



SHIVAJIRAO S. JONDHLE COLLEGE OF ENGINEERING & TECHNOLOGY

Opp. Railway Station, Asangaon-421 601. Tal.: Shahapur, Dist: Thane.

Tel: +91-2527-273999, 6459999 • M. 9594962029, 9324286390 • email: vjtsscoe@rediffmail.com

Approved by AICTE-New Delhi, Recog. by DTE & Govt. of Maharashtra & Affiliated to University of Mumbai

NAAC Accredited with B++ Grade

Dr. SHIVAJIRAO S. JONDHLE

President

GEETA KHARE

Secretary

Dr. (Mrs.) GEETHA K. JAYARAJ

Principal

Outward No : **SSJCOET/**

Date :

PLAGIARISM POLICY

The institution has implemented an Anti-Plagiarism Policy using Plagiarism Checker X during the Academic Year 2017-18 for academic publications, including research articles, project reports, seminar reports, dissertations, and theses produced by faculty members and students.

Adoption of Anti-Plagiarism Policy: Plagiarism is deemed as academic dishonesty and a violation of journalistic ethics. At SSJCET, the Anti-Plagiarism Policy is adopted and implemented not only to safeguard intellectual property rights but also to instil a sense of academic integrity among students. Accordingly, SSJCET implemented the Anti-Plagiarism Policy in the Academic Year 2017-18.

SSJCET has subscribed to the "Plagiarism Checker X" plagiarism detection software, facilitating faculty, staff, researchers, scholars, and undergraduate and postgraduate students in producing original papers, projects, theses, dissertations, etc.

Objectives:

- To raise awareness about responsible conduct in research, thesis, dissertation, and the promotion of academic integrity.
- To prevent misconduct, including plagiarism, in academic writing among students, faculty, researchers, and staff.
- To establish an institutional mechanism through education and training that encourages responsible conduct in research, thesis, dissertation, and the promotion of academic integrity, while deterring plagiarism.

Usage Policy:

- The service is limited to the SSJCET Academic Community.
- It is mandatory to screen all B.E/M. E/MMS dissertations.
- Supervisors/ Guides must review the report generated by the 'Plagiarism Checker X' anti-plagiarism software before certifying it.





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- Students/research scholars must declare in their dissertations that the thesis is plagiarism-free or adheres to the allowable percentage of plagiarism as per the University norms (a similarity index of less than or equal to 10% is considered plagiarism-free). The Plagiarism Certificate must be included in the thesis as proof.

➤ **Similarity Checks for Exclusion from Plagiarism:**

The similarity checks for plagiarism shall exclude the following:

- Preface
- Acknowledgements
- Table of content
- Standard symbols
- Standard equations
- Generic terms
- Standard laws
- References/Bibliography

➤ **Inclusions in Similarity Checks:**

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include,

- Abstract
- Summary
- Hypothesis
- Observations
- Results
- Conclusions
- Recommendations





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➤ **Levels of Plagiarism:**

As per University Grants Commission (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2018, Plagiarism shall be quantified into following levels in ascending order of severity for the purpose of its definition

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.





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Laboratory Maintenance Policy

- Each laboratory has a Laboratory in-charge who is responsible for its maintenance.
- Every day in the morning all the laboratories are swept and mopped, and equipment/ instruments/ PC/ Laptops/ Printers etc are to be cleaned properly by the dedicated cleaning staff.
- All the laboratories are provided with the dustbin.
- To maintain the record of each equipment and its repair/ maintenance/ servicing, there is a dead Stock register, which is available in the laboratory. Dead Stock register should be maintained in all laboratories
- There should be a consumable register to maintain the record of consumables and its record is maintained by the lab assistant.
- Lab Time table, list of Experiments, Instructions for students, charts, posters etc should be displayed in each lab at visible location.
- The student must accept responsibility and pay for any damage he/she causes to any equipment in the laboratories.
- In case any damage or theft happens, the matter is first conveyed to the faculty in charge / Head of Department by the lab in charge and then further required action is taken.
- The stock verification is to be carried out as a part of regular maintenance.
- Internal Audits are to be conducted by internal Audit committee to check the availability and working of the equipment at the end of each academic year.
- In audit report the equipment/instruments are to be categorised under working condition/ repairable/ scrap and scrap items are to be reported to the principal through head of department for necessary action.



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ANTIRAGGING POLICY

SSJCET adheres to the guidelines outlined in the anti-ragging circulars issued by AICTE, UGC, and the University of Mumbai. The management is committed to maintaining a ragging-free campus and takes a strict approach in addressing any received complaints. As per the Supreme Court's decision in Writ Petition No. (C) 656/1998, ragging is explicitly prohibited.

Students pursuing or seeking admission are explicitly prohibited from engaging in any form of ragging on the campus or elsewhere. Ragging is considered a criminal offense and is strictly forbidden. Any student found guilty of involvement in ragging faces severe consequences, including expulsion from the institute without prior notice.

The institution diligently implements its anti-ragging policy, with an established anti-ragging committee at SSJCET. The committee members' names and contact details are prominently displayed on notice boards and prime locations.

During orientation, students are thoroughly briefed on the provisions of the Maharashtra Prohibition of Ragging Act 1999, including the following points:

- i. Ragging within or outside the institute campus is strictly prohibited.
- ii. Anyone directly or indirectly involved in committing, participating, abetting, or propagating ragging within or outside the campus is liable to punishment and fines upon conviction.
- iii. In case of a written complaint about ragging by a student, parent, guardian, or teacher, the Head of Institute and the anti-ragging committee will conduct an inquiry within seven days. If the complaint is found to be true, the accused student will be suspended, and the matter will be forwarded to the local police station for further action.

The anti-ragging committee convenes regularly to address disciplinary matters related to ragging on campus. In the unfortunate event that a student is affected by ragging, counselling and support from counsellors and mentors are provided.




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LIBRARY POLICY

Purpose:

Library policy is to establish guidelines and principles that govern the effective management, operation, and use of the library within the institute and to support the academic mission of the college by providing resources, services, and facilities that enhance teaching, learning and research activities.

Library Hours:

The library operates during regular academic sessions and follows a set schedule. Monday to Saturday 8 hrs. (9.00 a.m. to 5.00 p.m.). The library remains closed every Sunday and on National holidays. Any changes in operating hours will be communicated in advance.

Access:

The library is accessible to all registered students, faculty, and staff. A valid college ID card is required for entry.

Issue Periods:

Sr.no.	User Category	No. of Books	Duration (Days)
01	Students (UG)	4	15
02	Students (PG)	6	15
03	Assistant Professor	7	Each Semester
04	Associate Professor	7	Each Semester
05	Professor and Head	10	Each Semester

Renewals:

Books can be renewed for an additional period if no other requests are pending.

Noise & Conduct:

- Maintain a quiet atmosphere conducive to studying.



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- b) Cell phone use is restricted to designated areas.
- c) Every Student must possess his/ her Library Card while making use of the Library facility and produce the same to the Library staff on entering the Library.
- d) Bags are not allowed Inside Library.
- e) Consumption of food and Drinks is not permitted in the Library.
- f) Discipline must be maintained in the Library .Indiscipline may lead to Disciplinary action and the Library privileges may be withdrawn.
- g) Reference material should not be taken outside the Library.
- h) Library Materials borrowed must be returned on or before the Due Date.

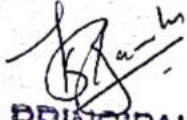
Library staff Assistance:

Library staff is available to assist with research, referencing, and general inquiries.

Compliance:

All library users are expected to comply with the library policies. Non-compliance may result in the suspension of library privileges.




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EXAM POLICY

Examination policies are based on the rules and regulations of the University of Mumbai (UoM). All the work in Examination section is governed by Examination i/c & the team and monitored by the Head of the Institute (Principal).

OBJECTIVE:

- 1) To notify students about various examination related activities.
- 2) To conduct Examinations on behalf of University of Mumbai.
- 3) To provide Quality Assessment and declaration of Results on time.

EXAMINATION CONDUCTION:

SSJCET has a 4- Year, semester wise Undergraduate Engineering Degree Programme, 2-year, semester wise Post Graduate programs in Engineering as well as in Management. All Programs are affiliated to University of Mumbai (UoM) and running as per UoM guidelines.

Examination Committee is established to conduct the examinations, prepare the results by maintaining the sanctity and confidentiality. The responsibilities are as follows;


- Examination committee is responsible for preparing daily schedule of examinations with reference to the time table received from UoM, preparing the conduction committees, invigilation duty chart, smooth conduction of all Regular / ATKT exams, Oral/ Practical exams, preparation of results, getting necessary approvals from UoM time to time, announcement of results, resolving the queries/ grievances received from students if any.
- The college follows the centralized process for conduction of examinations for all semesters.
- Exam Committee is responsible for conducting Assessment, Moderation, rechecking/ revaluation of answer sheets as per UoM guidelines ensuring the sanctity and confidentiality
- Students are well informed about the examination schedule as soon as the timetable received from UoM by displaying the time table on the notice boards/ College website etc.

ATTENDANCE:

Attendance for all Theory, Tutorial, Practical, Seminar and Project/Dissertation is compulsory.

As per the University Ordinance 119, 75 % attendance is compulsory for keeping the term.




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E-GOVERNANCE POLICY

Purpose

The purpose of this policy is to establish guidelines and procedures for the effective implementation of e-governance initiatives at SSJCET. E-governance aims to enhance administrative efficiency, transparency, and accessibility of information and services to all stakeholders.

E-governance will be implemented in all elements of the college's operations, including the library, accounting, admissions, administration, and teaching. Every function is created and framed in such a way that it is transparent and accountable.

Objective

- To streamline and automate administrative processes for improved efficiency.
- To enhance transparency and accountability in college operations.
- To provide easy and online access to information and services for students, faculty, and staff.
- To foster a digital culture within the college community.

Scope of the Policy

The scope of this policy extends to the following areas:

➤ Administration

- To streamline the process and ensure convenience, efficiency, and a paperless environment.
- Adequate training will be provided to administrative staff to keep them updated on the latest technology.

➤ Accounts and Finance

To optimize work processes, an in-house Tally ERP software has been developed to monitor fee payments for each student. Additionally, the software is designed to facilitate staff salary





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Calculations and address taxation requirements. Payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.

➤ **Student Admission**

- Facilitating online admission processes for newly admitted students, including application submission, document verification, and fee payment etc.
- The students' data, including all information like name, contact details, Department, Identity No. etc are maintained through software.

➤ **Examination**

For the result preparation from Semester III to Semester VI, college employs VIVA software.

➤ **Library**

To ensure the seamless operation of book data, the college utilizes SLIM 21 Library management software. This software enhances the efficiency and timeliness of daily tasks with minimal manpower and in a shortened timeframe.

➤ **Website**

The website committee, consisting of an overall coordinator and departmental coordinators, is tasked with the ongoing development, administration, and maintenance of the website. Each departmental coordinator is responsible for gathering information and forwarding it to the overall coordinator for regular updates and additions to the website.




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POLICY FOR SPONSORSHIP / REIMBURSEMENT

➤ Ph D Sponsorship Policy

The objective of this Policy on Ph.D. Sponsorship is to establish guidelines and conditions for faculty members seeking sponsorship for a higher Studies program.

Eligibility Criteria:

- The faculty member must have been in full-time employment with SSJCET for a minimum of 3 years.
- A consistent record of good performance and a demonstration of commitment to their role within the institute are prerequisites for eligibility.
- The proposed program should directly align with the faculty member's current responsibilities or future roles within the institute.

Application Process:

- Faculty members desiring Ph D sponsorship must formally request approval from the principal/management before commencing the Ph.D. application process.
- Requests will undergo a thorough review by the principal/management, taking into account the employee's performance, the relevance of the Ph.D. program, and the potential benefits to the institute.

Financial Terms:

- SSJCET will cover the entire tuition and reasonable fees associated with the Ph.D. program.
- Sponsored employees are obligated to commit to a minimum of 5 years of continued employment with the institute upon completion of the Ph.D. program. Failure to fulfil this commitment may result in the reimbursement of sponsorship expenses.





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➤ Incentives to Staff

The main goal of this initiative is to inspire faculty members at our college to engage in high-quality research, consultancy, and other research-related activities. Teaching and non-teaching staff members with two years of continuous service are eligible for sponsorship in professional memberships, workshops, seminars, international/national conferences, FDP/STTPs, certification courses, etc.

Objectives:

1. Motivate faculty members to focus on research activities alongside teaching, aiming to publish research articles in reputable international and national journals with impact factors.
2. Encourage efforts to write books and monographs for publication by esteemed international and national publishers.
3. Foster interest among faculty members to establish collaborative research projects with counterparts in reputed foreign universities.
4. Support faculty members in submitting proposals and securing funded research projects from various funding agencies in India and abroad.
5. Undertake consultancy projects sponsored by government, non-government, industrial, and other organizations.
6. Promote creativity among staff members to make original contributions such as products, concepts, etc., and obtain patents.

Eligibility:

- a. All full-time institute faculty members are eligible for reimbursement of expenses related to professional development events.
- b. The event must be directly related to the employees' job responsibilities or contribute to their professional development within their current role.





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Date :

Reimbursement covers the registration fee of the scheme and travel expenses for FDP/STTP/Conference/Seminar, etc., after submitting original tickets, fare details, bills, certificates, vouchers, etc., as per the account department's requirements.

Scheme Details:

1. Workshop/FDP/STTP/Seminar/Conference
2. Research Publications (UGC approved and with a good Impact factor)
3. Presenting research papers in conferences (proceeding with ISBN number)
4. Research Project Grants
5. Books (College name should be mentioned in the book)
6. Patents
7. Professional Membership

Guidelines:

- Employees must submit a completed Reimbursement Request Form with supporting documentation.
- Reimbursement consideration depends on seniority and the number of times an applicant has applied.
- Employee can apply for one of the above-mentioned schemes in the current semester.
- Original receipts and a certificate of attendance/participation must be attached to the reimbursement request.
- Employee can apply for two schemes at a time if no other employee is applying for the same scheme.
- Only original research work will be considered, and student publications are not allowed.

Review and Approval:

- The principal/management will review the reimbursement request.
- Approval is based on adherence to policy and alignment with the employee's job responsibilities or professional development goals.



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LEAVE POLICY

The leave policy is intended to provide guidelines to all SSJCET employees regarding the various types of leave available, the procedures to apply for leave, and the responsibilities associated with taking leave.

Guidelines:

1. Staff members are not entitled to claim leave as an automatic right; the Principal/Management retains the authority to approve, reject, or rescind leave requests.
2. Prior to taking leave, staff members must obtain advance approval and ensure proper arrangements are in place for lecture/lab/tutorial/invigilation/admission work/administration work, or any other assigned tasks.
3. If a faculty or technical staff member is absent on either the first or last working day of a term without a valid reason and without appropriate communication with the sanctioning/higher authorities, the college may deduct pay and allowances.
4. In the event that a staff member fails to report to the college without a valid reason and communication, the college may, at the discretion of the Head of Institute/Management, deduct an appropriate salary.
5. Leave applications should be directed to the principal through the respective Head of Department/Section Head.
6. Leave will be recorded for the academic year, commencing from the 1st of July in a calendar year to the 30th of June in the subsequent calendar year.
7. Leave applications must be submitted and approved by Principal before proceeding on leave.
8. The administrative office will maintain a leave account for each staff member.



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TYPES OF LEAVE

CASUAL LEAVE (CL)

1. Employees are eligible for 12 days of casual leave within a single Academic Year.
2. Normally, only one day casual leave will be permitted in a month.
3. An employee is permitted a maximum of 3 consecutive days of casual leave.
4. The cumulative duration of casual leave and holidays taken continuously should not exceed 5 days.
5. It is advisable to distribute casual leave evenly throughout the year whenever possible.
6. Casual leave cannot be combined with any other type of leave; however, it may be granted concurrently or consecutively with Duty Leave.
7. Holidays or Sundays occurring during the casual leave period will not be included in the total quantum of casual leave.
8. A half-day of casual leave can be sanctioned for an employee.
9. Formal application for casual leave must be submitted using the designated format.
10. Any remaining Casual leave balance cannot be carried forward beyond the stipulated validity period and un-availed casual leave will be considered lapsed.
11. Casual leave can neither be accumulated nor encashed.

ON DUTY (OD) LEAVE

Official Duty (OD) will be sanctioned when a staff member is obligated to engage in official duties for academic or administrative purposes, as authorized by the Head of Institute or designated authorities.

1. When taking On Duty (OD) leave, employees must provide written advance notice of OD, including the signature of the Head/Principal; otherwise, it will be considered leave without pay.





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Opp. Railway Station, Asangaon-421 601. Tal.: Shahapur, Dist: Thane.

Tel: +91-2527-273999, 6459999 • M. 9594962029, 9324286390 • email: vjtscoe@rediffmail.com

Approved by AICTE-New Delhi, Recog. by DTE & Govt. of Maharashtra & Affiliated to University of Mumbai

NAAC Accredited with B++ Grade

Dr. SHIVAJIRAO S. JONDHLE
President

GEETA KHARE
Secretary

Dr. (Mrs.) GEETHA K. JAYARAJ
Principal

Outward No : **SSJCOET/**

Date :

2. OD leave is limited to a maximum of 2 consecutive days, and on the third day, the employee is required to resume duties at the college, unless engaged in a conference, seminar, training, workshop, or any other official event that extends beyond the initial 2-day period.

COMPENSATORY OFF (CO)

1. Prior approval from the relevant leave sanctioning authority is required to avail compensatory time off.
2. Teaching and non-teaching staff are eligible for any compensatory leave at the discretion of the Management/Principal.
3. Compensatory off will be granted when an employee fulfills duty or attends work on holidays or Sundays for the institute, provided that the tasks are agreed upon and authorized by the Department/Institute.
4. Requests for compensatory off must be submitted using the specified format.
5. Accumulation of compensatory off beyond one academic year is not permitted, and it cannot be utilized during the instructional period.
6. Any remaining compensatory off at the conclusion of the academic year will not be carried forward into the next academic year and will be considered lapsed.

LEAVE WITHOUT PAY (LWP)

- Taking leave beyond the stipulated limit will be treated as leave without pay (LWP). If the duration of LWP exceeds 10 days within a year, it will be regarded as a break in service, unless valid supporting documents justifying the excess leave are furnished. The ultimate decision in such instances will rest with the Head of Institute or the designated authority.
- Request for leave without pay (LWP) must also be presented to the Head of Institute through the respective Head/Section for approval.





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VACATION

- Teaching staff who have completed two years of service from the date of joining this institution are eligible to take vacation. The remaining teaching staff will receive vacation days proportionally as determined by the Management/Principal.
- Before availing vacation, new semester planning should be undertaken.
- A maximum of 30 days' vacation in a semester can be granted to teaching staff at the discretion of the Principal/Management, in accordance with university guidelines.
- Non-teaching staff are also eligible for vacation.
- Staff members are required to submit a letter before proceeding for vacation, indicating the vacation period, handover formalities, the address during the vacation period, and his/her contact number.
- Sundays, holidays, and off days that fall within the vacation leave period will be considered part of the vacation leave.
- The availability of vacation is not considered a right of the teaching/non-teaching staff. The Head of the Department can recommend the postponement of any faculty member/teaching supporting staff, and the Competent Authority may cancel part or the entire sanctioned vacation in the interest of the college.
- In the case of urgent work, the Principal/Management may instruct the staff to report to the college. Vacation may be curtailed/ refused depending upon the exigencies of work.
- Staff members must be present on the previous day before the vacation starts and report on the next day after the vacation period concludes.
- All faculty members/non-teaching staff in any department are not allowed to take vacation during the academic session.
- The Head of the Department will recommend vacation periods for faculty members/non-teaching staff in batches to ensure that an adequate number of faculty members/non-teaching staff are always available for college/department work.




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Green Initiative Policy

The objectives of this policy are to:

- (1) Promote holistic approach of waste management, resource conservation and green initiatives at the college campus.
- (2) Disseminate environmental awareness among students and staff members.
- (3) To make the campus plastic free
- (4) To conduct green audit from time to time.
- (5) To minimize the use of paper in administration through having policy for E-governance.
- (6) To continuously improve our contribution to climate protection

Policy

- The College shall make Green Club for Green initiatives in the College campus.
- The Green Club shall implement green initiatives with the involvement of Students & Community engagement.

Green Audit

The institution will conduct an annual, thorough Green Audit of current facilities and operations. This audit aims to identify, quantify, and prioritize aspects of Environmental Sustainability within the framework of applicable regulations, policies, and standards. The primary goal is to enhance energy and water usage efficiency, implement effective waste management, and foster overall eco-friendly campus management and development for a sustainable future.

The Green audit may consist of following broad points:

- (1) Water audit
- (2) Waste audit
- (3) Energy audit
- (4) Environmental audit





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Green Master Plan

- Energy conservation
- Green Club Activities
- Plastic free campus
- Reduction of Carbon Footprints
- Plantation of Medicinal Plants in the college campus
- Biodiversity, Plantation and Landscaping of Campus

Policy Monitoring and Review

The Internal Quality Assurance Cell (IQAC) of the college shall monitor and review the efficacy of the policy on annual basis and shall make suggestions to Green Club for taking appropriate actions and complying with them on regular basis.




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