEM-2023 on or before 24th February 2023.
- As per R & D Policy financial assistance will be given to present the research papers at our International Conference followed by its publication.
- R & D Cell members will motivate students for writing & presenting papers at National and International conferences, and BE projects in competitions and exhibitions. They will also encourage BE & ME students for converting their innovative ideas for BE / ME projects into Publications / Patents.
- Heads of Department and Department Research Coordinators will encourage faculty members & ensure a minimum of five papers per semester per department.
- If the paper is published in paid Scopus / Web of Science / UGC Care Listed journals, then 50 % of the total publication charges of the research papers published by faculty, shall be reimbursed by the institute.

  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune



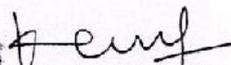


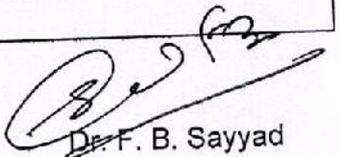
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**Research & Development Cell (R & D Cell)**

- All department faculties who are Ph.D. holders or pursuing Ph.D. are instructed to submit at least one major/minor research proposal to any of the funding agencies for possible consideration. Heads & Senior faculty members will encourage faculty members for writing multidisciplinary research proposals for funding.
- Interested faculty members can also write a book or book chapters in association with national & international publishers with ISBN Numbers.
- Receiving a patent for one's research work is one of the most important and influential factors to judge the quality of research. Full financial assistance shall be given on granting the patent in the name of the institute. The patent shall irrevocably be registered in the name of ADYPSOE with the researcher's name prominently featured as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
- It was decided to identify the thrust areas of all departments for strengthening various research components and faculty members can submit their research proposals to the core funding agencies. A list of core funding agencies will be shared with all heads of department shortly.
- Head of Departments & Research Coordinators will ensure that the output of BE & ME projects can be in the form of research publications with a minimum in UGC Care listed journals and innovative ideas can be converted into patents. The project guides will play an important role in bringing research publications/patents from students' dissertation.
- Heads of department are the key persons to ensure optimal outcomes per semester in the form of Research Papers, Research Projects, Books, Patents... etc.

  
Dr S. M. Khairnar  
Dean ( R & D)

  
Dr F. B. Sayyad  
Principal

- Copy To:
1. The Director- To
  1. The Principal
  2. R & D Cell through email.
  3. MOM file

  
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**Research & Development Cell (R & D Cell)**

## Action Taken Report (R & D Cell Meeting held on 12.09.2022)

- Total 18 papers are published by faculties in last two months.
- Two major research proposals have been submitted by Dr. S. M. Khairnar & Dr. S. M. Koli to DST & DAE for possible consideration.
- It was decided to give financial assistance up to Rs.25000/- to present the research papers at reputed National / International Conferences in India & Abroad followed by its publication.
- It was decided that, if the paper is published in paid Scopus / Web of Science / UGC Care List journals, then 50 % of the total publication charges of the research papers published by faculty, shall be reimbursed by the institute.
- Arranged talks by eminent speakers on writing research papers, writing research proposals, patent filing, IPR & Copyright.
- Two faculty members have written books with ISBN Number for students and faculty members for affiliating university, Savitribai Phule Pune University.

Dr. S. M. Khairnar  
Dean ( R & D)

Dr. F. B. Sayyad  
Principal

Principal  
Ajeenkya DY Patil School of  
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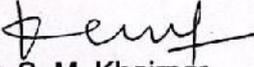
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**Research & Development Cell (R & D Cell)**

## Action Taken Report

(R & D Cell Meeting held on 20.02.2023)

- The college has been organized 3<sup>rd</sup> International Conference on Multidisciplinary Research in Recent Trends in Science, Technology, Engineering & Mathematics during 24 – 25 February 2023. Total 75 research papers have been presented and submitted for possible publication in UGC Care listed journals.
- Total 20 papers are published by faculties in last two months.
- Heads of concerned department will identified good BE & ME projects for possible publication / patents as their output.
- It was decided to give financial assistance up to Rs.25000/- to present the research papers at reputed National / International Conferences in India & Abroad followed by its publication.
- It was decided that, if the paper is published in paid Scopus / Web of Science / UGC Care List journals, then 50 % of the total publication charges of the research papers published by faculty, shall be reimbursed by the institute.
- Arranged talks by eminent speakers on writing research papers, writing research proposals, patent filing, IPR & Copyright.
- Two faculty members have written books with ISBN Number for students and faculty members for affiliating university, Savitribai Phule Pune University.
- Faculty of Computer Engineering have filed a patent for possible publication and granting the same.

  
Dr. S. M. Khairnar  
Dean ( R & D)

  
Principal  
Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune

  
Dr. F. B. Sayyad  
Principal

