

Criteria9	Governance, Institutional Support and Financial Resources	75
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Organization, Governance and Transparency(25)

State the Vision and Mission of the Institute (05)

A. Availability of the Vision & Mission statements of the Institute (02)

Vision:

To empower the students with **technical skills** and knowledge to develop **socially responsible** professionals.

Mission:

M1: To enhance students with technical knowledge and skills with ethical and social values.

M2: To strengthen industry institute interaction and alumni connect to make students technically and socially responsible citizens.

M3: To promote students for higher studies in premier institutes.

M4: To enable students for employability, entrepreneurship and lifelong learning.

Availability of the Vision & Mission Statements of the Institute:

S.N	Place	Published or Not
1.	Institute Website	Yes
2.	All entrance doors of the institute	Yes
3.	All Departments	Yes
4.	Institute Library	Yes, Digital display
5.	Institute News letter & Magazine	Yes
6.	Laboratories	Yes
7.	News letter of Department	Yes
8.	Student Note book	Yes

Quality Policy:

We impart technical as well as social knowledge to students, which will enable them to become good socially responsible person as well as good entrepreneur.

Quality Objectives:

- i.** Delivering industry – relevant and technically excellent education
- ii.** Delivering ethical and social knowledge
- iii.** Delivering effective teaching learning practices for continuous Improvement.

B. Appropriateness / Relevance of the Statements (03)

The vision and mission statements are formulated by considering vision and mission of affiliating board MSBTE, AICTE and new education policy of MHRD. The main aim of these agencies is to develop technical manpower with industry required skills. This can be achieved through the institute's vision and mission.

Institute Vision and Mission statements are the reflections of Institute objectives. The mission and vision statements are the roadmap to success; the identified Vision and Mission statements are described to the stakeholders.

The stakeholders along with academic partners established all the facets of its mission statement. ABIT's mission appropriateness to the stakeholders is witnessed through its paramount participation in the growth and improvement of higher education and human development in the societal community at large. The Department vision and mission statements are framed in line with Institute vision and mission statements.

In this context, the Vision of Institute to development of students by integrating technical competence with social responsibility, which is essential in today's global and technology-driven society. It reflects the institution's commitment to producing skilled, ethical, and responsible professionals who contribute to national development and societal well-being.

All the stakeholders (Management, HODs, Deans, Faculty, Students, Industry, Parents and Alumni) are vital in the success of the organization and hence they have been involved in the formation of **SDP** and its implementation. A lot of efforts have been put together to prepare this document by identifying measurable outcomes. This plan stands a guiding document to attain the goals and to become the premier institute in terms of academic excellence and providing skilled engineers and managers to the society and nation.

Governing body, administrative setup, functions of various bodies, define rules procedures, recruitment, and promotional policies (05)

A. List the Governing Body Composition; their memberships, functions, and responsibilities (02)

Governing body Composition:

- The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in development of Technical Education and has demonstrated an interest in promotion of quality education.
- Two to five Members (Industrialist/Technologist/Educationist) to be nominated by the Registered Trust/ Society/ Company.
- Nominee of the Affiliating University/Board (Not applicable for PGDM Institutions).
- Nominee of the All-India Council for Technical Education (Ex-officio).
- Nominee of the State Government / UT (Ex-officio).
- An Industrialist/Technologist/ Educationist from the Region nominated by the State Government/UT.
- Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/Company) - Member Secretary.
- Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.
- The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body however shall not exceed 21.

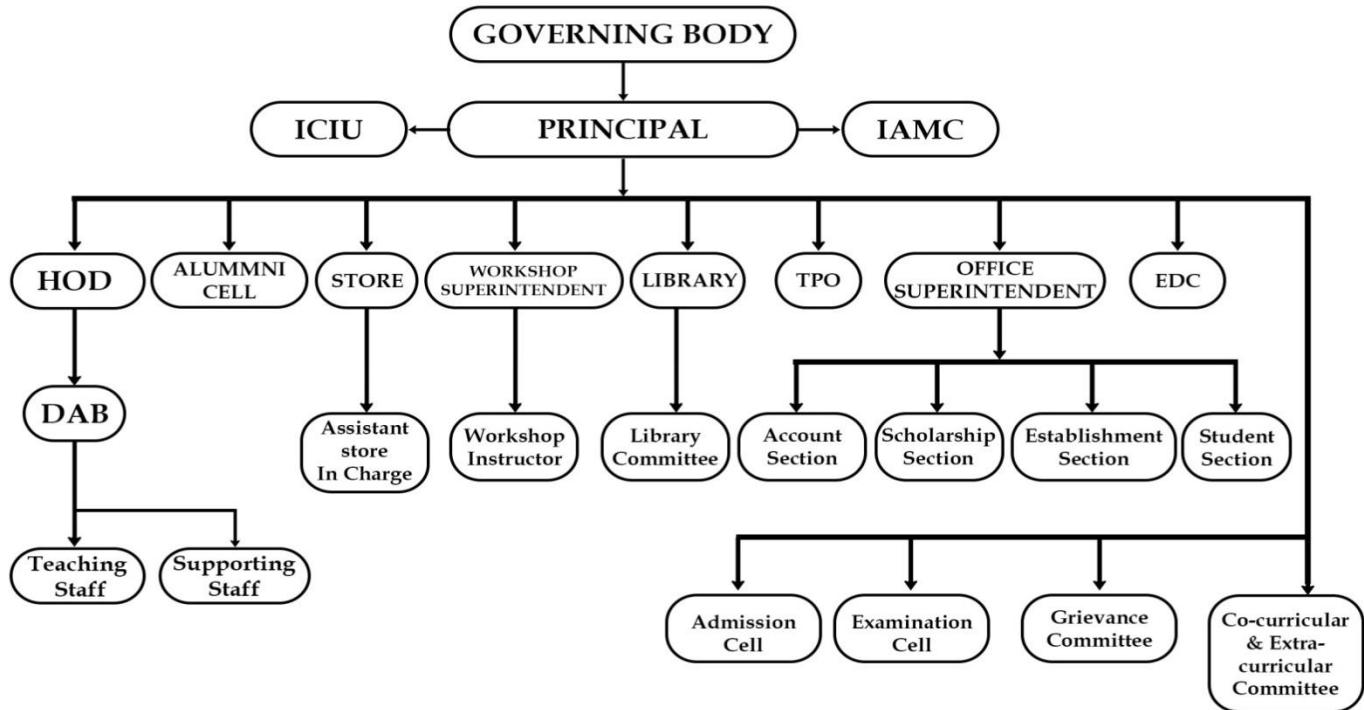


Fig 9.1.Organisation structure

Note:

- **IAMC:** Internal Academic Monitoring Committee
- **ICIU:** Institute Level Curriculum Implementation
- **DAB:** Departmental Advisory Board
- **TPO:** Training and placement officer
- **EDC:** Entrepreneurship Development Cell

1. Governing Body

The Governing Body is constituted as per the guidelines of AICTE; New Delhi. Governance is the key activity that develops the relationship among the management, staff, students and the community.

Objectives:

We believe it should be effective, efficient and economical in execution of its duties. We support modern governance and proper administration and believe these should be carried out in a way that actively acknowledges diversity. The frequency of governing body meeting is twice in a year.

Following table 9.1.2.A1 shows the list of present governing body members:

Table 9.1.2.A1: List of present governing body members

Sr. No.	Name of the Member	Designation	Designation
1	Shrimant Chh. Sou Vedantikaraje S. Bhonsle	Founder Secretary, VVCT	Chairman
2	Mr. Dange Ankush Madhavrao	Educationalist	Educationist (Management Nominee)
3	Mr. Sawant Dhananjay Sarjirao	Indusralist, Shriplas Industries , Satara	Industry Expert (Management Nominee)
4	Mr. Jagdale Ramchandra Rangrao	Social Worker	Member (Management Nominee)
5	Mrs. Pharas Julekha Badashah		Member
6	Shri Vijay Marutrao Kolhe	MSBTE Nominee	Member
7	Dr. D.V. Jadhav	DTE Nominee	Member
8	Mr. Yogesh Singh	AICTE Nominee	Member
9	Mr. Nalawade Rajendra Dattu	V. Principal , ABIT Polytechnic, Representative of teaching Staff	Member

10	Mr. Bhosale Sopan Shivaji	Office Superintendent, Representative of Non-teaching Staff	Member
11	Mr. Dhumal Satish Uttamrao	Principal, ABIT Polytechnic.	Member, Secretary

Functions & Responsibilities of Governing Body Functions:

- i. The Governing Body is the Prime body responsible for the management of the institution.
- ii. Strong monitoring of mission of the Institute and decide the quality strategy accordingly.
- iii. Delegation of Financial Powers to Principal.
- iv. Approval of the annual budget. To consider the recommendation of other committees regarding Finance, Infrastructure, Faculties, Equipment and Library resources for the respective academic year.
- v. Infrastructure and resource development and it's up gradation.
- vi. Setting a frame work for recruitment and service conditions for staff.
- vii. To consider proposals for expansion of educational activities to be made to AICTE, DTE, MSBTE such as change of Course, increase/decrease in intake capacity.
- viii. Any other important policies and decisions in the future interest of the Institution
- ix. To approve the permission of closing/ increasing/decreasing the intake of courses.
- x. To approve requirements proposed by the principal for enhancing academic excellence.
- xi. To consider the admission status report by the principal.
Any other important decision for the betterment of institution.
- xii. To approve the permission of filling in vacant posts of teaching faculties.
- xiii. Taking all policy decision related to progress of institute, academics, financial decision, etc.
- xiv. Institute scholarships, fellowships, studentships, medals, prizes and certificates.
- xv. Approve new programmes of study leading to degrees and/or diplomas. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfill the objectives of the institute.

Organizational structure and administrative setup of the Institute consists of various bodies, Committee, and cells such as Governing Body, ICIU, IAMC, Central Library Committee, Alumni, EDC, TPO, Store, Office Superintendent,

Admission Cell, Examination Cell, Maintenance Cell, Grievance Cell, Workshop Superintendent, HOD, DAB and Focus Group etc. as shown in Fig 9.1. Following are the various committees:

1. Governing Body
2. Internal Academic Monitoring Committee(IAMC)
3. Institute level curriculum implementation unit (ICIU)
4. Library Committee
5. Student Mentoring/Grievance redressal Committee
6. Vishakha Committee/ Women's Grievance Redressal / Anti Sexual Harassment Committee
7. Anti-Ragging Committee
8. Entrepreneurship and Development Cell
9. Members of SC/ST Committee
10. Co-curricular and extra-curricular.

2. Institute level Curriculum Implementation Unit (ICIU)

The ICIU is constituted as per the guidelines of MSBTE, Mumbai, Maharashtra. Desired curriculum implementation is the key activity of this committee.

Objective:

The committee consists of internal and externals take holders which monitor, plans, analyze and implements effective curriculum related activities along with remedial actions.

The following figure 9.1.2.A2 shows the present members of ICIU.

Table 9.1.2.A2: Present members of ICIU

Sr. No	Committee Member	Designation	Post
1	Mr. Dhumal Satish Uttamrao	Principal (ABIT Polytechnic)	Chairman
2	Mrs. Nikam R. A.	HOD (Computer Engineering)	Dept.-Officio Member
3	Mrs. Gogawale A. E.	HOD (E&TC Department)	Dept.-Officio Member

4	Mr. Kadam S. S.	HOD (Mechanical Department)	Dept.-Officio Member
5	Mr. Kazi A. D.	HOD (Information Technology)	Dept.-Officio Member
6	Mr. Khandale R. R.	HOD (General Science)	Member
7	Mr. Nalawade R. D.	Academic Coordinator	Member
8	PHADATARE PAYAL VITTHAL	Student Representative (CO1K 2025-26)	Member
9	PAWAR AKSHADA SHANKAR	Student Representative (EJ1K 2025-26)	Member

Functions:

- i. Study Curriculum development process and prepare curriculum implementation plan at Institute level
- ii. Identify the resource gaps at Institute level and develop plan to make up the deficiencies.
- iii. Plan for Academic Calendar of the Institute taking in to consideration the calendar from MSBTE
- iv. Guide the departments regarding the philosophy of curriculum design and its implementation.
- v. Ensure uniform implementation of MSBTE norms for student assessment
- vi. Analyses the reports of internal and external monitoring committees and take remedialaction
- vii. Maintain the records of all activities in the prescribed Performa.

3. Internal Academic Monitoring Committee (IAMC)

Strengthen the academics in the institute by achieving higher learning outcomes ensuring fulfillment of program outcomes.

Provide opportunities to the faculty members for enhancing their skills and competencies. Design, develop and implement appropriate teaching,

Objective:-

Learning and evaluation process.

- i. Strengthen the academics in the Institute by achieving higher learning outcomes ensuring fulfillment of program outcomes.

- ii. Provide opportunities to the faculty members for enhancing their skills and competencies.
- iii. Design, develop and implement appropriate teaching, learning and evaluation process. Following table 9.1.2.A3 shows the present members of IAMC committee

Table9.1.2.A3:- IAMC Committee Members

Sr. No.	Name	Designation	Post
1	Mr. Dhumal Satish Uttamrao	Principal (ABIT Polytechnic)	Chairman
2	Mr. Nalawade R. D.	Academic Coordinator	Secretary
3	Mrs. Nikam R. A.	HOD (Computer Engineering)	Member
4	Mrs. Gogawale A. E.	HOD (E&TC Department)	Member
5	Mr. Kadam S. S.	HOD (Mechanical Department)	Member
6	Mr. Kazi A. D.	HOD (Information Technology)	Member
7	Mr. Sawant N. A.	Lecturer (Mechanical Department)	Member
8	Mr. Jadahv D. S.	Lecturer (Computer Department)	Member

Functions of IAMC:

- Provide academic planning of the institute.
- Frame norms for subject distribution.
- Conduct academic audits in all the departments before commencement of semester, within semester and provide audit reports to heads of the department.
- Monitor the compliance and corrective actions based on academic audit reports.
- Ensure progressive results and prepare remedial plans accordingly
- Ensure completion of all the academic activities within scheduled time.
- Monitor and prepare corrective plan for the attendance.

4. Library Committee

The Central Library Committee consists of members from polytechnic. It formulates the policies and procedures to fulfill the needs of the faculties as well as students.

Objectives:

- Act as a platform for fulfilling learning resource requirement.
- Maintain contemporized learning tools as library resources.
- Following table 9.1.2A.4 shows library committee member

Table 9.1.2.A4: Library Committee Members

Sr. No.	Name	Designation	Post
1	Mr. Dhumal Satish Uttamrao	Principal (ABIT Polytechnic)	Chairman
2	Mrs. Sutar V. S.	Librarian	Secretary
3	Mrs. Nikam R. A.	HOD (Computer Engineering)	Member
4	Mrs. Gogawale A. E.	HOD (E&TC Department)	Member
5	Mr. Kadam S. S.	HOD (Mechanical Department)	Member
6	Mr. Kazi A. D.	HOD (Information Technology)	Member
7	Mr. Mane R. A.	Sr. Accountant	Member

Functions:

- Providing sources of information necessary for faculty members, students and workers, as well as local community.
- Organizing information sources and arranging them so they can be stored and retrieved to take advantage from with less effort.
- To formulate policies and procedures for efficient use of Library resources.

5. Office Superintendent:

Office superintendent is appointed for administrative work which includes different sections.

- **Students Section:** It looks after admission and examination related works.
- **Account Sections:** It looks after fees, Salary and auditing of institute.
- **Scholarship Section:** It looks after the Scholarship related activities.
- **Establishment Section:** It looks after Leave records, Personal file records of the employees.

6. Examination cell:

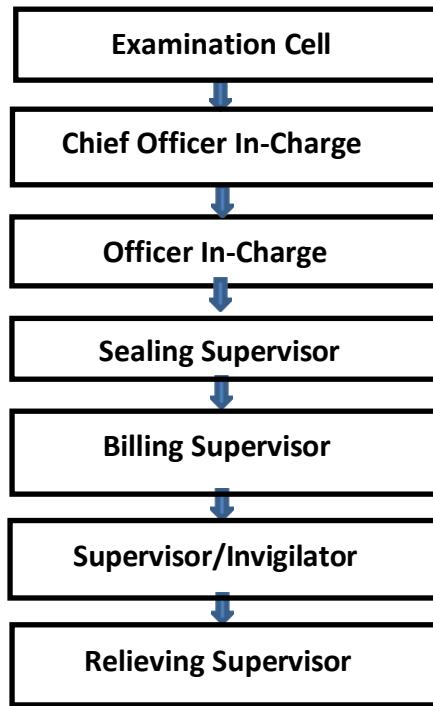
The affiliated institute is selected by the concerned RBTE for the conduct of written theory examination of the Board. The examination center may cater for examinees from own institute along with examinees of institutes connected to it by the concerned RBTE.

Responsibilities of Examination Cell:

- Chief officer-in-charge is the Head of Institute and authorized to make appointments of Officer-in-charge Examination cell and other supporting staff as per the norms of MSBTE.
- Examination cell shall be conversant with MSBTE portal, institute login and, Examination cell logins. Examination cell shall be aware of the time table, latest circulars, notices related to examination. Officer-in-charge of Examination Cell shall hold meeting of all staff involved in examination work and block supervisors and update them about their roles & responsibilities.
- Sealing supervisor in each session of examination count the question papers as per blocks and distribute them 10 minutes before in each block. He also collects the absentee report of each block in prescribed format and updates the absentee report to the officer-in-charge, Examination cell for entry of special code on e-mark sheet.

Billing supervisor for each session of examination issue the block wise answer books and maintain the block wise record of main answer books and supplements. Maintain the attendance record of the officers and staff actually present for examination work. Supervisor collects the envelope containing blank answer books, seating arrangement and attendance sheet from the record & billing supervisor and there are any damaged or unsuitable answer books and replace them with correct answer books in consultation with record & billing supervisor. Examination cell should follow the procedure as per MSBTE norms.

Fig.9.1.2.A:Structure of Examination cell



7. Departmental Advisory Board (DAB):

It is a department level advisory board which consists of internal and external stakeholders. Head of Department, Management representative, Faculty representative, Module co-ordinator, Course Co-ordinator, Departmental NBA Co-ordinator, Industry representative and Alumni representative, Student and Parent representative. DAB follows the functions define by ICIU and IAMC.

Objectives:

The DAB co-ordinates, observes, follows, monitor, implements and take remedial actions.

The functions define by ICIU and IAMC accurately at department level.

Functions:

- i.** Drafting of Vision, Mission of department

- ii. Drafting of PEOs, Formulation of POs/PSOs
- iii. Defines current and future issues related to programme.
- iv. Develop/ recommends new or revised PEOs/PSOs
- v. Recommends the proposals/requirements for effective implementation of OBE
- vi. Define various assessment tools for measuring outcomes
- vii. Evaluates the attainment of PEOs, POs/PSOs and proposes necessary improvements

8. Co-curricular and Extra-Curricular Committee:

The co-curricular and extra-curricular committee consists of faculty members of every department. The committee co-ordinates departmental industrial visits, technical programs, sports and cultural events of an institute.

Objectives:

- a. To promotes students co-curricular and extra-curricular skills.
- b. It aware students about actual industry functions.
- c. To find out students hidden talent which helps them building confidence.
- d. To participate in live technical fest to enhance the practical skills of the student.

Table 9.1.2.A5 Members of Co-curricular and Extra-Curricular Committee

Sr. No.	Name	Designation	Post
1.	Mrs. Nikam R. A.	HOD (Computer Department)	Coordinator
2.	Mrs. Gogawale A. E.	HOD (E&TC Department)	Member
3.	Mr. Kazi A. D.	HOD (Information Technology)	Member
4.	Mr. Kadam S. S.	HOD (Mechanical Department)	Member
5.	Ms. Shingate S. S.	Lecturer (Computer Department)	Member
6	Ms. Jagtap H. A.	Lecture (Mechanical Department)	Member

Functions:

a)Co-curricular Committee:

- i. Faculty members of various activities in this cell organize all the events and coordinate with students with help of student volunteers.
- ii. The Co-curricular committee verifies and plan activities according to academic calendar at the beginning of the every semester.
- iii. It organizes and Co-ordinates Industrial Visit, Expert Lecturers, Technical Events, & Guest Lectures, according to the calendar and scheme of the programme.
- iv. The committee monitor, maintain and collect data of all the above activities.

b) Extra-Curricular Committee:

- v. Faculty members of various activities in this cell organize all the events and coordinate with students with help of student volunteers.
- vi. This cell organizes cultural and sports events during the semester break.
- vii. The activities include Singing, dancing, Mehendi competition, funfair, Rangoli, Traditional dress etc.
- viii. The sports event include cricket, volleyball, Kabaddi, Chess, Carrom, tennis etc.

B. Minutes of the meetings and action-taken reports (01)

Following table 9.1.2.B shows minutes of the meetings and action-taken reports.

Table 9. 1. 2. B: - Governing Body meeting details.

Sr.No.	Date	Minutes of Meetings
1	05/01/2021	<ul style="list-style-type: none"> 1. Budget for A.Y. 2021-22 was put in meeting and was approved. 2. Review of first semester results of winter 2021 MSBTE exam was taken. 3. Regarding conduction of online Internal Exam due to Covid
2	21/05/2021	<ul style="list-style-type: none"> 1. Review of results of A.Y 2014-15 was taken. Suggestions were provided for improvement. 2. Principal proposed use of CCTV cameras in computer laboratories. 3. Chairman sanctioned all the demands made by the principal for the smooth and fruitful conduction of various programs with the expectations of better result and growth horizontally as well as Vertically.
3	08/04/2017	<ul style="list-style-type: none"> 1. Budget for A.Y. 2018-19 was put in meeting and was approved. 2. Review offirstsemesterresultsofwinter2016 MSBTE exam was taken.

		3. Report on staff selection, equipment purchase, training and placement, Innovation 2017 and Technovission 2017 were represented.
4	12/10/2017	<ol style="list-style-type: none"> 1. Honorable chairman had taken a review of NBA accreditation on and 5 agreed to apply for 6 NBA. 2. Review 7 on results of A.Y 2017-18 was taken. Suggestions were provided for improvement. 3. Suggestions on procurement of equipment's for physics, Chemistry and basic electronics were given.
5	12/04/2018	<ol style="list-style-type: none"> 1. Finance director circulated the audited copy of income expenditure statement of the college for the financial year 2017- 18. 2. Principal informed about procurement of equipment's for physics, chemistry and basic electronics were given. 3. Review on results of winter 2017 MSBTE exam was taken. Suggestions were provided for improvement.
6	15/10/2018	<ol style="list-style-type: none"> 1. Review on results of A.Y 2018-19 was taken. Suggestions were provided for improvement. 2. Principal proposed to procure new equipment's and trainers for IV semester as per MSBTE I-scheme syllabus. 3. All members discussed about training and placement of institute as well as 6 weeks internship to be given to 7 IV semester students.
7	12/04/2019	<ol style="list-style-type: none"> 1. Review on results of winter 2018 MSBTE exam was taken. Suggestions were provided for improvement. 2. Budget for A.Y. 2019-20 was put in meeting and was approved.
8	26/12/2020	<ol style="list-style-type: none"> 1. Brief report of the activities conducted by the institute during the second semester of the AY-2020-21 by the director. 2. To approve the admission strategies for the A.Y. 2021-22. 3. Principal presented Institute Academic Calendar and department wise academic calendar. 4. Principal presented department wise faculty requirement As per MSBTE/AICTE/NBA norms.
9	26/06/2021	<ol style="list-style-type: none"> 1. Director gives the brief report of the activities conducted by the Institute during second semester of A.Y. 2020-21. 2. Approve the training placement and internship related

		<p>activities for the A.Y. 2021-22.</p> <p>3. Budgetofodd and even semester for A.Y. 2021-22.</p>
10	03/01/2022	<p>1. Confirmation of minutes of fifth governing body meeting held on 26th June 2021 and approve the action taken Report of various resolutions confirmed during fourth governing body meeting.</p> <p>2. Brief report of the activities conducted in second semester of academic year 2021-22</p>
11	05/07/2022	<p>1. To approve the admission strategies for the A.Y. 2022-23.</p> <p>2. Director gives the brief report of the activities conducted by the Institute during second semester of A.Y. 2021-22.</p> <p>3. Approve the training placement and internship related activities for the A.Y. 2022-23.</p> <p>4. Budget of odd and even semester for A.Y. 2022-23.</p>

Table 9.1.2.B1: Governing Body meeting with Action Taken Report.

Meeting No.	Date	Action taken Report
1	25/04/2016	<p>1. Approve the action taken Report of various resolutions confirmed during fourth governing body meeting.</p> <p>2. Budget for A.Y. 2017-18 was put in meeting and was approved.</p> <p>3. Remedial lectures has been arranged for the failed students .</p>
2	07/10/2016	<p>1. Approve the action taken Report of various resolutions confirmed during fourth governing body meeting.</p> <p>2. CCTV cameras installed in computer laboratories.</p> <p>3. Remedial lectures has been arranged for the students</p> <p>4. Approve the action taken Report of various resolutions confirmed during fourth governing body meeting.</p>
3		<p>1. Budget for A.Y. 2018-19 was put in meeting and was approved.</p> <p>2. Staff selection and approval process initiated.</p> <p>3. Equipment purchase process started by calling various quotation</p> <p>4. Training and Placement activities planned</p> <p>5. Innovation 2017 and Technovission 2017 planned.</p>
	08/04/2017	

4	12/10/2017	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Applied for NBA accreditation. Review 7 on results of A.Y 2017-18 was taken. Remedial lectures arranged for improvement.
5	12/04/2018	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Finance director circulated the audited copy of income expenditure statement of the college for the financial year 2017- 18. Review on results of winter 2017 MSBTE exam was taken and remedial lectures arranged for improvement. As per discussion admission activities are planned – school, MSCIT visit, project exhibition.
6	15/10/2018	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Review on results of A.Y 2018-19 was taken and remedial lectures arranged for improvement. Quotation called for new equipment's for IV semester as per MSBTE I-scheme syllabus. Internship program executed.
7	12/04/2019	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Review on results of winter 2018 MSBTE exam was taken and remedial lectures arranged for improvement. Budget for A.Y. 2019-20 was put in meeting and was approved.
8	26/12/2020	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Approve admission strategies for the A.Y. 2021-22 planned and execution is initiated. As per academic calendar activities are executed. Faculty recruitment process started.
9	26/06/2021	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Started execution process of the approved training placement and internship related activities for the A.Y. 2021-22. Budget of odd and even semester for A.Y. 2021-22 was

		resented and approved.
10	03/01/2022	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Implemented the activities conducted in second semester of academic year 2021-22. Implemented the activities of Training and placement. Implemented the approved admission strategies.
11	05/07/2022	<ol style="list-style-type: none"> Approve the action taken Report of various resolutions confirmed during fourth governing body meeting. Implemented the approved admission strategies for the A.Y. 2022-23. Implemented the approved the training placement and internship related activities for the A.Y. 2022-23.

9.1.2.C The published service rules, policies and procedures with year of publication (01)

Rules and procedures of recruitment and promotional policies:

- ABIT implemented service rules since 2008.
- The rules of conduct discipline are mentioned in the Human Resource manual for the employees.
- The copy of HR manual is made available in the office of ABIT Polytechnic.

Recruitment policies:

- The number of total post for all disciplines is calculated as per AICTE and MSBTE norms and teaching load as per curriculum.
- The roster for all the post is approved from concerned authority.
- The institute submits the information regarding vacancy position to MSBTE.
- The advertisement for recruitment of faculty is published in the news papers.
- The institute constitutes a selection committee for recruitment of faculty as per the norms.
- The institute submits the recommendation of selection committee along with summary report to MSBTE for final approval.

Promotional policies:

- The regular faculty members with required qualifications, experience and good appraisal performance are recommended for promotion in appropriate level.
- This is done as per MSBTE and AICTE norms.

9.1.2.D. Extent of awareness among the employees/students (01)

The decisions taken in governing body meetings are communicated to employees through Principal and/or HOD meetings. The students are made aware about important rules and procedures by circulating and displaying notices.

9.1.3 Decentralization in working and grievance redressal mechanism (05)

The institute ABIT Polytechnic has decentralized organizational structure for working and Principal, HODs and various committees are there in place to take care of activities.

1. The duties and authorities of the Principal areas under:

- Maintain coordination with statutory bodies.
- Monitor the progress of curriculum implementation.
- Provide infrastructure facilities.
- Conduct meetings of Heads of the department for smooth functioning of academic activities.
- Provide guidance to various committees and cell.
- Analyze the feedback given by IAMC and EAMC and take remedial measures.
- Promote activities related to admissions in first year and direct second year of Diploma.

2. The duties and responsibilities of the HOD are as under:

- The HOD is responsible for academic and administration of department.
- Plan the co-curricular and extra-curricular activity of department.
- Taking feedback of student related to academic and providing necessary action.
- Assigning duties and responsibilities to staff.
- Prepare the department to achieve excellent grade.

A. List the names of the faculty members who have been delegated powers for taking administrative decisions (02)

Table 9.1.3.A: Faculty members who have been delegated powers for taking administrative decisions.

Sr. No.	Name	Designation
1	Mr. Dhumal S. U.	Principal
2	Mr. Nalawade R. D.	Academic Coordinator
3	Mr. Jadhav D. S.	NBA Coordinator
4	Mrs. Nikam R. A.	Member
5	Mrs. Gogawale A. E.	Member
6	Mr. Kadam S. S.	Member
7	Mr. Kazi A. D.	Member

B. Specify the mechanism and composition of grievance redressal cell including Anti Ragging Committee & Sexual Harassment Committee (03)

Grievance redressal mechanism:

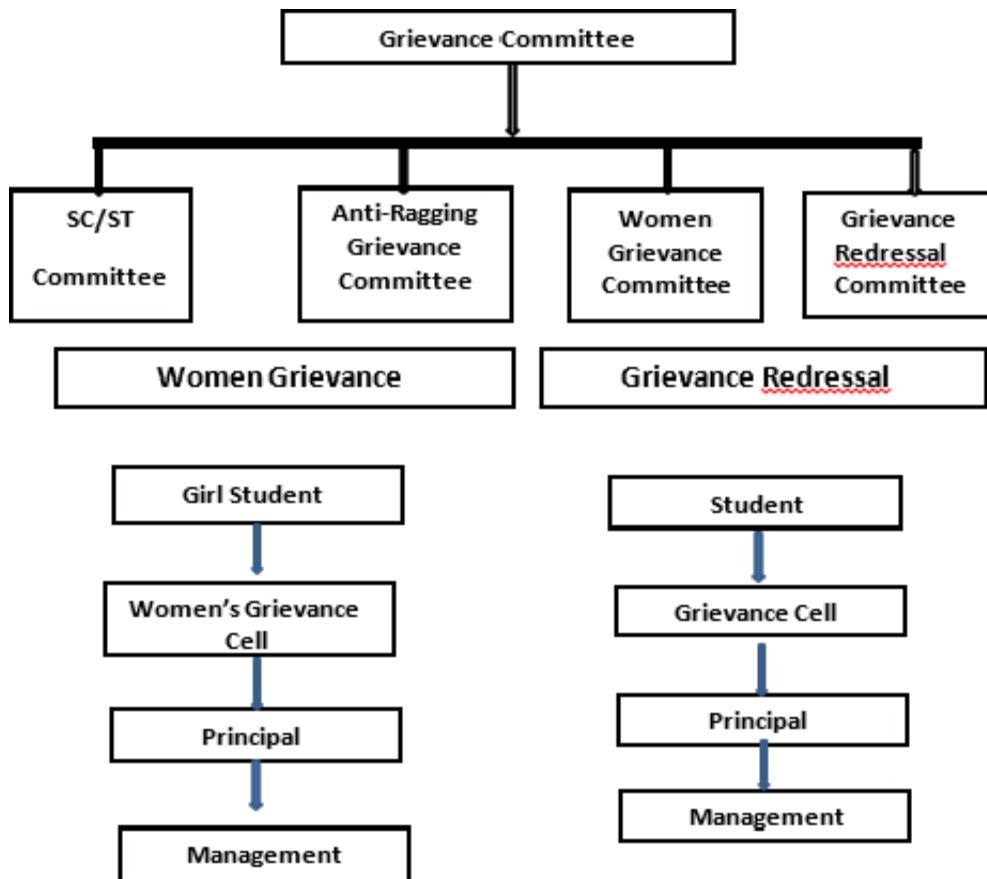


Fig. 9.1.3.B: Grievance Redressal Mechanism

Following committees are formed for the Redressal of Grievance.

1. Anti-Ragging Committee.
2. Women Grievance Committee.
3. Grievance Redressal Committee.
4. SC/ST

1. Anti-Ragging Committee:

VVCTs ABIT Polytechnic has formed an Anti-Ragging Cell as per the All India Council For Technical Education Act 1987 (52 of 1987); AICTE norms to maintain friendly & fearless educational environment in the Institute.

Objective:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16- 05-2007 and in Mechanical Appeal number 887 of 2009, dated 08-05-2009 to

prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

As per AICTE norms Anti-Ragging Committee is formed in the institute.

Table9.1.3.B.1: Members of Anti-Ragging Committee

Sr. No.	Name	Designation	Post
1	Mr. Dhumal S. U.	Principal	Chairman
2	Mr. Nalawade R. D.	HOD Gen Science	Secretary
3	Mr. Bhosale S. S.	Office Superintendent	Coordinator
4	Mrs. Gole G. S.	Girls Hostel Warden	Member
5	Mr. Yadav S. S.	Boys Hostel Warden	Member
6	Mr. Adv Pidal Kamlesh	Advocate	Member
7	Mr. Yadav U. Y.	Police Department	Member
8	Mrs. Gogawale A. E.	Lecturer (E&TC Department)	Member
9	Mr. Kadam S. A.	Journalism	Member

10	Karande Pratiksha Dattatraya	Student Representative (EJ Second year 2025-26)	Member
11	Sahil Suresh Suryawanshi	Student Representative (CO Second year 2025-26)	Member

Functions:

- Define the mechanism to resolve the problem, if any.
- Preparing the schedule of meetings at the beginning of the Semester.
- Preparation of schedule for regular vigilance.
- Display of Ragging prohibition notices on all department notice boards.
- Selection of the Staff representatives from each department to take rounds.

Activities:

- i. Define the mechanism to resolve the problem, if any.
- ii. Preparing the schedule of meetings at the beginning of the Semester.
- iii. Preparation of schedule for regular vigilance.
- iv. Display of Ragging prohibition notices on all department notice boards.
- v. Selection of the Staff representatives from each department to take rounds.

2. Women Grievance Committee:

Women Grievance Cell has been constituted in the Institute in accordance to the guidelines issued by the Government of India to consider complaints related to any sexual discrimination of women in the Institute.

Objective:

This cell helps the woman faculty and students to solve their problems and complaints related to ragging or sexual harassment without any fear.

Table 9.1.3.B.2 shows women grievance committee members.

Sr.No.	Name	Designation	Post
1	Mrs Gogawale A. E.	HOD (E&TCDepartment)	Chairman
2	Mrs. Nikam R. A.	HOD (ComputerDepartment)	Secretary

3	Mrs. Nikam A. K.	Lecturer (E&TCDepartment)	Member
4	Mrs. Sutar V. S.	Librarian	Member

Functions:

1. To resolve issues relating to women's harassment as per AICTE guidelines.
2. To equip the female students and staff members with knowledge of their legal rights.
3. To protect the rights of female students and staff members.
4. To provide a platform for listening to complaints and redressal of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students.

Mechanism:

The girl student complaint the issue related to her to the Lady Representative of the class.

The Lady Representative forwards that complaint to the Class Teacher or Guardian

Faculty Member. The same has been forwarded to Women's Grievance Cell. The Women's Grievance Cell acts as per the AICTE guidelines and passes the judgment.

Major Activities:

- i. Program on safety awareness and related laws
- ii. Program on Anti-Sexual Harassment
- iii. Counseling Session on Woman empowerment, Gender equality and current issues of girls.

3. Grievance Redressal Committee

ABIT Polytechnic has formed Grievance Redressal Cell as per the All India Council for Technical Education Act 1987 (52 of 1987); to prevent unfair practices and to provide a mechanism to innocent students for redressal of their grievances.

Objective: To prevent unfair practices and to provide a mechanism to students and faculties for redressal of their grievances. Following table 9.1.3.3 shows members of grievance redressal committee

Table9.1.3.B.3: Members of Grievance Redressal Committee

Sr.No.	Name	Designation	Post
	Mr. Dhumal S. U.	Principal (ABIT Polytechnic)	Chairman
2	Mrs Gogawale A. E.	HOD (E&TC Department)	Chairman
3	Mrs. Nikam R. A.	HOD (Computer Department)	Secretary
4	Mr. Kadam S. S.	Lecturer (Mechanical Department)	Member
5	Mr. Kazi A. D.	HOD (Information Technology)	Member
6	Mr. Khandale R. R.	HOD (General Science)	Member
7	Mrs. Sutar V. S.	Librarian	Member
8	Mr. Bhosale S. S.	Office Superintendent	Member

The Grievance redressal cell works separately for students and faculty members and their functions are given as below:

Functions:

a) Student Grievance Redressal Cell:

- i. Invite student's suggestions for improving theory and practical teaching performances.
- ii. Take cognizance of the request made by students about the various facilities and implement solutions.
- iii. Coordinates counseling sessions to newly admitted students to deal with stress

and other related problems.

- iv. Monitor Student activities to prevention toward incidents.
- v. Disobedient students are being identified and are counseled to be punctual.
- vi. Resolve the conflicts among the students to maintain student friendly environment.
- vii. To deal with any incidences involving students from time to time and report to the concern for further action.

b) Faculty Grievance Redressal Cell:

- To develop an organizational framework to resolve grievances of the faculties and other stakeholders.
- To enlighten the faculties on their duties and responsibilities to access benefits.
- To ensure effective solution to the faculties grievances.
- Coordinates counseling sessions to faculties to deal with stress and other related problems

Mechanism:

- i. The student complains the issue related to him to the Class Representative. The class representative forwards the complaint to the Guardian Faculty Member or to the Class Teacher. The same has been reported to the Grievance Redressal Cell. The Cell passes its judgment as per the guideline of AICTE act and forwards it to the principal and Management for further action.
- ii. The faculty complains its issue related to them directly to the Grievance Redressal Cell. The Cell passes the judgment as per the guidelines of AICTE and forwards it to the Principal and Management for further action.

4. SC/ST Committee

As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OFF 1989 dated 11.09.1989; committee for SC/ST is constituted for JSPM campus to prevent offences of atrocities against the members of Scheduled Cast and Scheduled Tribe communities.

Objective:

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where such a student's experience difficulties. Table 9.1.3.B.4 shows members of SC/ST committee

Table9.1.3.B.4:-Members of SC/ST Committee

Sr.No.	Name	Designation	Post
1	Mr. Dhumal S. U.	Principal	Chairman
2	Mr. Bhosale S. S.	Office Superintendent	Secretary
3	Mr. Khandale R. R	HOD Gen Science	Member
4	Mr. Sawant N. A.	Lecturer (Mechanical Department)	Member
5	Mrs. Mohite J. S.	Non-teaching	Member
6	Mrs. Pore S. S.	Non-teaching	Member
7	Prajwal Manik Adhav	Second Year Student (E&TC Department)	Member
8	Siddhant Ramdas Jadhav	Second Year Student (E&TC Department)	Member
9	Nikita Anil Khavale	Second Year Student (Computer Department)	Member

Functions:

- a. To give equal opportunities to all the staff and students irrespective of caste diversities.
- b. Counseling and motivation to deprived section of staff and students.
- c. Resolve the grievances of staff and students of SC/ST community.
- d. Disseminate the information about different welfare schemes to SC/ST students.

Delegation of financial powers (05)

Institute delegates the financial powers to the head of the institute as well as the department . Before the financial year the Head of the department collects the budget from each and every lab incharges /faculty members, who are responsible for various activities of the department and consolidates and prepared the department budget, similarly the various committee conveners do. Finally the principal prepares the institute budget with the help of finance committee and submits the same to the trusts governing body for its approval. In addition to this, the following arrangement is done for emergency expenses:

Principal is permitted to utilize funds subjected to budget provision and for the day-to-day academic activities and shall be got audited as per the guidelines.

- Principal is given 25000/- and HODs are given Rs. 10000 imprest amount to meet their regular petty expenses which can be reimbursed any number of times in a year after submitting the expenditure details. Institution should explicitly mention financial powers delegated to the Principal, Heads of Departments and relevant in-charges.
- Department prepares the budget.
- Institute head places the budget in Trusts Governing Body meeting.
- Trusts Governing Body approves the budget.
- Institute head implements the decisions in trusts Governing Body.
- Principal has financial authority upto Rs. 25,000/-
- HODs have financial authority upto Rs.10000/-

Transparency and availability of correct / unambiguous information in public domain (05)

A. Information on the policies, rules, processes is to be made available on website(2)

- The institute has its own website <https://abitsatara.org> wherein the activities held in the institute and department are published regularly.
- Information in public domain which is made available to various stakeholders. The policies, rules and regulations are updated on the website so that the stakeholders can reach the information at any point of time.

- All the decisions taken by the statutory bodies pertaining to various academic issues are informed to all the departments/ faculty through the necessary minutes of meeting.

Table 9.1.5.A: Links for information available on website.

Sr. No.	Item	Website Link
1	Admission Process, Academic Calendars, Syllabi(Link to MSBTE)	
2	Governing Body	
3	Placement Statistics	
4	All Statutory & Non Statutory committee details	

B. Dissemination of the information about student, faculty and staff (3)

(Information on the policies, rules, processes is to be made available on website. Provision of information in accordance with the Right to Information Act, 2005)

Information on the policies, rules, processes are available on web site. The institute has a Right to Information (RTI) act cell. Provision of information in accordance with the Right to Information is also available on the college website. The academic calendars of MSBTE, institute and department are published well in advance. Time Tables, Project schedule, Assessment and Evaluation plans are made available well in advance on the notice boards. The institute has a Right to Information (RTI) act cell.

Library and Internet (20)

The library is a resource center for teaching, learning & research. Being the heart of the academic center, it is home for all the information services. The library has Reading hall with seating capacity of 250 students, Digital library, periodic sections, and reference section managed and maintained under the supervision of Library advisory committee.

It plays a proactive role in enabling access to information resources of all kind and providing innovative, responsive and effective services of all kinds. Library has resources for Undergraduate, Postgraduate and PhD students. Library circulates the catalogues of available and new arrival books, journals, so that they can raise it of new books, journals. Institute makes a separate budget provision for procuring new books and journals every year. The procure list is finalized by Library Advisory

Committee. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc chalked out / resolved by the library committee. Library is equipped with online access for e-resources.

RSCOE Central Library is automated with “AUTOLIB” Library management software, which is an Integrated Library Management System (ILMS) that supports all in-house operations of the Library. All bibliographic records of books available in the Library can now be accessed. The database of books available in the Library is being updated on day to day basis with details of recently acquired books records of all the library patrons have also been created in the AUTOLIB software. To strength our circulation counters for accuracy and speeding up of operations Barcode Technology is in place.

The major objective of our library is to providing innovative, responsive and effective services to meet the changing needs and provide authentic information to the student at any given point of time.

Library is organized into sections viz. Reading Area, Circular Section, Periodical Section, Reference Section, Digital Library section, Newspaper/Magazine section, Stack Room which are managed by professionally qualified staff.

- Large collection of text books, reference books, e-journals, educational CDs & DVDs.
- Access to international online journals like IEEE, ASCE, ACM, EBSCO, Science Direct, ASME, J-Gate.
- Membership of British Council Library Pune, Automotive Research Association of India Pune & central library IIT Mumbai.
- At present the library books covers all branches of engineering reference books, encyclopedia, handbooks, dictionaries, GATE, GRE & literature books.
- Library and Internet facilities are available as per AICTE norms.
- The central library is available to the staff and student.
- For effective utilization of library, separate slot is provided in the timetable.
- All computer systems are connected through LAN with the internet facility.
- All the books are bar-coded in the library & barcode scanners are used in the circulation for book transaction (Issue/Return/Renewal)

Quality of learning resources (hard/soft) (10)

A. Availability of relevant learning resources including e-resources and Digital Library (7)

- The library is fully automated with Auto lib software.

- Organizing Training session for use of various resources available in the library.
- Celebrating readers“ day
- Organizing events for creating awareness among the user for utilization of library resources.
- Displaying latest arrivals.
- Recommend the best resource to the user.
- Declaring best user of the week.
- Extending better services to reader like, conveying availability of demanded books and Journals.
- Requesting department to allocate appropriate slot in timetable for visiting the library.
- Drafting policy for appropriate use of library for student and Faculty members.
- Change in timing of library for its utilization considering availability of time for user.
- Organizing book exhibition in departments for awareness.

A. Total number of journals and Magazines As per Norms:

Total number of journals is available as per the norms for polytechnic.

Table9.4.1.A1:Total number of journals exclusively for Polytechnic

Educational Journals	
National	International
9	8

Branch wise books are available is as per the norms:

Table9.4.1.A2: Branch wise books exclusively for Polytechnic

Sr. No.	Branch	Number of Titles	Number of Volumes	Print Journals
1	Electronics &Telecommunication	145	730	3
2	Mechanical Engineering	108	904	6
3	Civil Engineering	121	696	5
4	Computer Engineering	158	801	3
	Total	532	3131	17

B. Total number of Journals and Magazines :

Following table 9.4.1.B1 shows Total number of journals.

Table9.4.1.B1: Total number of journals.

Educational Journals	
National	International
96	32

Details of E-Books and E-Journals

Sr. No	Courses	Number of titles of the books	E-Journals
1	Pro Quest Science and Technology	79116	7537
2	Pro Quest Management	39262	9538
4	IEEEASPPE-Journals	-----	206
5	ASMEE-Journals	-----	33
6	ASCEE-Journals	-----	34
7	DELNET(Engineering and Technology)	-----	860
8	DELNET(Management)	-----	240
		118378	17648

-Digital Library

- No. of PC-22

-Internet facility available

- speed : 500 Mbps &150Mbps

C. Accessibility to students (3)

- Open access facility is available to the students for selection of required books.
- Display of available facilities at prominent location in all departments

Internet (10)

With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet is keenly stepping forward to setup secured and stable wired /Wi-Fi network campus for our students.

As per the current market trend, most of the students like to carry 3-4 devices with them like mobile, tablets, laptops, iPods etc. campus has major requirements of user access control, control over bandwidth consumption, and differentiated Policy control for faculty's and student's access.

The institute has a 24X7 Wi-Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the college premises & hostel. The connectivity through a fully networked campus with state-of-the-art IT

infrastructure, computing & communication resources, offers students the facilities of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects & seminars. The institute also has appropriate budget allocations for updating its IT facilities.

Name of the Internet provider:

All computers are connected in LAN 100/1000 Mbps with Leased line Internet connectivity from **Teleglobal communications private limited**. Currently 500+150 Mbps Fiber optic cable network laid to connect all the building blocks of RSCOE.

A. Available bandwidth (4)

Available Bandwidth – **500Mbps+150Mbps**

B. Wi-Fi availability (2)

- Entire Campus is Wi-Fi enabled which provides internet access to all the building blocks of the college.
- About 20 access points are available in the campus.

C. Internet access in labs, classrooms, library and offices of all Departments (2)

- Class rooms can access Internet through LAN and /or Wi-Fi.
- Internet can be accessed in all the computer laboratories through LAN and /or Wi-Fi.
- Library has a digital library with about 30 systems having Internet LAN/Wi-Fi connection.
- Department HOD cabins, faculty cabins, admin office, examination center and seminar halls have designated computers with Internet facility through LAN and / or Wi-Fi.
- The Server room, all laboratories are provided with UPS and generator backup to provide uninterrupted Internet facility, air conditioners, CC camera surveillance, Fire Suppression & Protection System, First aid kit etc. Network administrator appointed to monitor and troubleshoot the Hardware, Software, Networking and Internet issues.

D. Security Arrangements (2)

Security arrangements – **Sophos, Firewall**

The institute is using Sophos X550 & cyberoam firewall to prevent illegal access of internet. Which includes network security appliances include multiple features like Firewall – VPN (SSL VPN & IPSec), Gateway Anti-Virus, Anti-Spyware & Anti-Spam,

Intrusion Prevention System (IPS), Content & Application Filtering, Web Application Firewall,

Application Visibility & Control, Bandwidth Management, Multiple Link Management for Load Balancing and Gateway Failover, over a single platform.

Institutional Contribution to the Community Development/ Go-green (05)

The Students and faculties are motivated for carrying out activities related to community development through various social clubs and committees.

- 1) Blood donation camp.
- 2) Tree plantation.
- 3) Visit to orphanage.
- 4) Visits of schools to the institute to exhibit different laboratories and facilities.
- 5) Career guidance to SSC students.
- 6) Project exhibitions and competitions are organized and are made available for SSC students.
- 7) Save Water campaigning for nearby community.
- 8) “Jana-Jagruti Abhiyan” for awareness of right of voting.

Alumni Performance and Connect (10)

Alumni association is established in the year 2015. The number of alumni members is 1298. Every year alumni meet is organized in the institute. The various activities conducted with the help of our alumni are as follows:

- Expert lecture
- Industrial visit
- Training and Placement

Following table 9.6 shows the alumni contribution.

Table 9.6 shows the alumni contribution to institution.

Sr. No.	Name of The Alumni	Profession	Activity Contribution
1	Mr. Sawant Shubham Raju	Student	Guest Lecture
2	Ms. Shraddha Santosh Shingate	Student	Guest Lecture
3	More Sanjivani Shivaji	Student	Guest Lecture
4	Kanase Rupesh	Student	Guest Lecture
5	Kale Kshitij Suryakant	Student	Guest Lecture
6	Kshirsagar Sonali Santosh	Student	Guest Lecture
7	Prasad Kiasn Ashok	Student	Guest Lecture

Alumni Performance and Connect (10) :-

We are Started Aluimini registration and formed the association in 2012 and began establishing connections with them. Accordingly, every year we organized activities such as their guest lectures, workshop, and industrial visits. However, the Alumini Association was registered with the charity commissioner in 2026. The details of the interactions carried out with them as given below

Sr. No.	Name of The Alumni	Profession	Activity Contribution
1	Mr. Akshay Dandge	Entrepreneur	Industrial visit at veer industry

2	Mr.KaranShetty	Entrepreneur	Guest lecture on “employabilityskill”
3	Mr. Rohit Ahire	Entrepreneur	Guest lecture on “employabilityskill”
4	Mr.Ashdin Mahava	Entrepreneur	IndustrialvisitatMahavas precision control
5	Mr.SarveshJoshi	Student	Expert Lecture on “Opportunitiesafterdiploma”
6	Mr.PratikVarma	Student	Internshiptodiplomastudents
7	Mr. Sujit Gaikwad	JuniorEngineer	ExpertLectureon“Advanced techniques in civil engineering”
8	Mr.Hrushikesh Supekar	DirectoratCAD Desk Centre, Aundh	Workshop on Total station
9	MissPranaliUpade	Entrepreneur	ExpertLectureon“Significant benefits of becoming An Entrepreneur”
Sr. No.	Name of The Alumni	Profession	Activity Contribution
1			
2			
3			
4			
5			
6			
7			
8			

