



CAYM Education Trust's

SIDDHANT INSTITUTE OF COMPUTER APPLICATION

(Approved by AICTE New Delhi, Gov. of Maharashtra Recognised Savitribai Phule Pune University)

Add: At post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph: 02114-661992

Email: siddhantical@gmail.com Website: www.siddhantica.in

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Preamble

- Every recognized institution has its internal quality assurance cell (IQAC) as a post accreditation quality sustenance strategy, according to national assessment and accreditation council (NAAC) Recommendations. As quality improvement is a never ending activity, the IQAC becomes a part of institutions system and stripes to achieve the institutions quality improvement and maintenance goals.
- IQAC is a participative and facilitative unit that would collaborate cool closely with faculty membersto devise the most effective techniques
- Main aim of IQAC includes:
 1. Workflows that are both efficient and timely
 2. Academic programs and research
 3. Approaches that are both affordable and inventive
 4. The best assessment process for preserving quality
 5. Providing the greatest infrastructure for achieving objectives
- The IQAC monitors and reviews the teaching-learning and evaluation process quarterly. With thisanalysis, the IQAC takes the initiative for quality sustenance as well as improvement.
- IQAC along with HOD and Director periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes.

Sr. no	List of document
1	Conduction of faculty development program byIQAC
2	IPR support facility
3	Academic review meetings
4	Feedback on teaching-learning
5	Feedback on Teacher
6	Feedback on Employer
7	Feedback on Alumni
8	Academic and Administrative audit (AAA)
9	Question Paper Reviewed by Committee
10	Sample proof of CO and PO attainment
11	Sample proof of result analysis





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Composition of IQAC 2021-22 The members of IQAC are as follow

Sr. No.	Name of Members	Designation
1	PROF. NITIN SHRIRAO	IN-CHARGE DIRECTOR
2	MR. J. S. KAMBLE	REGISTRAR
3	PROF. SARITA PATIL	IQAC Coordinator
4	PROF. SNEHAL BHONDE	FACULTY MEMBER
5	PROF. RESHMA MAVKAR	FACULTY MEMBER
6	MR. RAMSARAN PAL	MANAGEMENT REPRESENTATIVE
7	MISS. ASHWINI YEWATKAR	STUDENT
8	MR. SUNIL GADE	MEMBER OF LOCAL SOCIETY
9	MR. DNYANESHWAR JADHAV	ALUMNI



Nitin Shirao

Director

Siddhant Institute of Computer Application
Sudumbare, Maval Pune - 412109

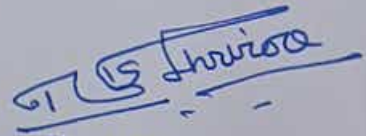


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Composition of IQAC 2022-23
The members of IQAC are as follow

Sr. No.	Name of Members	Member Type
1	PROF. NITIN SHRIRAO	MANAGEMENT REPRESENTATIVE
2	PROF. EKTA TIWARI	MEMBER
3	PROF. SARITA PATIL	IQAC Coordinator
4	PROF. YOGESH PATIL	ACADEMIC EXTERNAL EXPERT
5	MR. ASHISH SADAR	INDUSTRY EXPERT
6	MR. J. S. KAMBLE	REGISTRAR
7	MR SUDAM BOTRE	ADMINISTRATIVE
8	MR. SIDDHESHWAR KHANSE	ALUMNI




Director
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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

7/11/2022

Date: -

CIRCULAR

Subject: - IQAC Meeting Intimation to the members of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 9th Nov, Wednesday, 2022.

Venue: Director Chamber at 1.00 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Special Webinar
2. Student Induction Programme
3. Placement and Internship
4. Training Programmes
5. Infrastructure and Maintenance.





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Tel.No. : 20114 - 661992

Email : siddhantica1@gmail.com

Website : www.siddhantica.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sr. No.	Member type	Name Of Committee Member	Designation	Member Mobile No.	Member Email Id
1	Management Representative	Mr. R. S. YADAV	Chairman	9822035271	president@siddhantinstitutes.in
2	Senior Teacher	Prof. EKTA TIWARI	MEMBER	9511845899	ektatiwari.career@gmail.com
3	Co-ordinator (IQAC)	PROF. SARITA PATIL	Member-Secretary	9860566337	s_patil@siddhantica.in
4	Academic External Expert	PROF. YOGESH PATIL	MEMBER	9689493733	manyogesh@gmail.com
5	Industry Expert	MR. ASHISH SADAR	MEMBER	9960488426	ashishsadar@gmail.com
6	Registrar	MR. J. S. KAMBLE	Member	8805089999	J_kamble@siddhantica.in
7	Administrative	MR. SUDAM BOTRE	Member	8805049999	Siddhant.sudam@gmail.com
8	Alumni	MR. SIDDHESHWAR KHANSE	Member	8896897777	sbkhanse@gmail.com

(Signature)
Director

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 22/04/2022

CIRCULAR

Subject: - IQAC Meeting Intimation to the members of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 25th April, Monday, 2022.

Venue: Director Chamber at 12.45 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Student Feedback
2. Extension Activities
3. Web site Update
4. Placement and Internship
5. Workshops/Seminars conducted for faculty
6. Infrastructure and Maintenance.



Director
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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 25/04/2022

IQAC MEETING MINUTES OF MEETING

Meeting of IQAC was held on 25th April, Monday, 2022, at 12.45 pm.

The following members were present:-

Sr. No.	Name of Members	Designation	Sign
1	PROF. NITIN SHRIRAO IN-	CHARGE DIRECTOR	
2	MR. J. S. KAMBLE	REGISTRAR	
3	PROF. SARITA PATIL	IQAC Coordinator	
4	PROF. SNEHAL BHONDE	FACULTY MEMBER	
5	PROF. RESHMA MAVKAR	MEMBER	
6	MR. RAMSARAN PAL	MANAGEMENT REPRESENTATIVE	
7	MISS. ASHWINI YEWATKAR	STUDENT	
8	MR. SUNIL GADE	MEMBER OF LOCAL SOCIETY	
9	MR. DNYANESHWAR JADHAV	ALUMNI	





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INTERNAL QUALITY ASSURANCE CELL

A. IQAC coordinator outlined the agenda for the IQAC meeting held on 25th Jan, Friday, 2022 and the action plan for each point was identified.

1. Activities for Non-Teaching

Action Plan – Activities for the non-teaching faculty of department to be arranged.

2. Planning of extra and Co-curricular Activities

Action Plan – The various activities planned for the institute level tech fest need to submit their respective organization schedule, their planning committee member lists, budget and other requirements well in advance as per the given time frame.

3. Discussion on academic and activity planner

Action Plan – The academic schedule planned at the beginning of the semester needs to be followed strictly to maintain the decorum and follow the deadline as decided.

4. Collaboration with Industry/Agencies

Action Plan - The execution of work by departments through various committees (Research and Development, Innovation Cell, Professional society activities, ED Cell, Skill Development and III cell) shall be planned for improvements in the industry institute interaction.

5. Review of all infrastructure facilities and their maintenance

Action Plan - Maintenance work for the institute level infrastructure needs to be reviewed. Additional requirements, if needed, should be discussed and taken into consideration.

6. Library

Action Plan - eBooks for students and faculty shall be added to the central and departmental libraries.

7. Website update

Action Plan - All the activities and staff data has been updated till A.Y. 2019-20 by all the respective In-charges on the website.

8. Review of Teaching Learning

Action Plan - Academic planning and monitoring team had discussion with IQAC members regarding the developments in teaching learning.





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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 7/11/2022

CIRCULAR

Subject: - IQAC Meeting Intimation to the members of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 9th Nov, Wednesday, 2022.

Venue: Director Chamber at 1.00 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Special Webinar
2. Student Induction Programme
3. Placement and Internship
4. Training Programmes
5. Infrastructure and Maintenance.



G. S. Shirooo

Director

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 09/11/2022

IQAC MEETING MINUTES OF MEETING

Meeting of IQAC was held on 09th Nov, Wednesday, 2022, at 1.00 pm.

The following members were present:-

Sr. No.	Name of Members	Designation
1	PROF. NITIN SHRIRAO IN-	CHARGE DIRECTOR
2	MR. J. S. KAMBLE	REGISTRAR
3	PROF. SARITA PATIL	IQAC Coordinator
4	PROF. SNEHAL BHONDE	FACULTY MEMBER
5	PROF. RESHMA MAVKAR	MEMBER
6	MR. RAMSARAN PAL	MANAGEMENT REPRESENTATIVE
7	MISS. ASHWINI YEWATKAR	STUDENT
8	MR. SUNIL GADE	MEMBER OF LOCAL SOCIETY
9	MR. DNYANESHWAR JADHAV	ALUMNI

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INTERNAL QUALITY ASSURANCE CELL

A. IQAC coordinator outlined the agenda for the IQAC meeting held on 25th April, Monday, 2022 and the action plan for each point was identified.

Student Feedback

Action Plan – Student feedbacks for semester have been collected and analyzed. Feedbacks for the present semester have been collected and need to be analyzed.

2. Extension Activities

Action Plan – All activity reports conducted in the academic year 2021-22 need to be properly documented and the reports need to be kept ready for website.

3. Website Update

Action Plan – The website coordinator presented the updates that have been done to the website. Also, the data updated on the website was reviewed in the meeting.

4. Placement and internships

Action Plan – Efforts for placement and internships to be enhanced.

5. Workshops/Seminars conducted for faculty

Action Plan – Members had a discussion on the category on which workshops and seminars could be arranged for faculty.

6. Center of Excellence at department train faculty, student, internship.

Discussion on activities conducted at department under center of excellence. Discussion on training session conducted for faculty and students was done.

7. Infrastructure and Maintenance

Action Plan – Review of Infrastructure and maintenance at department level were discussed.





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INTERNAL QUALITY ASSURANCE CELL

The following points were discussed and decisions taken in the meeting

B. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 09th Nov, Wednesday, 2022.

Special Webinar

Action Plan – All activity reports conducted in the academic year 2021-22 need to be properly documented and the reports need to be kept ready for website.

2. Student Induction Programme

Action Plan – Induction Program conducted in the academic year 2021-22 need to be properly documented and the reports need to be kept ready for website.

3. Website Update

Action Plan – The website coordinator presented the updates that have been done to the website. Also, the data updated on the website was reviewed in the meeting.

4. Placement and internships

Action Plan – Efforts for placement and internships to be enhanced.

5. Workshops/Seminars conducted for faculty

Action Plan – Members had a discussion on the category on which workshops and seminars could be arranged for faculty.

6. Center of Excellence at department train faculty, student, internship.

Discussion on activities conducted at department under center of excellence. Discussion on training session conducted for faculty and students was done.

6. Infrastructure and Maintenance

Action Plan – Review of Infrastructure and maintenance at department level were discussed.





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INTERNAL QUALITY ASSURANCE CELL

Date: - 22/01/2022

IQAC Meeting

CIRCULAR

Subject: - IQAC Meeting Intimation to the members of IQAC

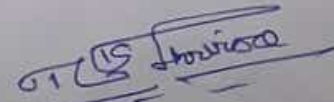
The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 25th Jan, Friday, 2022.

Venue: Director Chamber at 01.00 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Activities for Non-Teaching
2. Updates on the website.
3. Planning of extra and Co-curricular Activities
4. Discussion on academic and activity planner
5. Collaboration with industry/agencies
6. Review of all infrastructure facilities and their maintenance
7. Library
8. Review on teaching learning




Director
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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 25/01/2022

IQAC MEETING MINUTES OF MEETING

Meeting of IQAC was held on 25th Jan, Friday, 2022, at 01.00 pm.

The following members were present:-

Sr. No.	Name of Members	Designation	Sign
1	PROF. NITIN SHRIRAO IN-	CHARGE DIRECTOR	
2	MR. J. S. KAMBLE	REGISTRAR	
3	PROF. SARITA PATIL	IQAC Coordinator	
4	PROF. SNEHAL BHONDE	FACULTY MEMBER	
5	PROF. RESHMA MAVKAR	MEMBER	
6	MR. RAMSARAN PAL	MANAGEMENT REPRESENTATIVE	
7	MISS. ASHWINI YEWATKAR	STUDENT	
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INTERNAL QUALITY ASSURANCE CELL

A. IQAC coordinator outlined the agenda for the IQAC meeting held on 8th Dec, Wednesday, 2022, and the action plan for each point was identified.

1. Infrastructure arrangements for academics

Action Plan- Sufficient ICT tools to be purchased for the smooth conduction of academics. Sanitation and housekeeping/hygiene of the institute to be monitored closely and strictly.

2. Updates on the website

Action Plan- Regular updates on the planning and execution of the current as well as upcoming academic year to be updated on the website for being able to reach the students.

3. Planning of skill development activities

Action Plan- Skill development workshops for faculty and students to be organized for the upcoming academic year 2021-22.

4. Review of fee payment

Action Plan- The pending fees status shall be assessed and required actions taken.

5. Committee / department planner

Action Plan- A flexible effective plan shall be developed for the upcoming academic year 2021-22. The conduction of activities and their detailed planning to be submitted by individual departments.

6. Mentoring related Activities

Action Plan- Mentoring related activities to be completed. Every department should take care about the schedule of mentor-mentee meetings as per the academic planner.





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INTERNAL QUALITY ASSURANCE CELL

The following points were discussed and decisions taken in the meeting

B. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 25th Jan, Friday, 20221.

1. Activities for Non-Teaching

Discussion – Activities for the non-teaching faculty of department to be arranged.

2. Planning of extra and Co-curricular Activities

Decision – The various activities planned for the institute level tech fest need to submit their respective organization schedule, their planning committee member lists, budget and other requirements well in advance as per the given time frame.

3. Discussion on academic and activity planner

Discussion – The academic schedule planned at the beginning of the semester needs to be followed strictly to maintain the decorum and follow the deadline as decided.

4. Collaboration with Industry/Agencies

Discussion- The execution of work by departments through various committees (Research and Development, Innovation Cell, Professional society activities, ED Cell, Skill Development and III cell) shall be planned for improvements in the industry institute interaction.

5. Review of all infrastructure facilities and their maintenance

Discussion- Maintenance work for the institute level infrastructure needs to be reviewed. Additional requirements, if needed, should be discussed and taken into consideration.

6. Library

Discussion- eBooks for students and faculty shall be added to the central and departmental libraries.

7. Website update

Discussion - All the activities and staff data has been updated till A.Y. 2019-20 by all the respective In-charges on the website.





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8. Review of Teaching Learning

Discussion- Academic planning and monitoring team had discussion with IQAC members regarding the developments in teaching learning.





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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 4/12/2021

CIRCULAR

Subject: - IQAC Meeting Intimation to the members of IQAC

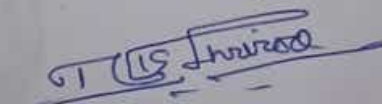
The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 8th December, Wednesday, 2021.

Venue: Director Chamber at 12.45 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Infrastructure arrangements for academics
2. Updates on the website.
3. Planning of skill development activities
4. Review of fee payment link on college website
5. Committee / department planner and discussion point to be prepared before term commencement
6. Mentoring related activities.
7. Feedback System.
8. Modifications in the academic year conduction
9. E-content formulation
10. End Semester Examination preparation




Director

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INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting

Date: - 8/12/2021

IQAC MEETING MINUTES OF MEETING

Meeting of IQAC was held on 08th December, Wednesday, 2021 at 12.45 pm.

The following members were present:-

Sr. No.	Name of Members	Designation	Sign
1	PROF. NITIN SHRIRAO	IN- CHARGE DIRECTOR	
2	MR. J. S. KAMBLE	REGISTRAR	
3	PROF. SARITA PATIL	IQAC Coördinator	
4	PROF. SNEHAL BHONDE	FACULTY MEMBER	
5	PROF. RESHMA MAVKAR	MEMBER	
6	MR. RAMSARAN PAL	MANAGEMENT REPRESENTATIVE	
7	MISS. ASHWINI YEWATKAR	STUDENT	
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INTERNAL QUALITY ASSURANCE CELL

The following points were discussed and decisions taken in the meeting

A. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 9th Oct, Monday, 2021.

1. Discussion and review of A.Y.20-21

Discussion – All the activities conducted during the A.Y. 20-21 are reviewed and reports of the same have been submitted.

2. AQAR reports submission

Decision – Review of status of completion has been taken and required data with annexure for the year 2020-21 by all the departments reflecting the activities conducted in the academic year for the quality improvements has been submitted.

3. Student feedback

Discussion – The student feedback was taken in offline mode and analyzed for any scope of improvement.

4. Budgets

Decision – Budget requirements for the next academic year, keeping in view the increased ICT usage as well as intake, were discussed for submitting the proposal to the CDC for approval.

5. Extension activities

Decision - Reports for various activities conducted under QIP and VKM have been compiled and the respective files have been completed and submitted to SPPU within the due dates.

6. Website update

Decision - All the activities and staff data has been updated till A.Y. 2019-20 by all the respective In-charges on the website.

7. University exam preparation

Discussion – Improvements in ICT infrastructure was made.

8. Possible impact of the global health scare

Discussion – Modifications in the academics as well as administration of the institute were made.





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INTERNAL QUALITY ASSURANCE CELL

B. IQAC coordinator outlined the agenda for the IQAC meeting held 08th December, Wednesday, 2021 and the action plan for each point was identified.

1. Infrastructure arrangements for academics

Action Plan- Sufficient ICT tools to be purchased for the smooth conduction of academics. Sanitation and housekeeping/hygiene of the institute to be monitored closely and strictly.

2. Updates on the website

Action Plan- Regular updates on the planning and execution of the current as well as upcoming academic year to be updated on the website for being able to reach the students.

3. Planning of skill development activities

Action Plan- Skill development workshops for faculty and students to be organized for the upcoming academic year 2021-22.

4. Review of fee payment

Action Plan- The pending fees status shall be assessed and required actions taken.

5. Committee / department planner and discussion point to be prepared before term commencement

Action Plan- A flexible effective plan shall be developed for the upcoming academic year 2022-23. The conduction of activities and their detailed planning to be submitted by individual departments.

6. Mentoring related Activities

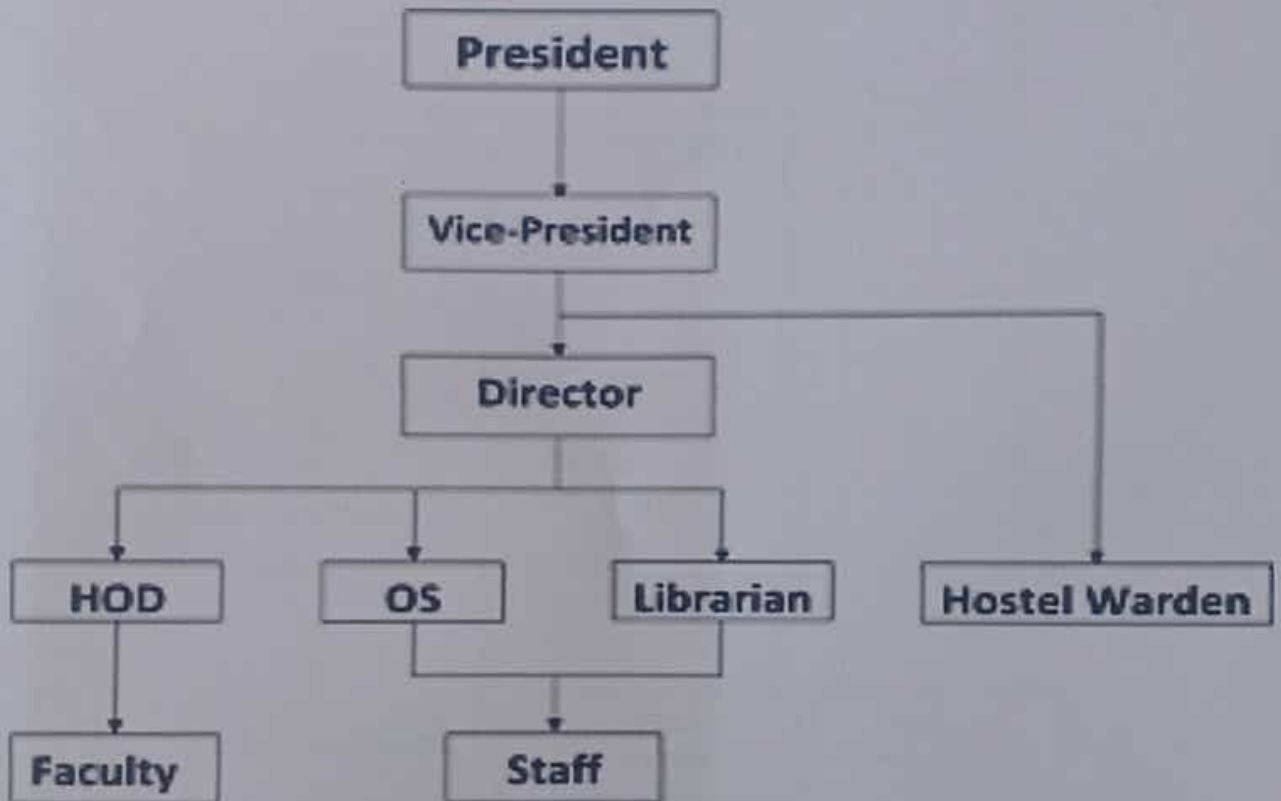
Action Plan- Mentoring related activities to be completed. Department should take care about the schedule of mentor-mentee meetings as per the academic planner.





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Email: siddhantica1@gmail.com Website: www.siddhantica.in

Organizational Chart of SICA



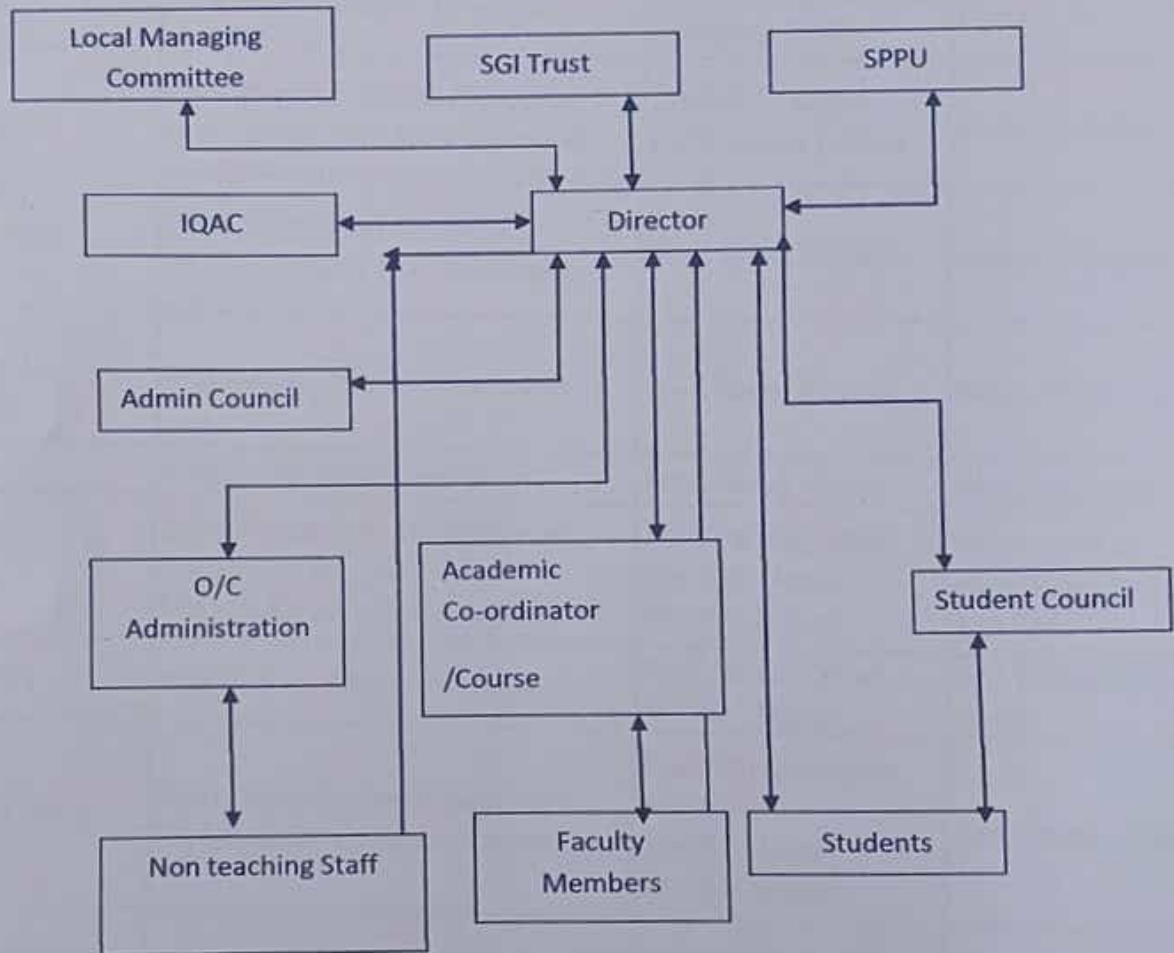


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Communication Channels for Decision Making



Siddhant Institute of Computer Application

Sudumbare, Pune-412109

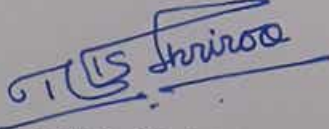
Committee list 2023-24

Sr. No.	Committee Name	Committee Head	Committee Members	Reporting
1	AICTE,DTE,LIC,LMC	Prof. Nitin Shirao(convener) Mr.J.S. Kambale(co- convener)	Prof. Reshma Mavkar Mr. S.S. Botre Mr. S.S.Jagtap	Every Monday and as on required
2	NAAC	Prof. Sujata Albhar (convener)	All teaching and Non-Teaching Staff	Daily
3	ACADEMIC MONITORING	Prof. Reshma Mavkar(convener) Prof. Sarita Patil (co-convener)	Prof. D. S.Jadhav Prof. Sujata Albhar	Every Tuesday
4	PLACEMENT CELL,INDUSTRY VISIT, ALUMNI	Prof. Sarita Patil (convener) Prof. D. Jadhav (co- convener)	Prof. Aarti Bhujbal	Every Thursday
5	STUDENT WELFARE /PROFESSIONAL MEMBERSHIP	Prof. Sujata Albhar (convener)	Prof. Sonal Pawar	Every Wednesday
6	LIBRARY	Mrs. Anita Balke(convener)	Prof. Sonal Pawar	Every Tuesday
7	ADMISSION	Prof. Reshma Mavkar(convener) Prof. Aarti Bhujbal Mr.J.S. Kamble(co-convener)	All Teaching staff Mr. S.S. Botre Mr. S.S.Jagtap	At the time of admission Every day at 5 PM
8	EXAMINATION	Prof. Sujata Albhar (convener)	Prof. Sonal Pawar Mr. S.S.Jagtap	2nd Tuesday of every month
9	EVENTS & SPORTS	Prof. Aarti Bhujbal (convener) Prof. Sonal Pawar(co- convener)	Prof. Dnyaneshwar Jadhav Mr. S.S. Botre Mr. S.S.Jagtap	At the time of events
10	SEMINAR/PROJECT	Prof. Reshma Mavkar(convener)	All Teaching staff	2nd and 4th Saturday
11	TIMETABLE/ ACADEMIC CALENDER	Prof. Aarti Bhujbal (convener)	Prof. Sujata Albhar	15th of every month
12	SOFTWARE DEVELOPMENT/ R&D	Prof. Reshma Mavkar(convener) Prof. D.Jadhav(co-convener)	Prof. Sonal Pawar	2nd and 4th Friday
13	WEBSITE UPDATION/CYBER AWARENESS	Prof. D. S. Jadhav (convener) Prof. Sarita Patil(co-convener)	Mr. K.S. Mane	2nd Friday
14	I-CARD/UNIFORM	Prof. Dnyaneshwar Jadhav (convener)	Mr. S. S. Jagtap	whenever required



Sr. No.	Committee Name	Committee Head	Committee Members	Reporting
15	RESEARCH JOURNAL	Prof. Nitin Shirirao (convener)	Prof. Reshma Mavkar Prof. Sujata Albhar	4th Friday of every month
16	LAB MAINTANENCE	Prof. Dnyaneshwar Jadhav	Mr. K.S. Mane	Every Day
17	RESEARCH PROJECT SCHEME-UOP	Prof. Nitin Shirirao		
18	Internal Quality Assurance Cell (IQAC)	Prof. Sarita Patil	Mr J S Kamble Mr Sudam Botre	
19	WOMEN GRIEVANCE CELL	Prof. Reshma Mavkar(convener)	Prof. Sarita Patil	1st of every month
20	WOMENS ANTI-SEXUAL HARASSMENT CELL	Prof. Nitin Shirirao Prof. Sarita Patil	Mr J S Kamble	whenever required
21	ANTI RAGGING	Prof. Nitin Shirirao(convener) Mr.J.S. Kamble(co-convener)	Prof. Reshma Mavkar Prof. Aarti Bhujbal Mr. S.S. Botre	3rd of every month
22	STUDENT COUNCELLER COMMITTEE	Prof. Nitin Shirirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav	Mr J S Kamble	whenever required
23	STUDENTS GRIEVANCE REDRESSAL COMMITTEE	Prof. Nitin Shirirao	Mr J S Kamble	whenever required
24	INTERNAL COMPLAINT COMMITTEE	Prof. Nitin Shirirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav	Mr J S Kamble	whenever required
25	COMMITTEE for SC/ST	Prof. Aarti Bhujbal	Mr J S Kamble	whenever required
26	DIYANG CELL	Prof. Nitin Shirirao	Prof. Reshma Mavkar Prof. D. Jadhav	whenever required
27	EQUAL OPPORTUNITY CELL	Prof. Nitin Shirirao(convener) Prof. Reshma Mavkar		whenever required




Prof. Nitin Shirirao
 Director
 Siddhant Institute of Computer Application
 Sudumbare, Maval, Pune - 412109.



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SERVICE RULES

I. Preamble:

1. These rules shall be called as Service Rules'.
2. They shall be deemed to have come into effect from 16th June, 2022.

II. 1. Appointments:

The Management/ Director is the competent authority to appoint any employee based on the recommendations of the University/ Local selection Committee. The appointment orders shall be issued by the Management / Director.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University / Management norms in respect of Non-Teaching Staff.

3. Selection:

- a) The rules prescribed for selection of employees from time to time by AICTE / University / State Government / Local selection Committee shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Management.
- c) The Management / Director may in special circumstances appoint qualified persons by invitation / deputation / contract basis year after year.

III. Pay, Allowance, Increments and Promotions:

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non- teaching staff.
2. **Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non - teaching staff are extended by Management from time to time to all regular employees of the Institute.

3. Sanction of Increments:

- a) Director/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the





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time of appointment.

- b) **Regular Increments:** The regular increments shall be sanctioned by the Director / Management on the satisfactory performance of the employee.

IV. General Service Conditions:

1. All the employees of the Institute shall abide by the general rules of conduct as specified by the Institute.
2. All the employees of the Institute are required to be present in the Institute throughout the working hours of the Institute on all working days.
3. An employee of the Institute shall devote his/her whole time to the service of the Institute and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Director.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Director is empowered to suspend any employee in the interest of the Institute and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.
6. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Director or the date of relieve, whichever is earlier.
7. For all employees in the Institute, an individual personal file and Service Book shall be maintained with regular updates as per State Government / affiliating university norms.





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Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he /she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.





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7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him /her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract detention or punishment.





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15. All the teachers shall handover their original certificates to the Director at the time of joining duty.
16. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
17. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
18. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given Director and HODs.
22. Lunch break only one hour.
23. Establish a politeness policy for basic manners.
24. Teach students the importance of thinking of others; write thank-you notes.
25. Respect your fellow workers.
26. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
27. Learn to own your mistakes
28. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
29. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
30. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.





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PERFORMANCE APPRAISAL SYSTEM

Institution has Performance Appraisal System for teaching and non-teaching staff.

The teaching staff appraisal is carried out in two ways

a) **Students' feedback:** students evaluate faculty member's performance on content delivery (knowledge) skills and interpersonal skills.

b) **Self-appraisal:** Besides students' evaluation, teaching staff also fill the self appraisal form by noting their achievements and skill set up gradation during the appraised academic year. These forms are confidential. Later, the Director assesses the student's feedback and self appraisal form and adds remark based on the overall interaction and contribution of teaching staff member during the assessment year.

The non-teaching staff appraisal is carried out by taking self appraisal. The staff member has to fill-up the self appraisal form, which is then assessed by the Director and accordingly put his/her overall review/remark based on the overall interaction and contribution of staff during the assessment year.

These confidential performance appraisal reports of teaching and non-teaching staff members are then to be forwarded to management authority i.e. Siddhant Group of Institutions for further evaluation, discussion and further decision if any to be taken on the basis.





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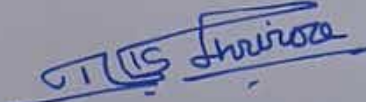
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DISCIPLINARY ACTION

- a) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction
/ Negligence of duties.
- i) Censure (strong expression of disapproval)
 - ii) Withholding increments / promotion
 - iii) Recovery from his/her salary whole or part of any financial loss caused to the Institute due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure fortaking disciplinary action, the enquiry committee shall consist of 3-5 members consists of Director, HoD, senior faculty and senior non-teaching staff member.

An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management.





Prof. Nitin Shrirao
Director

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Student Centric Method

The institute offers a supportive ICT-enabled infrastructure that enhances course delivery, elevates student performance, fosters student engagement, and has a positive impact on the learning experience. It actively promotes student development through a range of student-centered teaching and learning approaches.

Experiential Learning:

The following experiential learning methods are employed to boost students' creativity and cognitive abilities:

Sr. No.	Details
1	Mini project Work
2	Expert Talk
3	Open Courses
4	Practical Session
5	Training Programs
7	Role Play
8	Student Centric ICT Tools and platforms





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Participative Learning

The classroom atmosphere is maintained to be conducive, enabling learners to feel comfortable sharing their ideas and experiences and fostering healthy discussions.

Sr. No.	Details
1	Flipped Classroom
2	Tutorials
3	Case Study

Problem Solving Methodologies

Students gain and enhance their problem-solving skills through engaging in the following activities:

Sr. No.	Details
1	Mini Project
2	Course tutorials based on Problems
3	Presentations on course topics

Academic Co-ordinator

Prof. Reshma Mavkar

Director

Prof. Nitin Shirao

Director

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Steps of attainment of CO- POs (2020 pattern syllabus)

1. Calculate CO attainment for each course of internal assessment
 - i. Consolidated for all Assessment methods (Direct & Indirect)
 1. PBA- Practical Based assessment
 2. TBA- Tutorial base assessment
 3. Mid Term
 4. SPPU Exam
 5. Indirect - Course Exit Survey
 - ii. Refer the below table for attainment level

Criteria	Attainment Level
less than 50% having more than average marks	1
50% or more students having more than average marks	2
60% or more students having more than average marks	3

- iii. Calculate CO attainment for each course of external assessment
2. Distribute these values proportionately (Strong - 3, Medium - 2, Low/Poor - 1) in CO-PO matrix of the respective course.
 3. Calculate final attainment for related PO.
 4. Calculate indirect assessment values based on Alumni Survey, Student Survey and Employer Survey.
 5. Calculate final Attainment value by considering Direct Assessment -80% and Indirect Assessment -20%.

Evaluation of Course Outcomes:

Method	Tools for Assessment	% Contribution	
Direct (Internal+External)	Internal Exam including Internal Assessment	30	80%
	External Examination	50	
Indirect	Course Exit Survey	20%	





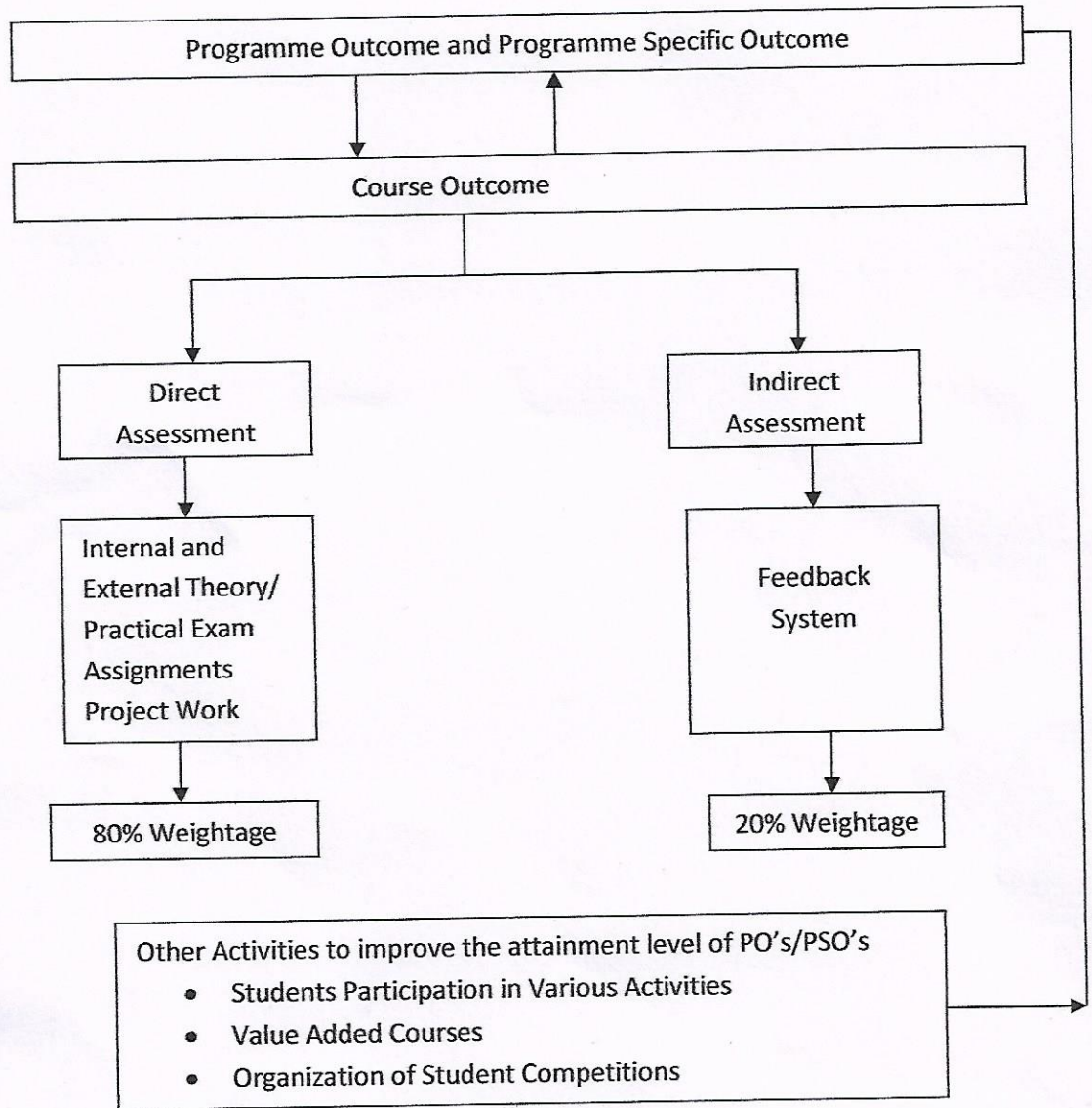
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MECHANISM OF COURSE OUTCOME PROGRAMME OUTCOME ATTAINMENT





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Evaluation of Attainment of Programme Outcomes:

Method	Tools for Assessment	% Contribution
Direct	PO Attainment of all courses(Average)	80%
Indirect	1. Programme Exit Survey 2. Alumni Survey 3. Employer Survey 4. Extracurricular activities	20%

IQAC Coordinator

Prof. Sarita Patil

HOD

Prof. Reshma Mavkar

Director

Prof. Nitin Shirao

Director

Siddhant Institute of Computer Application
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Course Exit Survey(OS)

1. Exam Seat No.

2. Student name

3. How far student the need of Operating System?

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

4. Degree of understanding the usage of different Process scheduling in order to increase the time utilization of CPU.

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor



5. How far inter-process communication and associated techniques will make use of resources in efficient manner.

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

6. Usage of different techniques (Paging, Partitions and Segmentation) for better memory management.

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

7. How analyze the effective usage of different input and output devices with deadlock issues.

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor



8. How we can optimize the usage of file system with access methods and directory structure. Case Study - Linux system.

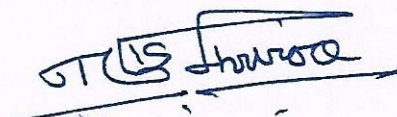
Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

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Director

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