



Amrutvahini College of Engineering, Sangamner

6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute have effective leadership that visible in various institutional practices such as decentralization and participative management through few of the following committees.

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List the names of the faculty members who have been delegated powers for taking administrative decisions –

Sr. No.	Position
1	Chief Executive Officer.
2	Principal.
3	Vice Principal.
4	Head of Departments and Section Heads.
5	Various Committee Coordinators.

1. Grievance Redressal Committee (Sanstha Level)

Objectives:

- This committee constituted as per the rules and regulations laid by the competent authority of Amrutvahini Sheti and Shikshan Vikas Sanstha. The objective of this committee is to enquire and fetch facts from the complaints raised by Staff members and Students. The committee worked effective by vide order no.: Ja. Kra. Sanstha/Perso/1855/2020-21 with effective from date 15/07/2020.
- Committee is constituted as follows-

Sr. No.	Name Of the Member	Designation	Position
1.	Prof. V. B. Dhumal	Principal, AV Polytechnic	Chairman
2.	Dr. M. J. Chavan	Principal, AV Pharmacy	Member
3.	Dr. M. R. Wakchaure	Dean ACAD, AVCOE.	Member
4.	Dr. R. P. Labade	Head, ETC, AVCOE.	Member
5.	Prof. S. D. Gaikwad	Principal, AV Model School.	Member
6.	Shri. N. R. Gaikwad	Sr. Engg. AVS&SV Sanstha	Member

2. Grievance Redressal Committee (Institute level)

The College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit.

The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee



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members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

I. Objectives:

- a. This committee constituted as per the rules and regulations laid by the competent authority as AICTE, DTE as well as SPPU Pune. The objective to function smoothly and thoroughly without any hassles.
- b. The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
- c. A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:
- d. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- e. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- f. Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- g. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- h. Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- i. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.



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- j. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

II. Scope:

- a. The Committee deals with Grievances received in writing from the students about any of the following matters:-
- b. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- c. Financial Matters: Related to dues and payments for various items from library, hostels.
- d. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc,
- e. Functions:-
- f. The cases are attended promptly on receipt of written grievances from the students.
- g. The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

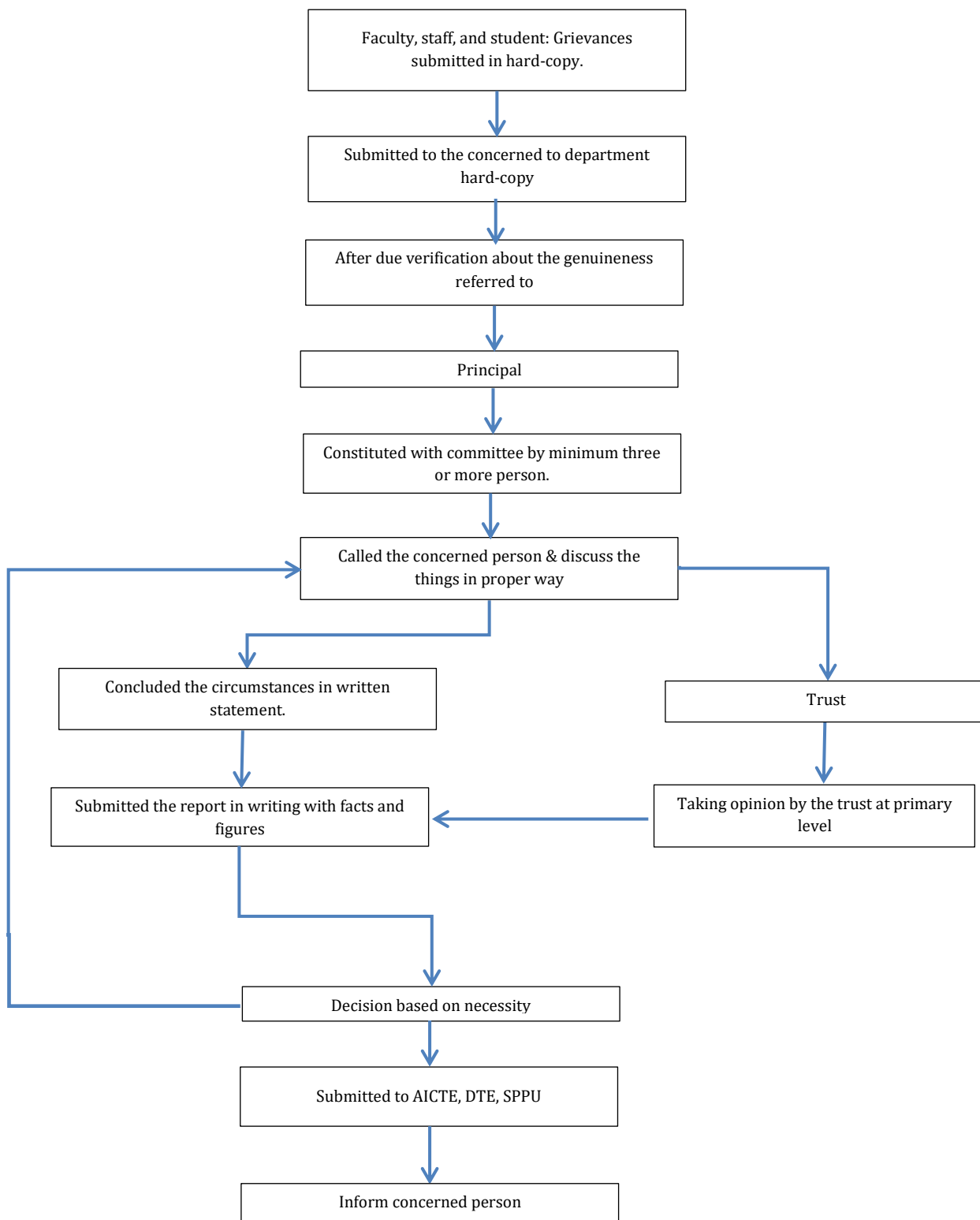
III. Frequency of Meetings

- 1. Once in a month the committee members have to review the pending works or as and whenever necessary review it immediately.
- 2.
 - a. Grievances of students/administrative/academic/hostel related issues
- 3. So far as, the problems are related with the students either hostel and mess, we have a separate department as department of maintenance.
- 4. A student in form the grievances to the hostel clerk and hostel clerk with the help of peon through proper process [Asst. Rector and Chief Rector] sorted out the problem immediately. In special circumstances related with the facts to the principal sir proper guidance.



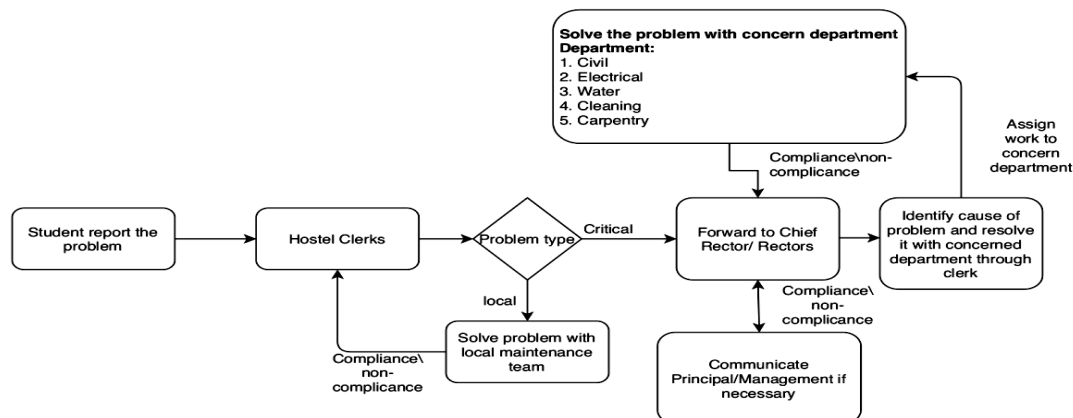
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Process:





b. Process for Grievance Redressal



- The setting of the Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- Grievances related to fees will be taken up only if the relevant financial documents like demand drafts are attached.

The Committee is requested to Contribute effectively to dispose the grievances at the earliest.

A registry to register the compliant is established and kept in the Principal office under the Supervision of Administrative officer. On receipt of the Compliant, the staff in-charge of the registry will submit the same to the Member Secretary of the “Grievance Redressal Committee”.

The Committee will meet, with an information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the “OMBUDSMAN” appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.



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The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to AICTE for appropriate action.

In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

Exclusions:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Committee

In order to comply with the SPPU, Pune and AICTE Regulation for addressing, student or Parent's grievance in a Technical Institution, "Grievance Redressal Committee" College has been constituted with following Staff in different positions to enquire the nature and extent of grievance.

The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

Members:-

Sr. No.	Name of Staff	Committee Members	Post
01	Dr. M.A Venkatesh	Principal	President
02	Prof. D.R.Patil	Staff Representative	Representative
03	Prof. Miss. V.V.Sabale	Staff Representative(Ladies)	Representative
04	Dr. R.S.Pawase	Social Worker	Representative
05	Prof. A.R.Tambe	Counsellor	Representative
06	Prof. V.B.Shinde	Student Council	Representative
07	Prof. P.N.Nagare	Student Council	Representative
08	Prof. P.R.Mehetre	Student Council	Representative
09	Prof. M.G.Kalhapure	Student Council	Representative



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Note:-

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.

3. Internal Complaint Committee

a. Prevention Of Sexual Harassment For Woman

The Internal Complaint Committee is already constituted by Amrutvahini College of Engineering, Sangamner.

This is the unit which looks after the following things:

1. Awareness related to ladies problems.
2. Awareness related to sexual harassment.
3. Use of safety equipment for students.
4. Awareness regarding mental harassment.
5. Social Awareness.
6. Awareness regarding Health issues and Yoga & Meditation.
7. Personality Development.
8. Awareness of maintaining private data on social media site.
9. Importance of sports.
10. Karate Training for self-protection.

The committee established for the cell is as below:

DTE Level committee:

Sr. No.	Name	Post
1	Dr. R.P. Labade	Chairman
2	Mrs. S.C. Sahane	NGO Member
3	Mrs. V.V. Sabale	Member Co-ordinator
4	Mrs. J.N. Ganthade	Member
5	Mrs. M.J. Rahane	Non-teaching staff
6	Miss. Rohini Kale.	Student Representative
7	Miss. Prajakta Shirsath	Student Representative



College Level committee:

Sr. No.	Name	Post
1	Mrs. Auti V.A.	Chairman
2	Miss. Dighe S.B.	Member
3	Mrs. Ganthade J.N.	Member
4	Miss. Deshmukh S.S.	Member
5	Mrs. Kalokhe D.N.	Member
6	Mrs. Monal Pawar	Member
7	Mrs. Sabale V.V.	Member
8	Miss. Pansare M.	Member

4. SC/ST Committee

Overview:

The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficult.

The cell regularly have to conduct remedial coaching classes on life skills, personality development, writing assignments and making presentations and also have to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

The SC/ST students can approach the Section Officer / Liaison Officer of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems.

The Section Officer/Liaison Officer will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.

Objectives:

According to the UGC Guidelines, following are the objectives of the Committee are as follows.

- To address Academic & non-academic issues of SC ST students.
- To conduct orientation on scholarships available for higher education.
- To conduct remedial/co-curricular coaching.



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- To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.
- To aware the SC/ST students regarding various scholarships program of state Govt. and UGC
- To function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems

Duties of Liaison Officer:

The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty as per the guidelines issued by AICTE.

Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Principal / Director.

According to the regulations framed by AICTE, the Committee meets two times in a year in the month of January and July.

SC/ST Committee at AVCOE:

AVCOE in compliance with the UGC and AICTE guidelines has constituted SC/ST Committee to help the SC/ST categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

The members of the Committee for the Academic year 2019-2020 are as follows:

Sr. No.	Name of the Staff	Designation
1.	Dr. M. A. Venkatesh	Principal and Chairman
2.	Dr. M. R. Wakchaure	Liaison Officer
3.	Mr. R. L. Paikrao	Member
4.	Mr. V. S. Aher -	Member
5.	Dr. M. A. Wakchaure	Member
6.	Mr. K. D. Dagale	Member
7.	Mrs. J. R. Rokade	Member



5. OBC CELL

Before 2017 OBC cell was merged with the minority cell and was functioning as a Minority and OBC Cell. A separate OBC cell in the Institute was established in the year 2017. OBC cell is committed to provide free and safe environment to both students and staff belonging to this category of the Institute. This cell commits to work as per the guidelines laid down by Central Govt. of India/AICTE/UGC/State Govt. of Maharashtra/DTE Maharashtra and SPPU, Pune. Cell is also taking guidance from the management of the Sanstha time to time for smooth functioning of the cell. The OBC Cell will exclusively look after the work related to the OBC only. No other work will be assigned to it.

Objectives of OBC Cell:

- To make aware, educate, enlighten and empower the students and staff of OBC category in the Institute to make use of the facilities extended by the Govt. and other agencies for their educational & occupational career.
- To collect the data from the admission cell and personal department regarding recruitments. Analyze this data and give suggestions if any to fulfill the quota of the OBC category.
- To handle the various issues and needs of the students and staff of OBC category.
- To give awareness of various scholarship program of state and central government and other organizations.

Activities and Responsibilities of OBC Cell:

- To function as a Grievances Redress Cell for the grievances of OBC students and staff of the college and render them necessary help in solving their academic, research as well as administrative problems.
- To aware the OBC students regarding various scholarships program of State and Central Government, UGC and other such organizations.
- To co-ordinate through university with Govt. (State & Central), UGC and such other organizations to get Scholarship/free ship/other financial benefits for OBC & minority students.
- To organize and monitor special coaching/training/ remedial coaching scheme in the University for OBC and Minorities students to prepare them for UGC-NET//JRF/SET/other Competitive Examinations.
- To prepare and maintain a database of candidates belonging to OBC category in the college to facilitate in placement service.



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- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To aware OBC students regarding the government orders on various aspect of education, training and employment opportunities for OBC.

OBC Cell Committee Members:

Sr. No.	Name	Designation	Position in the committee
01.	Dr. M. A. Venkatesh	Principal	Chairperson
02.	Prof. K. P. Morankar	Asso Prof.	Secretary
03.	Prof. Mrs. D. N. Kalokhe	Asst. Prof.	Member
04.	Prof. S. R. Pandit	Asst.Prof.	Member
05.	Prof. A. S. Pande	Asst.Prof.	Member
06.	Mr B. D. Bide	Instructor	Member

6. RTI

Overview

With a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus gave a powerful tool to promote transparency and accountability in the working. Accordingly Amrutvahini COE has established Right to Information Cell as per Right to Information Act, 2005 and Savitribai Phule Pune University letter no.CA/6539, dated 08/08/2008.

Scope

The stakeholders, students can seek the appropriate information through proper channel under the rules and regulations laid down by RTI Act 2005.

Objectives

1. To promote transparency and accountability in the working of the institution.
2. To strengthen the relationship between the students, parents and management.



Policy

1. Responsibilities

The RTI Cell shall have following Functions

1. To spread awareness about the purpose and the importance of RTI Act, 2005 among staff and students.
2. To form the RTI committee and to appoint one person from each department.
3. To make all the coordinators of respective department aware of their role, responsibilities and guidelines of RTI Act, 2005.
4. To finalize the implementation procedure and the information displays.
5. To entertain the information seeker only after compliance with the RTI Act, 2005 procedure.
6. To download all the standard RTI Act, 2005 manuals and notifications, circulars and document them for the future reference.

2. Membership

The RTI cell shall comprise of the following members

1. Appellate officer ----- CEO
2. Public Information Officer-----Senior staff from any department
3. Asst. Public Information Officer ----- staff from each department

3. Terms

1. The members will serve three-year terms.
2. The names of potential RTI Cell members will be proposed by the HOD of each department and will be nominated by the PIO, Principal and the Chief Executive Officer (CEO) of Amrutvahini Sheti and Shikshan Vikas Sanstha.

4. Meetings

- The Body shall meet at least twice a year (preferably at least once in each academic semester).
- Meetings are to be held on the AVCOE campus or as deemed appropriate by the Principal.

5. Office bearers of the Body



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Officers of the RTI Cell shall consist of a Appellate authority, Public Information Officer members CEO of AVCOE will be the Appellate authority while staff will be members of the cell.

6. Duties of the PIO and committee members

- To ensure that the person seeking information should give in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for.
- To ensure that the person seeking information should pay fees as may be prescribed.
- To fix the date and time for meeting of committee members.
- Discussion and decision on the grievances filed by the person seeking information by PIO and committee members.
- Action to be initiated by Coordinator committee in consultation with Principal/ Higher authority.
- Maintaining the record of complete event.

7. Woman Empowerment

The College has established a Women Empowerment Cell in the college campus with reference to letter no. AE/office/2011-12/42 Dated 12/11/2011 to create awareness of the Women's Right and to empower Girls Students and Ladies Staff of the College, also to enhance understanding of issues related to women and to make the college campus a safe place for women students. Aim at intellectual and social upliftment of the girl students & ladies staff. The Women Empowerment Cell is actively involved in the organizing various activities to make the women student s aware of the empowerment of women. The cell stands for facilitating women's empowerment through guest lectures, seminars, awareness programmes and other welfare activities during academic year.

Objectives of Women Empowerment Cell

- Make colleges safe for girls to pursue higher education in pleasant learning environment.
- Encourage the ability to think expresses boldly and decide independently.
- Focus on health care and women related issues.
- To create awareness among the women about women protection laws and rights.



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- To address the complaints and problems of women students and staff.
- To strengthen the students physically, mentally and extending more support to face the present day situation.

Committee Formation Details:

Sr. No.	Name of Members	Department	Designation
1	Dr. M.A. Venkatesh	Institute	Chairman
2	Dr. V. V. Sable	MBA	Chief-Coordinator
3	Prof.J.N.Ganthade	MBA	Member
4	Prof.A.D.Gawali	Electronics	Member
5	Prof.S.G.Wale	Engineering Science	Member
6	Prof.M.D.Pawar	Computer	Member
7	Prof.S.G.Dighe	Electrical	Member
8	Prof.M.D.Kokate	Mechanical	Member
9	Prof.D.N.Kalokhe	IT	Member
10	Ms. M. P. Pansare	Civil	Member

8. Gender Equality Cell

Overview

Gender Champions are envisaged as responsible leaders who will facilitate an enabling Environment within their schools, colleges and academic institutions where girls are treated with dignity and respect. They will strengthen the potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice.

Scope

Applies to AVCoE for UG, PG and PhD programs.

Objectives:

The broad mandate of a Gender Champion is-



To provide an integrated and interdisciplinary approach to understanding the social and cultural constructions of gender that shape the experiences of women and men in society.

The aim is to make the young boys and girls gender sensitive and create positive social norms that value the girls and their rights.

Policy and Responsibilities

- a. Provide overall guidance to the peer group in integrating /main streaming gender in all activities of the Institution in the form of focused group discussions, debates, poster competitions etc.
- b. Engage a variety of stakeholders from the school, college, civil society organizations, women's groups and media in gender mainstreaming activities.
- c. Identify gaps in school/college's activities vis-d-vis gender, and make recommendations on how to address these gaps, e.g., observe classrooms to detect bias in interactions
- d. Promote Gender Champion Club in their educational institutions and undertake innovative activities, like creating a website or blog on gender equity and regularly writing an equity column on issues on, e.g. untold stories of extraordinary men and women who changed lives of women and girls.
- e. Organize awareness programmes on various gender issues including legislations to influence behaviour change. This could be facilitated through workshops' theme based plays, films, ainting competition, etc.
- f . Organize exposure visits to various public service institutions at the village, block, district and city level (public health centres, hospitals, post offices, banks, police stations, block office, SDM/DM office to facilitate knowledge about gender issues as they affect diverse populations.
- g. Popularize phone numbers of such services as police helpline, women helpline, hospitals among students.



- h. Arrange for providing necessary life skill education and information/guidance about existing public services to their fellow students.
- i. Demonstrate knowledge of important Government schemes, events, legislation, and court rulings which has a major impact on the treatment and experiences of diverse groups.
- j. Document best practices to measure the extent of behavior change and display the same through exhibitions, fests, annual magazines etc.

9. Minority Cell

Overview

The ministry of minority Affairs created on 29 January 2006. It is main body for the central government's regulatory and developmental programmes for the minority religious communities in India. Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis) and Jains are the minority communities in the Gazette of India under Section 2(c) of the National Commission for Minorities Act, 1992.

On the verge of that the institute has established the minority cell to 2011 and then reform in 2016 to empower the minority communities in the institute. Minority cell of Amrutvahini College of Engineering has been constituted to enquire and extent welfare of stake holders.

Objectives:

1. Minority Cell has been constituted in the College to resolve the issues and problems related to the Minority students and employees of the College.
2. Motivate students to apply for getting financial assistance from government agencies.

Activities:

- Minority cell is committed to carry out following activities.
- Form a minority cell by appointing at least three members from teaching faculties.
- Appoint one faculty member as Secretary and two or more as member of the cell.



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- Communities have been notified as minority communities by the Government of India, Ministry of Minority Affairs are Sikhs, Muslims, Christians, Zoroastrians, Buddhists, Jains
- Collect regularly, on an annual basis, information regarding course-wise admissions of Minority students in the College.
- Analyze the information collected above and prepare reports and digests for onward transmission to higher authorities.
- If any grievance issue to minority candidate, handover it to grievance cell and take oral feedback for the same.
- Conduct review meeting with members twice in a year.
- Provide counseling to students at any emotional emergencies.
- To communicate all information, orders related to education and employment of minority students.
- Circulate all kinds of minority scheme in terms of financial support, scholarships etc. to students.

Minority Cell Committee

Staff Name	Contact No.	Department
Dr. M. A. Venkatesh (Chairman)	9972132130	Principal
Prof. A. K. Inamdar (Secretary)	8856963497	Engg. Science

10. Energy Audit/ Environment Related Issues.

I. Objective

- To lead and provide policy framework and direction for energy efficiency and conservation efforts and programmes.
- To establish systems and procedures to measure, monitor and verify energy efficiency and safety.
- To demonstrate energy efficiency delivery mechanisms through various programmes.
- To plan, manage and implement energy conservation programmes.



- To promote green and clean power and to reduce carbon emission that reduces dependency on fossil fuels for energy security and sustainability.
- To help reduce the cost of renewable energy generation and to promote investment, employment generation and skill enhancement in the renewable energy sector.

II. Policy Statement

To provide continuous and cleaner energy by committing to highest possible levels of performance in environmental compliance, practices and stewardship.

1. Policy

- Adopt a pro-active approach, place environmental aspects as one of the prime considerations in decision-making process.
- Identify and manage environmental impacts due to business activities, by adopting latest environment management technologies and practices.
- Act to manage risks, as identified by Risk Management Committee (RMC)*, in the form of capacity building and infrastructure strengthening.
- Evaluate performance of environment protection equipment, program and practices, with respect to legal provisions and prepare action plans for concerned functional groups.
- Ensure efficient and optimal use of resources such as land, water, fuel, construction materials, oils, and chemicals etc, especially the nonrenewable.
- Spearhead waste management by reducing, re-using, recycling, recovering and safe disposal.
- Adopt more environment friendly and energy-efficient inputs.
- Provide innovative technological solutions to environment related issues.
- Benchmark parameters to establish and adopt best practices.
- Take up environmentally befitting projects in areas of climate change, renewable energy, conservation and responsible consumption of natural resources under Sustainable Development initiatives.



- Adopt principles of green procurement by incorporating appropriate provisions in contracts and procurements.

III. Purpose

- Identification of areas of energy wastage and estimation of energy saving potential. Preparation and implementation of schemes for efficient use of energy and its conservation.
- Create awareness through a variety of measures including meetings/ programme, safety and measures
- In the context of Environment Policy, the definition of environment covers all the domains of environment – Physical, Chemical, Biological and Socio- economic aspect.
- The intent of this policy is to meet environmental expectations and provide actionable guidance, as our institute AVCOE strives to foster a culture of excellence and challenges itself for continual improvement.

IV. Responsibilities

- Prepare an annual activity plan and present to management concerning financially attractive investments to reduce energy costs.
- Establish an energy conservation cell within the institute with management's consent about the mandate and task of the cell.
- Initiate activities to improve monitoring and process control to reduce energy costs.
- Analyze equipment performance with respect to energy efficiency.
- Ensure proper functioning and calibration of instrumentation required to assess level of energy consumption directly or indirectly.
- Prepare information material and conduct internal workshops about the topic for other staff.
- Improve disaggregating of energy consumption data down to institute level.
- Establish a methodology how to accurately calculate the specific energy consumption.
- Develop and manage training programme for energy efficiency and conservation.



- Co-ordinate nomination of management personnel to external programs.
- Create knowledge bank on sectoral, national and international development on energy efficiency technology and management system and information denomination.
- Develop integrated system of energy efficiency and environmental upgradation, Wide internal & external networking.
- Co-ordinate implementation of energy audit/efficiency improvement projects through internal and external agencies.
- Establish and/or participate in information exchange with other firms of the same sector through association.

V. Applicability:

This policy shall apply to the institute and each employee & students shall be made a partner in implementing the policy.

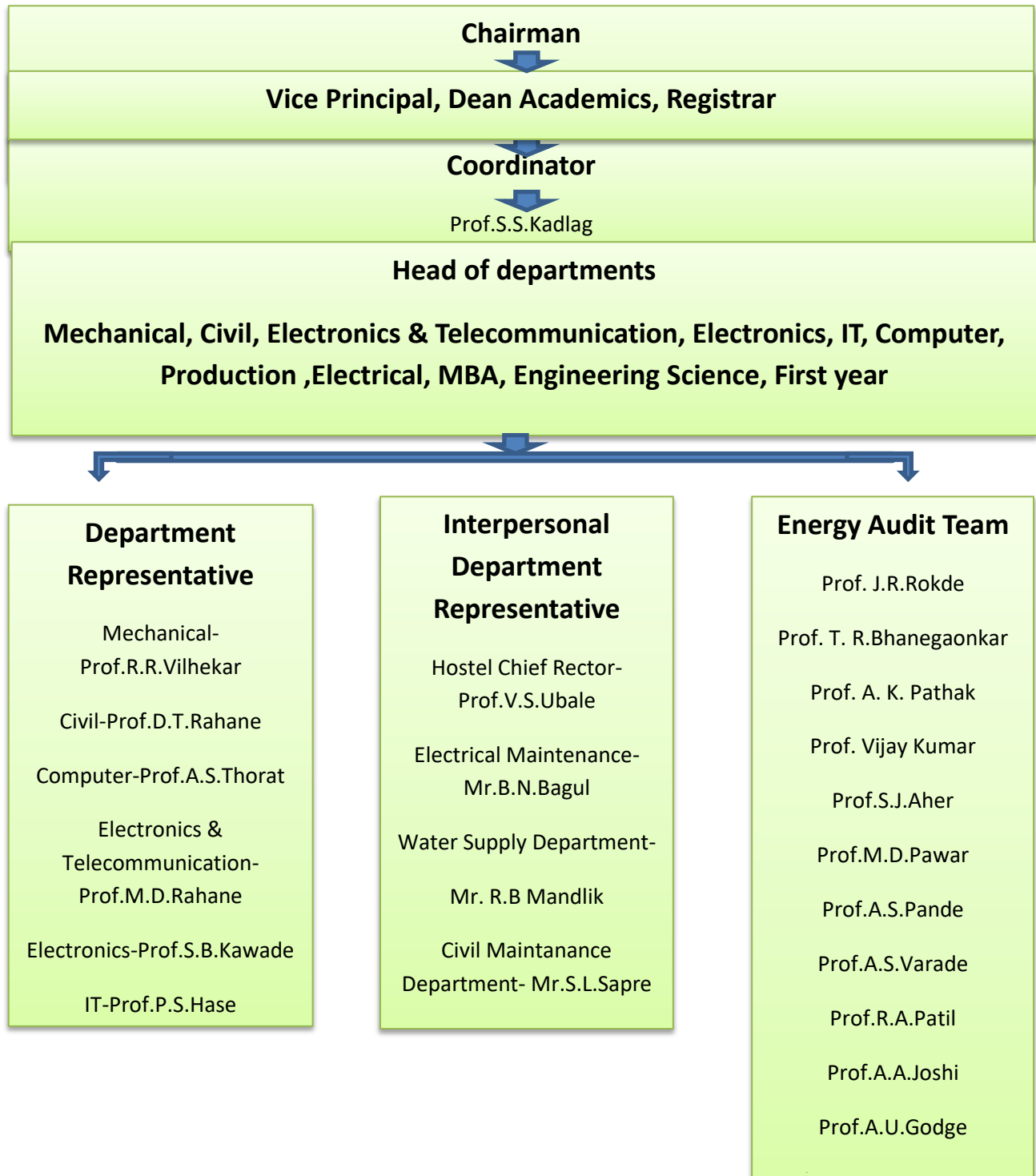
VI. Principles:

This policy is based on the following principles:

1. Consideration of Environmental factors right from the stage of planning of energy conservation and management.
2. Impact on environment can be minimized by adopting best environment management practices and state-of-the-art technology.
3. AVCOE commitment as a responsible institute is demonstrated by achieving and setting benchmarks beyond statutory compliances.
4. Innovation by carrying out Research & Developmental activities, coupled with enablers leads to continual improvement.
5. Accepting accountability for actions and expeditiously respond to any aberration.
6. Develop each employee as environmental steward by improving his awareness levels while soliciting his commitment.



VII. Institutional Framework:



VIII. Review:

This policy shall be reviewed at opportune time, but not later than once in three years.



11. Committees/ Cells under the purview of Student development officer appointed by Institute and approved by SPPU –

1. Student Development Cell

Board of Student Development

The Vision of the Savitribai Phule Pune University is student centric. It boasts of 6,00,000 students, which is one of the largest in the world. The Board of Students' Development truly represents this vision that is multidimensional as well as multifaceted. This vision sees the youth as a source of strength where their energy is harnessed to nation building and socially relevant activities to build an egalitarian society.

The Board of Students' Development (BSD) looks after the protection of rights and supervises the Development activities of the students of post-graduate departments of the university and each conducted college or institution of the university and each affiliated college. BSD promotes and co-ordinates the different students' activities for better corporate life. BSD tries to nurture students' mental, physical, cultural growth with various activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world.



2. Equal Opportunity Cell

As per the instruction given by SPPU, Pune and UGC, Delhi, in our institute the Equal Opportunity Cell is formed following are Internal Committee members.

Aims and Objectives

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

Functions

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.



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- ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes.
- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

Sr. No.	Name	Post
01	Dr. M.A.Venkatesh	President
02	Dr. M.R. Wakchaure	Member
03	Mr. R.L. Paikrao	Member
04	Dr. V.S. Aher	Member
05	Dr. M.A. Wakchaure	Member
06	Mr. K.D. Dagale	Member
07	Ms. J.R. Rokade	Member

3. Anti-Ragging Committee

As per directives of the Government and Hon. Supreme court of India, Every professional educational institute/college (According to the Gazette of India, July 04, 2009, ASHADA13, 1931 and UGC Guidelines 2009, SP Pune University letter 2009) has to constitute Anti ragging Committee and Anti ragging Squad to curb the menace of ragging and eliminate courage of ragging.

As per the guidelines of UGC, AICTE and Savitribai Phule Pune University, Anti ragging committee and Anti ragging squad were constituted in the college vide letter AE/Anti-Ragging/1406/2010 Dated 23/10/2010.

Every year Anti ragging Committee is renewed with inclusion of First year student and parent. Anti-ragging committee is constituted as per guidelines given by UGC with the inclusion of personnel from public administrative services like Police Inspector, Taluka Executive Magistrate, and People from social service and press also included. Anti-ragging committee is competent to solve cases related to ragging.



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With reference to the orders of Government and Hon'ble Supreme Court of India 'Anti Ragging Committee' has been constituted in Amrutvahini College of Engineering for the academic year 2018-19. The following members are appointed in the committee and are expected to comply the responsibilities entrusted to them by the authority.

Sr. No	Name of the Member	Designation
01.	Dr. M.A.Venkatesh	Chairman
02.	Dr. M.R.Wakchaure, (Faculty Member Representative)	Co-Chairman
03.	Dr. R. P. Labade (Faculty Member Representative)	Member
04.	Executive Magistrate, (Civil Administration Representative)	Member
05.	Police Inspector, (Police Administration Representative)	Member
06.	Shri. Ganesh Bhor, (Local Media)	Member
07.	Shri Navnath M. Katore., (Representative of Parents)	Member
08.	Dr. Suchit M. Gandhi (N.G.O.)	Member
09.	Shri S.R.Dengale, (Non-Teaching Staff)	Member
10.	Mr. Om Hure B.E. (Mechanical – A Div), Roll No.4153(Sr. Category Student)	Member
11.	Mr. Nikhil N. Katore (Jr. Student) FE-Common, Div:E Roll No. 552	Member
12.	Prof. Ubale V. S (Faculty Member Representative)	Member
13.	Prof. V. Y. Patil (Faculty Member Representative)	Member
14.	Mrs. Tai Navnath Varpe	Member
15.	Shri. N. N. More	Member
16.	Prof. P. N. Nagare (Faculty Member Representative)	Member Secretary



4. Anti-Ragging Squad

Overview:

To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students in college campus or hostel premises.

Scope:

Applied to college campus and all hostels.

Objectives:

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, and thereby, to provide for the healthy development, physically and psychologically, of all students.

Policy:

Purpose: - To take care that no ragging incidence should happens in the college campus or hostels premises and support to newly admitted students.

Responsibilities: -

Squad In-charge will be Responsible for the following in their areas:

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging.



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- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in-charge will brief all members of his squad about their duties / action regarding anti ragging.

Membership: -

- Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- Number of members in squad is 10 maximum but not less than 05 members
- Members should not change at least for three years.
- Selected members must be the senior faculty (Experience more than 10 Years).
- At least two ladies faculty are the members of committee.

Term:

Rules for Inclusion of members

- If any current member left the institute or he/she completed his/her tenure.
- On recommendation of Principal.
- As per requirement.

Rules for Exclusion of members

- After completion of tenure.
- Any health issues with member.
- On request of member.
- Members are terminated those are not working as per the given guidelines.

Meetings: -

- Twice in semester.
- Emergency meeting call by Principal on any ragging incidence.



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Sr. No.	Name of Member	Designation
1.	Dr. V.S. Ubale	Chief Rector
2.	Dr. M. R. Wakchaure	Dean -Academic
3.	Prof. V. Y. Patil	FE Coordinator
4.	Dr. S. S. Kadlag	HOD-Electrical
5.	Dr. S. D. Gunjal	HOD-Electronics
6.	Dr. B.S. Borkar	IT Dept
7	Prof. P.N. Nagare	Rector- Boy's Hostel
8.	Prof. S.R. Pandit	Rector- Boy's Hostel
9	Mrs. T.N. Varpe	Rector-Ladies Hostel
10	Mr. N. N. More	Security

5. College Magazine Cell

COLLEGE MAGAZINE "MEDHA" DETAILS

OBJECTIVE:-

- 1) To provide opportunity to the students for self-expression in written form.
- 2) To inform, engage, inspire and entertain a diverse readership.
- 3) To nurturing the skills and talents of students.

PRIZES received: -

- 1) Medha Magazine Received 2nd Prize at Savitribai Phule Pune University, Pune on 12th August, 2017 for A.Y- 2015-16.
- 2) Medha Magazine Received 2nd Prize at Savitribai Phule Pune University, Pune on 10th February, 2019 for A.Y- 2016-17

COMMITTEE MEMBERS: -

Editor-in-Chief: - Dr. M. A. Venkatesh (Principal)

Editor: - Prof. Vikram K. Abhang

University Coordinator: Prof. R. L. Paikrao



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SDO- Dr. R.S. Pawase

Cultural Coordinator: - Prof. V.B. Shinde

NSS Coordinator: - Dr. M. A. Wakchaure & Prof. R. S. Gavhane

Section Editors: -

English:

Prof. Ms. D. N. Kalokhe (Engg. Sci.)

Prof. A. E. Kachare (ETC)

Prof. S. D. Kharde (MBA)

Marathi:

Prof. Manoj Thokale (Prod.)

Prof. A. C. Bochare (Civil)

Technical:

Prof. R. N. Devikar (I.T.)

Prof. S. B. Chaudhari (Mech.)

Prof. A. S. Thorat (Comp.)

Hindi:

Prof. V.S. Phatangare (Elex.)

Prof. Vijay Kumar (Elec.)

6. Cultural Activities Cell

Aims and Objectives:

“It aims to provide rich cultural experiences so that student appreciates the multi-cultural diversity of the society.”

The cultural activities are informal and are intended to sensitize the academic world to other dimensions of human experience and knowledge, with the hope that this would enrich the lives of students and make them aware of their social responsibilities and understand the implications of their actions.

- To promote and organize cultural activities to bring out the talents of students in the performing arts.
- To develop a holistic and humanitarian attitude as members of the world community in this era of globalization and modernization by learning aspects of Indian as well as western cultures



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Cultural Committee:

The cultural association is constituted in the beginning of each academic year. It comprises of a chairman staff coordinators & student volunteer. A student's representative, the Cultural Secretary is nominated in the association.

As per the additional duties order issued on 30th Aug, 2018 from the office following staff representing department student association are assigned as the cultural coordinators of the respective departments

Sr. No.	Staff Coodinator	Department
1.	Mr. Pravin Wakchaure	Mechanical
2.	Mr. Chetan Kadlag	Civil
3.	Mr. Abhishek Bochare	Civil
4.	Miss Nawathe Anuradha	Computer
5.	Mr. Abhinav Thorat	Computer
6.	Mr. Hemant Pathade	Production
7.	Mr. Ashok Markad	IT
8.	Ms. V.S. Phatangare	Electronics
9.	Mr. Satish Jondahle	E & TC
10.	Mr. Akshay Pathare	Electrical
11.	Miss. Vrushali Sable	MBA Engg.
12.	Mrs D.N. Kalokhe	FE

Duties and Responsibilities of Cultural Incharge: -

- Conduct regular meeting of all the members
- Get approval of the budget from the authority
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the **cultural calendar** of the institute.)
- To decide the date, time and agenda of the programs
- To prepare procedure to organize cultural events and delegate uniformly the various events as per the event calendar to interested department.



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- To circulate all the notification, circulars and event details to all committee members.
- To plan for **Medha cultural fest** and accordingly delegate the responsibilities amongst the cultural team.
- To coordinate all the events centrally and get approval from the higher authority timely.
- To conduct regular meeting with all the team members and maintain the records of the same centrally.
- To select all-rounder and versatile student/s amongst the cultural members as **cultural secretary** representing the university in consultation with all the members.
- To assure the code of conduct and discipline in executing any event.

Duties and Responsibilities of Members: -

- At the beginning of the academic year Staff cultural coordinator of the respective department has to select interested & active department student association members, and details of the same to be submitted to the cultural In-charge.
- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The respective department and its members are responsible for successfully organizing the event.
- To seek formal permission, prepare the estimation and get it approved from the College authorities to arrange the respective event.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/video system, photos, dais, podium, samai, flowers, bouquets, decoration etc.)
- To invite the Chief Guest, Judges and other dignitaries in consultation with the authorities.



- To arrange mementos for guests and gifts/certificates for the participants.
- To display on the Notice Board/Website information about the program/event.
- To prepare flex banners as per requirement and make necessary arrangement to display it properly.
- To organize an Medha cultural fest, in which students are motivated to take part in Dance, Drama, Singing, mimicry, poetry etc
- After the successful execution of the event, within a week submit a report along with all the supporting bills and get it sanctioned from the authority.
- To nominate the competent student/s amongst the departmental cultural member for the post of cultural secretary at college level.

7. Disaster Management Cell

Overview

Primary function of the disaster management cell is to respond and coordinate immediately as and when disasters occur, take effective actions by providing relief and aid to the affected and enlighten citizens about the functioning of the cell by instilling a sense of confidence in their minds. Our Students/ staff facing activities include establishing different help and relief groups, impart trainings, conducting mock drills and executing various awareness programs.

Scope

Applies to AVCoE for UG, PG and PhD programs.

Objectives:

The following is a list of general objectives departments should consider when creating an Information Disaster Prevention and Recovery Plan:

- Ensure the safety of all employees and visitors at the site/facility
- Protect vital information and records
- Secure business sites and facilities



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- Safeguard and make available vital materials, supplies and equipment to ensure the safety and recovery of records from predictable disasters
- Reduce the risk of disasters caused by human error, deliberate destruction, and building or equipment failures
- Be better prepared to recover from a major natural catastrophe
- Ensure the organization's ability to continue operating after a disaster
- Recover lost or damaged records or information after a disaster

Policy:

1. Responsibilities

2. Membership

The Disaster Management Cell shall comprise of following members:

Sr. No.	Representative	Designation
1	Dr. M. A. Venkatesh, Principal	Chair Person
2	Mr. N. N. More, Security Head	Member
3	Dr. R.S. Pawase Student Development Officer	Member
4	Dr. M. A. Wakchaure Mr. R. S. Gavhane NSS Program Coordinator	Member
5	Mr. V. S. Ubale, Chief Rector	Member
6	Mr. V. P. Kulkarni, Staff Representative	Member Secretary

3. Terms

1. The members will serve as per post headed terms, renewable (Principal and Dean Academic are ex-officio members).
2. The Principal will issues the decree for the formation of the DM Cell.
- 3.



4. Meetings

- The Body shall meet at least twice a year (preferably at least once in each academic semester).
- Meetings are to be held on the AVCOE campus or as deemed appropriate by the Principal.

5. Office bearers of the Body

Officers of the Academic Advisory Body shall consist of a Chairperson, members and member secretary. Principal of AVCOE will be the Chairperson while staff representative will be member secretary.

6. Duties of the Officers

a) Chairperson

1. Chairperson shall act as the executive head of the Disaster Management Cell and will preside over meetings of the Body.
2. The Chairperson shall have power to call for meetings of the Body and to set the agenda.
3. The Chairperson shall provide appropriate information and data necessary for the Body to carry out its activities and shall inform the Body on actions regarding Body recommendations.

b) Member Secretary

1. It will be duty of the Member Secretary to maintain accurate, action-based minutes of all meetings, distribute minutes to each member on a timely basis.
2. The Member Secretary shall be responsible for maintaining the record.
3. The Member Secretary shall make necessary communication required for the efficient and effective discharge of the Body's duties and responsibilities.

7. Recommendations of the Body

All recommendations made by Disaster Management Cell to the Principal are advisory in nature and implementation will be discretion at Principal.