



Criterion 6


6.1.2 The Effective Leadership is Visible in Various Institutional Practices such as Decentralization and Participative Management.

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Decentralization in Working

- The Institute promotes a culture of **participative management** where each unit is given fullest freedom to innovate and make a **perspective development plan**, yet it operates through a **structured organization** for smooth functioning. The Institute has formed **various committees** that are **constituted by various staff members and headed by the Principal** to promote academic leadership.
- Many committees also have representation of students on the body. The Principal with the Heads of the Departments discusses the **needs, problems and suggestions** to **improve the educational quality and infrastructure improvements**.
- There are various committees constituted to manage different institutional activities. All the members take active part in the management of the institutional affairs, which is a clear indication of the **participative management**.
- The committees constituted in the Institute seek to **draft policy frame work** from the guidelines provided by the top management. They also **supervise and coordinate** the day to day administration of the **college, facilitate co-curricular and extra-curricular events**.
- The **decentralization in working** helps to execute the **academic and related activities** of the **college, the students and faculty development programs** and most importantly to visualize and **formulate perspective plans** for the development and growth of the institute.
- This helps in planning for resource mobilization through **industry interaction, consultancy and other sources of funding** in order to promote **research and extension activities** in the college campus.
- The purpose of the **administrative structure** is to plan for sustaining the **quality of education, quality improvement and accreditation of the institute**.
- The committees are headed by **faculty in-charges** and comprise of inter-departmental teams with student representation also.
- Periodic discussions are held for **planning and development of the institute** through the various committees.


Prof. Dr. (Mrs.) K. R. Joshi
Principal, PES's MCOE, Pune 05
Principal
P.E.S. Modern College of Engg.
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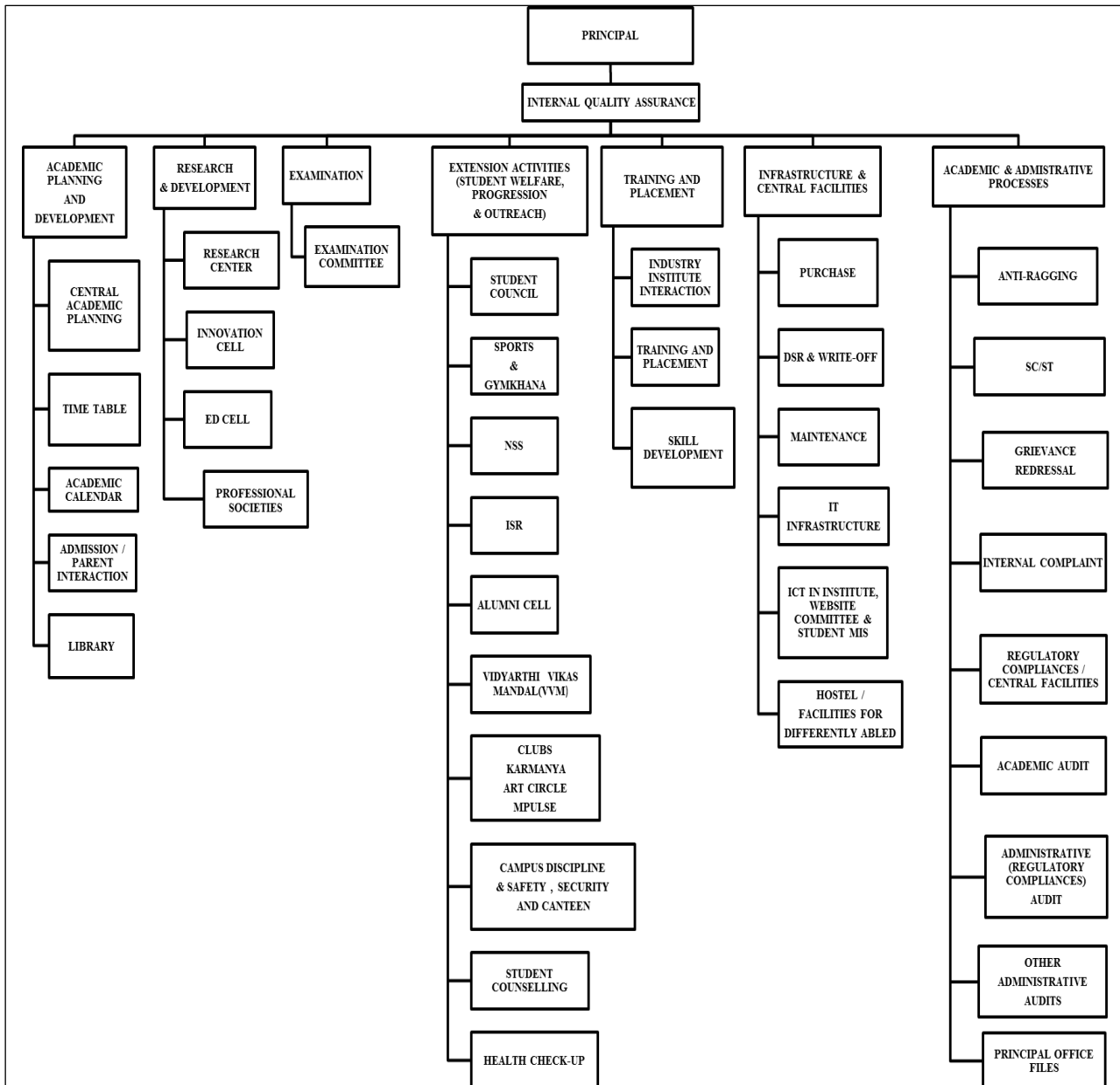


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Progressive Education Society's Modern College of Engineering, Pune-05.

Committees of the Institute



K.R. Joshi

Prof. Dr. (Mrs.) K. R. Joshi
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Principal
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Committees of the Institute



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Committees of the Institute

Committees	In charges	Designation
1. ACADEMIC PLANNING AND DEVELOPMENT		
Prof. Dr. Mrs. N. R. Kulkarni (Professor, Department of Electrical Engineering)		
a) Central Academic Planning Committee	Prof. Mrs. V.V. Khatavkar & Prof. Mrs. S.A Kulkarni	Asso. Prof.(Department of Electrical Engineering) Asst. Prof.(Department of Information Technology)
b) Time Table	Prof. Mr. A.R. Chaudhari	Asst. Prof.(Department of Mechanical Engineering)
c) Academic Calendar/ERP	Prof. Mrs. S.A Kulkarni	Asst. Prof.(Department of Information Technology)
d) Admission / Parent Interaction	Student section in charge, all HODs, all GFMs	All Departments
e) Library Committee	Dr. Mrs. Sandhya Shinde	Librarian
2. RESEARCH AND DEVELOPMENT		
Prof. Dr.G.S.Modak (Professor, Department of Mechanical Engineering)		
a) Research Centers	Prof. Dr. J.S.Gawande	Professor, Department of Mechanical
b) Innovation Cell	Prof. Dr.(Mrs.) S.D.Borde	Department of E&TC Engineering
c) Professional Societies	Prof. Dr. Mrs. S.S. Bhandwalkar	Associate Prof.(MBA Department)
d) Ed Cell	Prof. Dr. (Mrs.) S.D.Borde	Department of E&TC Engineering
3. EXAMINATION		
Prof. Dr. Mr. B. D. Phulpagar (College Exam Officer)		
4. EXTENSION ACTIVITIES (Student Welfare , Progression & Outreach)		
Prof. Dr. Mrs. S. A. Itkar (Professor, Department of Computer Engineering)		
a) Student Council	Prof. Dr. Mrs. S.B. Vanarse	Asst. Professor (MBA Department)
b) Sports & Gymkhana	Physical Director	Physical Director
c) National Service Scheme (NSS)	Prof. Ms.M.M.Shete	Asst. Professor (Mechanical Department)
d) Vidyarthi Vikas Mandal(VVM)	Prof. Dr. Mrs. S.B. Vanarse	Asst. Professor (MBA Department)
e) Clubs	Prof. Mrs. Pallavi Shintre	Asst. Professor (MBA Department)
f) Karmanya	Prof. Mrs. S.G. Watve	Asst. Professor (Department of E&TC Engineering)
g) Art Circle	Prof. S.S. Bhide	Asst. Professor (MCA Department)
h) M-Pulse	Prof. Mr. C.A. Ghuge	Asst. Professor(Department of Information Technology)
i) Institute Social Responsibility (ISR)	Prof. Mr. K.R Kapadni	Asst. Prof.(Department of Mechanical Engineering)
j) Alumni Cell	Prof. Dr. Mrs S.D. Borde	Department of E&TC Engineering
k) Campus Discipline & Safety , Security And Canteen	Prof. Dr. S. Y. Bhosale	Assoc. Professor, Department of Mechanical Engineering

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l) Student Counseling	Prof. Dr. Mrs L.N. Rajopadhye	Department of General Science
m) Health Check-Up	Prof. Dr. Mrs L.N. Rajopadhye	Department of General Science
5. TRAINING AND PLACEMENT Prof. Dr Mrs Shraddha Pandit (Associate Professor, Department of AIDS and AIML)		
a) Industry Institute Interaction	Prof. Dr Mrs A.P.Laturkar	Associate Prof. (Department of E&TC Engineering)
b) Training and Placement Committee	Prof. Dr Mrs Shraddha Pandit	T&P In-charge
c) Skill Development	Prof. Dr. Mrs. S.S. Bhandwalkar	Associate Prof.(MBA Department)
6. REGULATORY COMPLIANCE, INFRASTRUCTURE & CENTRAL FACILITIES Prof. Dr. Mrs. S. N. Chaphekar (Department of Electrical Engineering)		
a) Purchase Committee	Prof. Dr. Mrs. S.N. Chaphekar	Department of Electrical Engineering
b) Dead Stock Register(DSR) and Write-off	Prof. Pallavi Jadhav	Asst. Prof. (Department of Electrical Engineering)
c) Maintenance	Prof. Pallavi Jadhav	Asst. Prof. (Department of General Science)
d) IT Infrastructure	Prof. C.A.Ghugre	Asst. Professor (Department of Computer Engineer)
e) Website Committee & Student ERP	Prof. Dr. Mrs. Prdnya Mulaye Mr.D.D.Gangurde	MCA Department Student Section
f) Hostel / Facilities For Differently Abled	Prof. Ms Pallavi Jadhav Prof. Mrs. R.S.Choudhari Prof. Mr. Y.L.Puranik	Asst Professor Department of Electrical Engineering Asst Professor Department of E&TC Engineering Asst Professor MCA Department
g) Anti-Ragging	Prof. Ms Pallavi Jadhav	Department of Electrical Engineering.
h) SC/ST	Prof. Dr. Mrs. Sandhya Shinde	Librarian
i) Grievance Redressal	Prof. Dr. Mrs. V.V.Khatavkar	Asso. Prof. Department of Electrical Engineering.
j) Internal Complaint	Prof. Dr. Mrs Shivani Bhutkar	MCA Department
k) Regulatory Compliances/ Central Facilities	Prof. Dr.Mrs. S.N. Chaphekar	Asst. Prof (Department of Electrical Engineering)
7. ACADEMIC & ADMINISTRATIVE PROCESSES Prof. Dr. Mrs. R.S. Kamathe, Professor Department of E&TC Engineering		
a) Quality Assurance Cell	Prof. Dr. Mrs. R.S. Kamathe	Professor, Department of E&TC Engineering
b) AAA Audit	Prof. Dr. Mrs. R.S. Kamathe	Assoc. Prof (Department of Electrical Engineering)
c) Principal Office Records	Mr H.N.Deshpande	Asst. Prof (Department of Mechanical Engineering)


Prof. Dr. Mrs. K.R. Joshi
Principal PRINCIPAL
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Case Study 1: Skill and Personality Development Centre (SPDC)

- **Skill development** among student is necessary to get **placement and higher studies**. Institute has organized many skill development programs as per recommendation, suggestions from IQAC for the students.
- Department of Business Administration has organizing program '**Finishing School**' in association CII since last 14 years. Based on this the institute has received funding from **AICTE** for **Skill and Personality Development Centre (SPDC)** to conduct skill and personality development sessions for SC/ST students.
- Various sessions were arranged based on the suggestions received from department coordinators under this.
- The details of grant received, programs organized under SPDC are as below.


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SPDC- Sanction Letter

Dated: 3rd March, 2020

F.No. 4547MDC/SPDC/POLICY-1/2019/20

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



SPDC- Sanction Letter

To

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070.

Subject: Release of a sum of Rs. 9,94,295/- (Rupees Nine lakh ninety four thousand two hundred ninety-five only) being the 1st installment of the total grant of Rs. 19,88,591/- to conduct the program under the scheme Skill and Personality Development Program Centre for SC/ST students (SPDC) for the year 2019-20 payable during the current financial year 2019-20-reg

Sir,

With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of Rs. 9,94,295/- (Rupees Nine lakh ninety four thousand two hundred ninety-five only) as 1st installment out of the total approved grant-in-aid of Rs. 19,88,591/- for running of Skill and Personality Development Program Centre for SC/ST students under the Scheme Skill and Personality Development Program Centre for SC/ST students (SPDC), as per details given below:

1 Name and address of the Beneficiary Institution:	Director/ Principal/ Registrar, PROGRESSIVE EDUCATION SOCIETY'S MODERN COLLEGE OF ENGINEERING, PUNE, 1186 A, SHIVAJINAGAR, OFF. J.M. ROAD, TAL: HAVELL, PUNE MAHARASHTRA411005		
2 Permanent ID of institute:	1-4779181		
3 Title of Programme:	SKILL AND PERSONALITY PROGRAMME CENTRE FOR SC/ST STUDENTS.		
4 Name of Coordinator:	Dr. KALYANI C.		
5 Duration of the Programme:	3 Years		
6 Grant-in-aid Sanctioned:	Total: Rs. 19,88,591/-	Non-Recurring (85%): Rs. 16,90,302/-	Recurring (15%): Rs. 2,98,289/-
7 Amount to be released during the year 2019-20:	Total: Rs. 9,94,295/-	Non-Recurring (85%): Rs. 8,45,151/-	Recurring (15%): Rs. 1,49,144/-
8 Sanctioned grant-in-aid is debitible to:	Major Head 601.1 (b) SPDC Plan Head		

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education, New Delhi on the grant-in-aid bill and shall be disbursed to and credited to the account of Director/Principal/Registrar of the institute through RTGS.
2. This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

I. Release of funds

- a) The Principal/ Director of the institute and the Coordinator of the program are hereby requested to verify the correctness of the undermentioned bank account/ RTGS details submitted by them along with the Proposal, against which the grant is being released:



Progressive Education Society's
Modern College of Engineering, Pune-05.

Dated: 3rd March, 2020

F. No. 65-47/IDC/SPDC/POLICY-1/2019-20

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATP 5481C	BANK OF MAHARASHTRA	Modern College Rd Branch	Shriyati Nagar Pune-5	Principal, PEE Modern College of Engineering	Saving Account	2013763998 5	MAHB00 05326

In case of any omission the same should be reported to AICTE immediately.

- b) This sanction is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

II. Schedule of Funding and Duration of Program

- a) 1st year: 1st installment (50% of the sanctioned grant) is being released as advance.
2nd Year: 2nd installment (40% of sanctioned grant) after receipt of requisite documents.
3rd Year: 3rd installment (10% of sanctioned grant) after receipt of requisite documents.
b) The date of release of the grant by AICTE shall be taken as the date of commencement of the scheme.
c) The duration of the program is for three years.

III. Submission of documents by college/institution to AICTE on receipt of grant

- a) Acknowledgement of receipt of the grant and acceptance of terms and conditions within 15 days of receipt of Sanction Letter.
b) Institute shall send a confirmation to AICTE within 2 months of receipt of grant that the sanctioned program has been started/is in progress.
c) Intimation regarding the constitution of Program Evaluation Committee (PEC).
PEC is required to be constituted at institutional level. The constitution of the PEC shall be as under:
i. Principal/Director/Registrar of the institution (Chairperson)
ii. Coordinator of the scheme (Member Secretary)
iii. Two HoDs and one subject expert(members).

The members of the said PEC shall not be below the rank of Associate Professor.

IV. Maintenance of accounts

- a) The Institute shall strictly follow the provisions laid down in the scheme document and Sanction Letter No. F. No. 65-47/IDC/SPDC/Policy-1/2019-20 dated 03.03.2020 issued by this office. All correspondence related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
b) Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.
c) The University/College/Institute shall maintain proper accounts of the expenditure out of the grant, which shall be utilized only on approved items of expenditure (list enclosed).
d) The Council or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned. The accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

V. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)

- a) If the program is not started within six months of the receipt of the grant, the released amount, along with interest accrued thereon, has to be returned to AICTE.
b) The entire amount of grant already released, along with interest accrued thereon shall be refunded to AICTE if mandatory documents are not submitted by the institute beyond one year of completion of program.



Dated: 3rd March, 2020

F. No.65-#7/EDC/SPDC/POLICY-I/2019-20

- c) It may be ensured that the scheme is completed within the stipulated time. If the scheme is not completed in time, no further extension will be granted in any case and institute has to refund the entire amount to AICTE.

VI. Submission of documents by institution in subsequent years

The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of subsequent year:

- a) **The Annual Progress Report (APR)** in the prescribed format along with Statement of Expenditure and Audited Utilization.
- b) **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE. It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address.
- c) **Scheme Completion Report (SCR)** in the prescribed format along with the copies of **invoice/bills** for the equipments purchased and copy of **stock entry register** where entry of the equipments have made duly verified. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the project in the prescribed format and **GFR-19** shall be submitted to the Council. Photocopies of formats are enclosed.
- d) A complete Status Report of the project indicating the activities undertaking, number of students benefited, laboratory works photographs of students, together with their views.
- e) Report of Program Evaluation Committee (PEC).
- f) The minutes of the meetings of Program Evaluation Committee (PEC) are to be submitted to the Council at the end of the scheme along with other mandatory documents.
- g) The University/Institution is expected to submit the above said mandatory documents viz. Utilization certificate, Expenditure Statement and completion certificate etc. within one month of completion of SPDC Scheme. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the institute. Delay in submission of documents after three months of the completion of the SPDC scheme shall invite a penalty of 10% of the total sanctioned amount of the SPDC scheme, to be deducted from the balance amount of 2nd instalment.

VII. General Instructions

- a) The amount of interest accrued on the grant should be treated as part of the grant to be utilized for that particular scheme. However, the interest amount accrued along with grant disbursed should not exceed the total grant sanctioned for the scheme. The Institute receiving the grant should reflect the same in the audited statement of accounts/ utilization certificate and may either refund the interest amount to AICTE or AICTE should adjust the same in the next installment of grant before its release.
- b) Any expenditure incurred prior to the issuance of the sanction letter will not be allowed to be adjusted in the grant.
- c) Any unavoidable circumstantial change in the scheme with respect to name of Scheme Coordinator for the SPDC scheme would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council.
- d) The grantee shall maintain an audited record of assets acquired wholly or substantially out of the grant-in-aid and a register of assets shall be maintained by the institute in the prescribed form i.e. GFR-19.
- e) The University / Institute receiving grant under SPDC is expected to put up a plaque at the main entrance of the Lab/Department, which has been modernized using the grant. All the equipment procured through the scheme should be superscribed with AICTE scheme file number.



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Dated: 03 March 2020

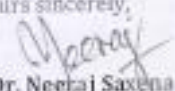
F. No. 65-47/IDC/SPDC/POLICY-1/2019-20

- f) The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in program and other means.
- g) Any change in the equipment's recommended/sanctioned shall not be acceptable in any circumstances.
- h) Any expenditure above the sanctioned amount of grant is to be incurred from institute's own funds.
- i) The Institute/University shall not charge any overhead on this program and will provide all the administrative support for completion of the program.
- j) The assets acquired wholly or substantially out of AICTE's grant shall not be disposed or encumbered or utilize for the purpose other than those for which the grant was given without proper sanction of the AICTE and should at any time the institution cease to function, such assets shall revert to the AICTE, New Delhi
- k) Kindly mention the File No. 65-47/IDC/SPDC/Policy-1/2019-20 in your future correspondence.
- l) GOI General Financial Rules (GFR) should be followed during utilization of grant. URL addresses <http://doe.gov.in/orders-circular/GFR>.
- m) All the proformas related to SPDC scheme may be found at <https://www.aicte-india.org/schemes/institutional-development-schemes>

VIII. List of Equipments Approved

S.No.	Name of the Equipment	Specifications
1.	software cost and installation	Language s/w
2.	headphone	NA
3.	LCD Projector	BENQ MS 535 P Projector
4.	Multi function Printer	HP
5.	Books and journals	References
6.	Computers	Lenovo
7.	Lab set up with furniture and fittings	NA

Yours sincerely,


Dr. Neeraj Saxena
Advisor-II (IDC)

Copy forwarded for information and necessary action to:

1. Name and Address of the Coordinator
Dr. KALYANI C.,
Management,
PROGRESSIVE EDUCATION SOCIETY'S MODERN COLLEGE
OF ENGINEERING, PUNE, 1186 A, SHIVAJINAGAR, OFF. J.M. ROAD,
TAL: HAVELI, PUNE, MAHARASHTRA-411005.
2. The Registrar / Director / Principal,
PROGRESSIVE EDUCATION SOCIETY'S MODERN COLLEGE
OF ENGINEERING, PUNE, 1186 A, SHIVAJINAGAR, OFF. J.M. ROAD,
TAL: HAVELI, PUNE, MAHARASHTRA-411005.
3. Guard File.

AQIS Application No: 1-7094733669

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Progressive Education Society's
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Programme Execution Committee for SPDC


SKILL AND PERSONALITY DEVELOPMENT PROGRAMME CENTRE FOR SC/ST STUDENTS

Sr. No.	Name of the member	Roles and Responsibilities
1	Prof. Dr. Mrs. K. R. Joshi Principal	Chairperson-Budget Sanctioning
2	Prof.Dr. Kalyani Srinivas, CMA ,HOD, MBA	Programme Coordinator (Member Secretary)- Overall planning, Budget allocation for recurring and non-recurring expenses
3	Dr.Sameer Bhosale HOD, Mechanical Engg. Dr.Sarita D.Deshpande HOD,IT Engg.	Member- Planning of budget allocation and Purchase Follow up
4	Dr.Shraddha Bhandwalkar, MBA	Subject Expert (Member) –Module Finalisation
5	Ms.Sanjot Thuse ,E & TC Engg & Ms.Sharmila Chougule ,Electrical Engg	Liasoning with Resource persons
6	Ms.Smita Veer ,Mechanical Engg	Communication with departments for students enrolment
7	Ms.Laxmi Sisode ,Comp Engg	Registration of students
8	Mr.Deepak Tamhane , IT Engg	Creating links og G-Meet, Zoom, You tube channel
9	Mr.Prakash Kene & Ms.Rama Bansode MCA	Report writing and feedback from the students



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AICTE Approved
“Skill and Personality Development Programme Centre (SPDC)
for SC/ST Students”

Objectives




Orientation programmes

enhance proficiency in English language, improve communication skills, both written and verbal and focus on personality development




Lecture Series

Organize lectures by inviting eminent personalities and academics, at regular intervals to update the knowledge of the students.




Open Houses/ Workshops

Organize open Houses / personality development workshops for overall learning



Competitions

Arrange competitions among students, to test the degree of their learning.




Feedback

The feed-back shall be obtained after each programme from students. If required, the center can update its curriculum of these programmes.

Personality Development

Employability Enhancement

01	<p>Language Skills</p> <ul style="list-style-type: none"> • Grammar and Vocabulary • Listening and reading 	<ul style="list-style-type: none"> • Speaking: role-plays • Interactive sessions
02	<p>Business Writing</p> <ul style="list-style-type: none"> • Business communication. • Business letters, email writing, resume writing, etc. 	
03	<p>Personal Grooming & Effectiveness</p> <ul style="list-style-type: none"> • Body language • Voice & Presentation Skills 	
04	<p>Corporate Culture</p> <ul style="list-style-type: none"> • Introduction to Corporate culture • Making effective PowerPoint presentations • Telephonic and Video conferencing 	
04	<p>Training for higher education</p>	



Modules

