



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(A Hindi Linguistic Minority Institute)

Approved by AICTE, DTE and Govt. of Maharashtra ; DTE Code - 4649

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad.

Post Box No. 25, Arvi Road, Pipri, Wardha - 442001. Phone : 07152-295473, Fax : 230506



PERSPECTIVE /STRATEGIC PLAN 2021-2026

Vision

To be an institute of national repute in producing industry ready professionals and good human beings who will innovate and deliver their best in the profession.

Mission

To boost the drive of learning of our students through most practical ways.

To promote a conducive environment for development by enhancing innovativeness, creativity and productivity of students.

To foster industry institute interaction for latest know-how and collaborative projects.

To do the right for future of our students.



BAJAJ Institute of Technology

Arvi Road, Pipri, Wardha, 442001

Maharashtra, India

Email: principal@bitwardha.ac.in

Dr. Narendra Kanhe-Principal



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Perspective/Strategic Plan for 2021-2026

The institute Strategic Plan for 2021-2026 is designed to systematically evolve the academic, research and development, administration and infrastructure development plans for the institute.

Goals: Long Term-

- Becoming an Autonomous institute of National repute in providing the excellent learning atmosphere to students and continuously in pursuit of developing the skills required to enter the industry.
- Amongst top 200 in NIRF by 2026 and one of the sought after institutes in the State.
- Strive for centre of excellence in all disciplines of the institute.
- Develop collaborative arrangements with premier institutions in India.
- Implement National Education Policy fully after receiving Autonomous status.
- Intervene for sustainable development of the region and improvement in quality of life
- Sponsored and collaborative research with industries, testing and consultancy services.
- Involving external experts from industries and of Institutes of national repute to offer special courses to the students in the college.
- Motivating & transforming faculty in teaching, research, development and innovation.
- Transforming ideas of students into start-ups and incubation.
- Offering online and offline add on, value added skill development courses through class room and laboratory sessions, video conferencing, electronic library etc.
- Organizing international conferences.



Goals: Short Term-

- Constant up gradation by add on/ Value added programs to minimize gaps between learning outcomes and employability.
- Upgrading quality of faculty and staff through extensive training in content, pedagogy, qualification and industrial training and research.
- Start measures to implement National Education Policy as per guidelines from affiliating University.
- Improving interaction with industry personnel involving them in a variety of institutional activities and growth.
- Special support to weak students.
- Inculcating team spirit and helping students through Peer Learning Groups.
- Improving employability of students through strong training and placement initiatives.
- Organizing Training programs, Tech fest, and Social activities.
- Establishing the Centers of Excellence in Mechanical and Electrical Engineering departments.
- To get Quality Assurance through NAAC by 2024 and NBA Accreditation by 2025.
- To uplift the society by addressing the local and regional technical needs

In addition to the broad range of activities that the institute carries out in pursuit of its mission, following activities with action point have been identified to be given special emphasis in the strategic plan.

1. Promotion of mutually beneficial engagement with industry and society

- Proactive approach for industry interactions - Adjunct faculty from industry and academia
- Encouragement to faculty for core industrial exposure
- Focus approach on technology patenting
- Establishment of Technological Innovation and Entrepreneurship Cell (TIEC)



- Eco system for startup and entrepreneurship
- Addressing the need base societal and research problems
- Easy interface for the local community and school for the interaction and knowledge dissemination

2. Expand educational opportunities and avenues

- Forecast industry requirements and societal educational aspirations
- Initiate the institute open electives like Economics, Accountancy etc.
- Initiate new specialized add-on programmes based on faculty strength
- Arrange skill development programs
- Initiate foreign language courses like Japanese, German, French
- Initiate minor degree program based on credit earned by the students from another programme.
- Start new Post graduate courses in the institute
- Effective Implementation of choice-based credit system

3. Create quick response internal support systems

- Simplify systems and processes
- Free up faculty/researcher/students time for education and research by time saver techniques for non-academic processes
- Service response, online complaint systems
- Parallel track – incentives and career growth, retraining existing staff
- Appropriate delegation at all levels to promote decision making and leadership
- Enhance sports facilities such as volleyball and box cricket courts.
- Incubation centre for students startups
- Project based learning in 40% courses by the year 2026
- Engage the students fruitfully during vacations in activities for employability enhancement such as Project internships, Skill based courses, Training for soft



and communication skills, improved Aptitude, Computer Programming, special tools specific to the disciplines

4. Enhance on campus life and experience

- Upgrade and face lifting of existing infrastructure and their surroundings to make the campus neat, clean and green
- Priority for expansion of accommodation facilities for students, staff and faculty, multi-purpose hall and guest house for visitors.
- Annual student satisfaction survey
- Involve students, staff and faculty in campus planning including green and clean campus initiatives

5. Explore new avenues of fund raising

- Enhanced engagement with stake holders
- Increase research projects from industry, Government research organizations, centres of excellence
- Consultancy projects scheme
- Attract benefits from Corporate Social responsibility (CSR)

6. Create future leaders and innovators

- Confidence building measures to prepare students for facing new challenges
- Enhancing the RISK taking abilities amongst students
- Enhance support for student participation in National/International technical competitions –
- Create a cell for guidance on competitive examinations like UPSC/ MPSC etc.
- Supervised internship for students in industry for longer duration
- Students involvement in institute governance
- Organize the activities for the students by the students
- Enhance the involvement of student in organizing the activities like conferences, alumni meet etc.



- Enhanced opportunities for students to participate in industrial and societal projects

7. Ensure gender equality

- Provide modern, secured and comfortable accommodation for girl students, increase in accommodation for married Ph. D. Students – students with infants to be given priority in housing
- Focused outreach to present girl students, alumni, faculty members as a role model to school students and convey the exciting career opportunities provided by an engineering education
- Support for secured transport facilities (Buses) for girl students, women employees to the institute
- Support through mentoring groups

8. Bring alumni engagement on board

- Enable, facilitate seamless coordination between alumni association and Institute
- Initiative for supporting alumni need for continued learning and career improvement
- Lifelong learning module targeted for alumni
- Multiple interaction modes – interaction between alumni and students – mentoring, interaction between alumni and faculty
- Alumni inputs for curriculum development
- Alumni support for students placement and internship
- Alumni involvement in enhancing the invitation ecosystem at the institute
- Enhance institute responsiveness to alumni request
- Creation of an alumni centre at the institute to supports alumni visits, activities engagement
- Create and establish alumni chapters in India and abroad
- Build corpus fund for sustainable activities of alumni association



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Ref No: BIT/CDC/Office Order

Date: 15.12.21

Office Order

College Development Committee (CDC)

S. No.	Position	Name	Designation
1	Chairman	Dr. Narendra Kanhe	Principal
2	Member	Dr. Sanjay Mahajan	HoD, Civil Engineering
3	Member	Dr. Deepak Bhope	HoD, Mechanical Engineering
4	Member	Dr. Harshit Dalvi	HoD, Electrical Engineering
5	Member	Prof. Sheetal Kale	HoD, Computer Engineering
6	Member	Dr. Kantilal Joshi	Head, Training and Placement
7	Member	Dr. Vivek Bhusari	Head, First Year
8	Member	Dr. Manish Pasarkar	IQAC Coordinator
9	Member	Mr. Santoshkumar	Assistant Professor in ME
10	Member	Dr. Amreen Khan	Assistant Professor in CE
11	Member	Mr. Abhijeet Dehadrai	Assistant Professor in Humanities
12	Member	Mr. Bhupendra Lohiya	Registrar
13	Member	Mr. Parag Kombe	Admin and Accounts Officer

Dr. Narendra Kanhe

PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.



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Ref. No. BIT/70A/2021-22.....

Date: 17 July 2021

Office Order

For session 2021-22, following committees have been formed in view of students and Institutional development. You all informed to work with proper planning for successful conduction of activities. A review of the committee's work will be taken as and when required.

Sr. No.	Portfolio	Name of Faculty	Responsibilities	
1.	Head of Departments	Dr. Deepak Bhoje (Mech. Engg.) Dr. Sanjay Mahajan (Civil Engg.) Prof. Sheetal Kale (Comp. Engg.) Dr. Vivek Bhusari (First Year) Dr. Vijay Deshmukh (First Year)	Planning and academic implementation. Teaching Learning process related activities.	
2.	IQAC(Internal Quality Assurance cell) NAAC preparatory Committee	Prof. P. S. Kulkarni (Coordinator) Dr. Manish Pasarkar (Overall Coordinator)	Dept. Coordinators Dr. Vikas Gohil Mr. Deepak Mangrulkar Dr. Sagar Badhiye Dr. Rahul Somalwar	Monitor Quality of Teaching Learning process and its related documentation. Preparing everything related to NAAC.
3.	AICTE/DTE/DBATU Compliance	Prof. Suraj Vairagade Prof. Amit Khandve Mr. Parag Kombe Mr. Nilesh Belorkar Mr. Pankaj Samudre Mr. Prafulla Ingole		Portal Entry AICTE Compliance DTE Hearings DBATU Portal Documents Scan.
4.	Industry Institute Interaction	Prof. Anand Kale (Co-ordinator) Dr. K. D. Joshi Dr. Sagar Badhiye Prof. Prathik Kulkarni Dr. Satyvir Singh Prof. Abhijeet Dehadrai		
5.	Smart India Hackathon	Mr. Sandesh Jain (Coordinator) Dr. Jayesh Ruikar Dr. Pawa Chandak Prof. Harshad Phadke		Organize various innovative activities through the council.
6.	Institute Innovation Council	Dr. Sanjay Mahajan Prof. Sandesh Jain Dr. Jayesh Ruikar Prof. Harshad Phadke		Organize various innovative activities through the council.
7.	Internships, Training and Placement	Dr. K.D Joshi (Head) Deperment Coordinators: Prof.Santosh Kumr - ME Prof. Amrin Khan - CoE Prof. Pratik Vyas - CE Prof. Aniruddha Marothiya- EE Prof.Naina Jagyasi - First Year Mr.Abhijeet Dehadrai-First Year Mr.Shirmivaasa G - Aptitude Trainer		Internships opportunities, Trining on various aspects such as technical, aptitude, GD, reasoning etc. and contacting the companies for placements.

8.	Examination (OIC)	Dr. L.N Rao (OIC) Mr. Pankaj Bhise Mr. Shyam Bhadade Mr.Prafulla Ingole Mr.Mukul Barapatre Mr.Prasanna Hame	Conduction of Mid semester and ESE examination, Display of exam time table, answer book distribution
9.	Teacher – Guardian Coordinator	Dr.V N Bhusari	Distribution of T G students Review Meetings Academic Counseling , Parents Correspondence.
10.	Students Activities Co-curricular Extra –Curricular Sports	Prof. Amit Manakshe Prof. Suraj Vairagade Dr.Jayesh Ruikar Dr. Jagdish Dhanuskar Prof. Mandar Gupte Prof.Urvashi Pote Prof.Naina Jagyasi Prof.Vikas Ravekar Dr.Nilesh Ashtankar Prof.Amol Jumde Prof.Harshad Fadke	Planning and execution of cultural activity/co-curricular activities/annual social gathering/NSS/Forum/Cultural
11.	Consultancy, Testing and Projects execution.	Dr. Sanjay Mahajan Dr.Pawan Chandak Prof.Aniruddha Marothiya Prof.Amol Jumde	To working Collaboration With Bajaj Foundation, JBGVS for upliftment of rural areas, Warter shed management projects, Agriculture related projects
12.	Unnat Bharat Abhyan	Dr.Vivek Bhusari (Coordinator) Dr. Rahul Somalwar (Co-ordinator)	To carry out activities as per the instructions of coordinating institute.
13.	Admissions (First Year and Direct Second Year) and Facilitation Centre	Dr.Vivek Bhusari (Incharge) Dr. V M Dshmukh (Co-Incharge) Prof.A M Kinhekar Prof. Naina Jagyasi Prof.D Mangrulkar (Fac.Centre Incharge) Dr. Sagar Badhiye(Fac.Centre Co-Incharge) Prof.Hirkani Padwad Mr.Abhijeet Dehadrai Miss.Swati Khandarkar	Admissions Counselling ,guidance to prospective students.Facilitating the registration and other related processes of admissions.
14.	Discipline	Prof. Mandar Gupte (Coordinator) Dr.Nilesh Ashtankar Prof.Vikas Ravekar Prof.Jagdish Chakole Prof. Jasraj Kulkarni	To handle all the discipline related issues,anti-raging, etc.
15.	Industry Visits (Coordinator)	Dr. A.G. Dabli Prof. Pravin Kulkarni Prof. Sameer Muley Prof. Amit Manakshe	To arrange Industry Visits Internship planning for each student, Correspondence with Industries.
16.	Website Up-dation/ Internet/ Internet	Prof. Abhishek Kinhekar Mr. Pankaj Samudre	To upload all the data related to activities and faculty updation etc.
17.	Management Information System	Prof.Sheetal Kale (Coordinator) Dr.Sagar Badhiye (Co-Coordinator) Prof.Hirkani Padwad Prof.Amol Jumde Prof.Urvashi Pote	Planning, development and implementation of MIS.
18.	Library Committee	Prof.Pankaj Bhise Prof.Shyam Bhadade Prof. Prathik Kulkarni Mr.Chetan Tandan (Librarian)	To Maintain List of books New Procurement feedback Online and Print Journals As Per AICTE requirements.
19.	Training Prorammes	Dr. A. G. Dabli (Overall Coordinator) Prof. Santoshkumar Prof. Amol Jumde	To arrange workshops/ Training for students/faculties arranging Skill Based

		Dr. Jayesh Ruikar	Programs.
20.	GATE and Competitive Exams Cell	Dr. Santosh Bopche Prof. Prathik Kulkarni Dr. Satyavir Singh Prof. Akshay Saraf	Guiding and Facilitating students for preparation of GATE and the other competitive exams. Preparation of weekly slots for students.
21	MOOCS/NPTEL/Coursera online Courses	Prof. Mandar Gupte Prof. Amit Manakshe Prof. Aniruddha Marothiya Prof. Arpit Sharma	Facilitate faculty and students to attend online courses.
22	Professional Society Membership	Prof. Sameer Muley Dr. Jagdish Dhanushkar	To enroll students for Professional Society Membership Installation of Chapters Conduction of activities.
23	Overall Result Analysis	Mr. Suraj Vairagade Mr. Sachin Kakde	Result analysis, institution wise Branch wise student wise after each MSE and ESE.
24	NSS and Rrotract	Prof. Vikas Ravekar Prof. Jasraj Kulkarni Mr. Abhijit Dehadrai	To conduct NSS and Rrotract club activities of student.
25	Magazine	Miss Amreen Khan Mr. Harshad Phadke Mr. Shyam Bhadae	To publish Quarterly bulletins and Annual magazine of BIT
26	Maintenance Cell	Prof. Pankaj Bhise (Co-ordinator) Mr. Rajendra Atole Mr. Nilesh Sontakke Mr. Swapnil Khobragade Mr. Pritesh Fale Mr. Ashish Borkar	To receive complaints from faculty members and getting the work done.
27	Campus information maps and boards	Prof. Amit Khandve Mr. Nilesh Belorkar Mr. Yashwant Thakre	Preparation of maps and title boards for the Institute.
28	Press Releases and Correspondence	Dr. Kantilal Joshi (regarding placements) Prof. Naina Jagyasi Mr. Abhijit	To prepare and send news to press about major activities conducted.



Principal

PRINCIPAL

Principal, Institute of Technology,

PIPRI, Wardha

Copy to :-
All Teaching and Non-Teaching Staff Members.



Academic Policy: Practices and Processes

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2.	Elective Choices/Preferences & Allotments
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4.	Teaching Plan, Teacher Academic Plan & Lab Plan
5.	Curriculum GAP analysis, Activity Mapping and Action Plan
6.	Domain Mapping
7.	Academic Calendar (Department)
8.	Continuous Assessments and Mid Semester Examinations
9.	Academic monitoring
10.	Parents Teacher Meet
11.	Mapping of Feedback Questionnaire with POs
12.	Semester Closure Reports
13.	VAP, Add-on Courses
14.	Academic Audit

Document No	Prepared on	Revised on	Prepared By	Approved By
BITACAD/IQAC/ Academic Policy Document/23-24	09/04/21	16/04/21	Dr. M.D. Pasarkar	Dr. N.M. Kanhe Principal



Academic Calendar

Guidelines:

IQAC coordinator shall prepare a Academic Calendar (Institute) in line with DBATU Academic Calendar (AC) before commencement of every semester and or as soon as DBATU publishes its AC, whichever is earlier. Department Academic Coordinator shall then prepare Academic Calendar of the department in line with Academic Calendar of the Institute. Academic Calendar of the institute shall encompass all the required planning and implementation schedule while Department AC shall cover all the activity schedules.

Academic Calendar (Institute) shall be discussed in IQAC meeting before implementation while Academic Calendar (Department) should be finalized in the department meeting.

Academic Calendar (Institute) after approval from IQAC Chairperson shall be communicated to all the departments while Academic Calendar (Department) shall be sent to IQAC coordinator for necessary approval from the IQAC committee.

If for any reason, department wishes to change/modify the Academic Calendar within first week of semester starts, then department shall submit modified copy to the IQAC Cell.

The format of the AC is available with IQAC.

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Elective Choices and Offerings

Elective course/subject selection has always been important and sometimes crucial decision-making process for students in higher educational institutions. It is advisable to offer all the mentioned electives to the students. However, considerations should be given to the availability of domain experts, current industrial scenario and/or trends, students' interest etc. BIT believes in the overall development of students, hence follows a criteria-based selection process, which further adopts priority-based elective offerings.

Several different criteria considered are:

- A. *Course Schedule* which includes number of hours in the curriculum (High Priority Level)
- B. *Availability of domain expert* (High Priority Level)
- C. *Course content* which includes theory and practical contents (Moderate Priority Level)
- D. *Course requirement* which includes nature of the course (Credit /Audit), examination pattern etc (Moderate Priority Level)
- E. *Current industry trends and demand in the market* which includes feedback from the industry experts and students opted the course previously. (High Priority Level)
- F. *Students' preferences* for the elective courses (High Priority Level)

Note: Minimum number of students for each elective course should be 10.

Dr. N.M. Kanhe
(Chairman-IQAC & Principal)

Encl: 1. *Elective preferences and Selection Method Template*
2. *Process Flow :Example*

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1. Elective preferences and Selection Method Template

		Criteria						
		A	B	C		D	E	F
Department	Course Title	Current Externals	Availability of Human Resources	Current Courses		Current Courses/Ancillary Courses	Current Industry Trends	Students Preference
Academic Year		1500 Hours/sem	Availability in Institutes within 25 km	Theory	Practical	TA + PA	SEM	X
2. Semester	Elective Courses	MM	MM					
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Academic Coordinator _____ Head of the Department _____

2. Process Flow Document: Example

Department of Computer Engineering Process Document

1. Elective offerings and Selection process:

The process for elective offering of the consecutive semester, is initiated before the end of the current semester.



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**

Elective Briefing Presentation:

1. Should be scheduled at least 2 weeks before the end of semester for approximately 30mins.
2. Contents
 - a. Pre requisite, course contents, domain it belongs to, relevance of the course, applicability, future opportunities etc.
 - b. Mention the guidelines for selecting the electives (Refer List A)
 - c. Mention the guidelines for allotment of the electives to students (Refer List B)

(A) Guideline for students selecting the elective and filling the preferences :

- a. Elective subject should ideally map to the chosen domain and selected learning path.
- b. Fill the form using the bitwardha id
- c. Go through the DBATU scheme and syllabus.
- d. Read, analyses and understand the elective subjects.
- e. You are required to give “non-repetitive” preferences. Repetitive preferences will be treated as invalid

(B) Guidelines for allotment of electives:

- a. It is preferential allotment process, if choice of preference 1 is not allotted, next preference will be considered.
- b. At least 20 or preferably more students should be there for scheduling the elective.
- c. After choice filling, the department will decide the allotment, preference wise
- d. No change in option will be entertained after form submission or after final allotment.

Students who won't fill the preference choices, the subjects will be allotted as per department's policy.

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Teaching Load Distribution, Master TT, Individual TT, Lab TT

Based on the preferences and domains, head of the department shall allocate the teaching load before two weeks of the commencement of new semester. The teaching load shall be approved by the Principal.

Time table shall be prepared and communicated to all the students before one week of semester starts. Department should display Master TT, Individual TT, Lab TT at all prominent places and one copy shall be sent to IQAC for record.

All modified versions, if any, shall be preserved and indexed accordingly.

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Teaching Plan, Teacher Academic Plan & Lab Plan

All teaching faculty members shall prepare plans in the format mentioned below:

Format:

Teaching Plan (TP)

(Doc. No.: BITACAD/TP/Semester/ Course/AY)

Shiksha Mandal's BIT, Wardha	Teaching Plan			Page	
				Prepared on	
Academic Year		Class		Semester	
Subject				Subject Code	
Examination Scheme	CA :	MSE :		ESE : 60 Marks	
Teaching Scheme	Lecture:	Tutorial:		w. e. f.	
Faculty In-charge					

Abbreviations

S. No.	Title	Abbreviation	S. No.	Title	Abbreviation
1	Program Outcomes	POs	4	Student Activity	SA
2	Course Outcomes	COs	5	BLOOMS Level	BL
3	Teaching-Learning	T-L	6	Program Specific Outcomes	PSOs

Note: Hard copy need to be submitted in the department office.

1. Course Outcomes:

CO	At the end of the course, students will be able to:	Evaluation Through	BL

(Blooms Level: 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating)

2. Parameters for CA-I and CA-II Assessment: (Select (√) minimum 2)

Technical Quiz	√	Model Making		PPT Presentation	√
Infographics		Technical Writing/Blog		Micro Project/Course Project	

NOTE: Course Teacher needs to define minimum 3 Rubrics for assessment levels in advance.

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Evaluation Through	Assessment Parameters (2 Activities + Self Learning) (Marks for 2 Activities: Min 20 , Max 30) (Marks for Self Learning: Min 10 , Max 20)						
	1	2	3	4	5	6	7
Model-I	Technical Quiz	Model Making	PPT Presentation	Infographics	Technical Writing/ Blog	Micro Project/ Course Project	Self Learning
CA-I	√		√				
CA-II							√
Model-II	Technical Quiz	Model Making	PPT Presentation	Infographics	Technical Writing/ Blog	Micro Project/ Course Project	Self Learning
CA-I							√
CA-II	√			√			

3. Mapping of COs with POs & PSOs:

	PO ₁	PO ₂	PO ₃	PO ₄	PO ₅	PO ₆	PO ₇	PO ₈	PO ₉	PO ₁₀	PO ₁₁	PO ₁₂	PSO ₁	PSO ₁
CO ₁														
CO ₂														

4. GAP Analysis and Mapping:

The GAP identified in the Course:

Modified Mapping of COs with POs & PSOs:

	PO ₁	PO ₂	PO ₃	PO ₄	PO ₅	PO ₆	PO ₇	PO ₈	PO ₉	PO ₁₀	PO ₁₁	PO ₁₂	PSO ₁	PSO ₁
CO ₁														
CO ₂														
CO ₃														
CO ₄														

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5. Texts/Reference Books:

Texts:

1. A. Ghosh, A. K. Malik, "Theory of Mechanisms and Machines", Affiliated East-West Press Pvt. Ltd., New Delhi.
2. S. S. Rattan, "Theory of Machines", Tata McGraw Hill, New Delhi.

References:

3. Thomas Beven, "Theory of Machines", CBS Publishers and Distributors, Delhi.
4. J. E. Shigely, J. J. Uicker, "Theory of Machines and Mechanisms", Tata McGraw Hill Publications, New York, International Student Edition, 1995.

Additional Recommended Books/Links, if any:

5. Ashok G. Ambekar, "Mechanism and Machine Theory", Prentice Hall, India
6. Sadhu Singh, "Theory of Machines", Pearson
7. Wilson C.E., Sandler J. P. Kinematics and Dynamics of Machinery", Person Education.
8. Erdman A.G. and Sandor G.N., "Mechanism Design, Analysis and Synthesis" Volume-I, Prentice –Hall of India

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6. Self-Learning Topics: (Max 5)

(Faculty members can give maximum 5 self-learning topics per subject. These topics must be declared in advance and must be highlighted in TP as underlined text. These topics can be covered through presentations, assignments, seminars etc.) At least one CA activity must be engaged on self-learning topic/s.

S. No.	Name of Topic/s	References
1.		1. Ghosh and Malik 2. S.S. Ratan
2.		1. Ghosh and Malik 2. S.S. Ratan
3.		1. Ghosh and Malik 2. S.S. Ratan

T-L Methodology
Chalk & Board
Lecturing/Content Delivery
PPT
Demonstration
Case Study
Brainstorming Activity
Role Play
Quiz

Student Activity
Remembers
Listen
Understands
Participative Learning
Answers
Experimental Learning
Create/Generate Ideas
Analyzes

(Blooms Level: 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating)

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Shiksha Mandal's
Bajaj Institute of Technology, Wardha
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Academic Session: 2023-24

Doc. No.: BITACAD/IQAC/
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Date: 10/11/2023

7. Teaching Plan:- * Minimum 2 topics on content beyond syllabus.

Note: Include CA activities in teaching plan

Lecture No. /Tutorial No	Topic/s	Teaching Learning Methodology	Student Activity	BL
Unit - I				
L ₁				
L ₂				
L ₃				
T ₁				
T ₂				
Unit-II				
CA-I (1)				

Check List:

Activity	Planned Date	Completed
		YES/NO
CA-I (1) : Technical Quiz		

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7. Teaching Plan:- * Minimum 2 topics on content beyond syllabus.

Note: Include CA activities in teaching plan

Lecture No. / Tutorial No	Topic/s	Teaching Learning Methodology	Student Activity	BL
Unit - III				
CA-I (2)	PPT Presentation	OFFLINE	Participative	5
Unit-IV				

Activity	Planned Date	Completed
		YES/NO
CA-I (2) : PPT Presentation		

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8. Remedial and Make up Classes:

S. No.	Date	Topic/s	Remark, if any
1.			Remedial Class (R)
2.			
3.			
4.			Make up Class (M)
5.			
6.			
7.			
8.			
Summary			
		Total Remedial Classes (R)	
		Total Make up Classes (M)	
		Total (L+T+R+M)	

Prepared By
(Subject Teacher)

Checked By
(Subject In-Charge)

Approved By
(HOD)

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Teacher Academic Plan:

Teacher Academic Plan

(Doc. No.: BITACAD/TAP/Even Semester /22-23)

Shiksha Mandal's BIT, Wardha	Teacher Academic Plan			Page	1 of 1
Academic Year	2022-2023	Class		Prepared on	
Subject				Semester	EVEN
Faculty In-charge				Code	
Domain Area					

S. No	Activity	Date/Number				
1.	Submission of Teaching Plan to HoD					
2.	Number of lectures planned					
3.	Number of lectures available as per AC					
4.	Submission of Laboratory plan to HoD					
5.	Number of Lab Sessions planned					
6.	Number of Lab Sessions available as per AC					
7.	CA-I planned/scheduled date (Activity ONE)					
8.	CA-I planned/scheduled date (Activity TWO)					
9.	MSE planned/scheduled date					
10.	CA-II planned/scheduled date					
11.	Number of Innovative lab sessions planned (Beyond Syllabus)					
12.	GAP identified and Activity Planned Date					
	Industrial Visit	Guest Lecture	VAP	ADD-ON	Any other	
	√					
	Note: Tick the appropriate box					
13.	Submission of Practical Assessment & Evaluation Sheet to HoD					

Note: Prepare separate sheet for each subject.

Name and Signature of the faculty member:

(With date)

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Laboratory Plan:

Laboratory Plan (LP)

(Doc. No.: BITACAD/LP/Semester/ Course/AY)

Shiksha Mandal's BIT, Wardha	Laboratory Plan		Page	
			Prepared on	
Academic Year		Class	Semester	
Subject			Subject Code	
Evaluation Scheme	CA :	ESE:	Course Category	
Teaching Scheme	Practical:		w. e. f.	
Faculty In-charge			Batch	

Abbreviations

S. No.	Title	Abbreviation	S. No.	Title	Abbreviation
1	Program Outcomes	POs	4	Student Activity	SA
2	Course Outcomes	COs	5	BLOOMS Level	BL
3	Teaching-Learning	T-L			

Note: Hard copy need to be submitted in the department's office.

7. Course Outcomes:

CO	At the end of the course, students will be able to:	Evaluation Through	BL

(Blooms Level: 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating)

8. Parameters for CA-I and CA-II Assessment: (Select (√) minimum 2)

Quiz	√	Viva-Voce	√	PPT Presentation		Self-Assessment	
------	---	-----------	---	------------------	--	-----------------	--

NOTE: Lab Teacher needs to define minimum 3 Rubrics for assessment levels in advance.

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9. Mapping of COs with POs:

	PO ₁	PO ₂	PO ₃	PO ₄	PO ₅	PO ₆	PO ₇	PO ₈	PO ₉	PO ₁₀	PO ₁₁	PO ₁₂
CO ₁												
CO ₂												
CO ₃												

10. Texts/Reference Books:

Texts:

1. A. Ghosh, A. K. Malik, "Theory of Mechanisms and Machines",
Affiliated East-West Press Pvt. Ltd., New Delhi.
2. S. S. Rattan, "Theory of Machines", Tata McGraw Hill, New Delhi.

References:

3. Thomas Beven, "Theory of Machines", CBS Publishers and Distributors,
Delhi.
4. J. E. Shigely, J. J. Uicker, "Theory of Machines and Mechanisms",
Tata McGraw Hill Publications, New York, International Student
Edition, 1995.

Additional Recommended Books, if any:

9. Ashok G. Ambekar, "Mechanism and Machine Theory", Prentice Hall, India

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5. Laboratory Plan:-

Practical No	Experiment Title	Date of Conduction	Relate	Teaching Learning	BL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

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Assessment Rubric:

(A) Performance on Task (Process Evaluation)			
Assessment Criteria/ Evaluation Parameters	Level of Achievement		
	Level-I Average (1-3)	Level-II Good (4-6)	Level-III Excellent (7-10)
Ability to follow the instructions	Rarely follows the instructions	Follows instructions as and when told.	Follows instructions by his/her own. (Read the instructional manual before coming to the lab)
Handling of Equipment	Rough	Smoothly	Smoothly and carefully
Ability to perform the task	Less	Moderate	Excellent
(B) Quality of Product (Product Evaluation)			
Assessment Criteria/ Evaluation Parameters	Level of Achievement		
	Level-I Average (1-3)	Level-II Good (4-6)	Level-III Excellent (7-10)
Report /Write up Quality	Rarely completes the report.	Complete the reports in time with moderate corrections.	Complete the report well in advance.
Ability to interpret the results	Rarely	Interpret the results	Interpret and able to conclude from the results.
Conclusion	Lacking in explanations	Reasonably explained	Exceptionally well interpreted the results.

Check List:

S. No.	Criteria of Performance/Assessment	Whether the student has performed the task (Please tick appropriately)	
		Yes	No
1	Pen Paper Test/Quiz		
2	Viva-Voce		
3	Demonstration/Presentation		
4	Self-Assessment		
5	Submission		
NOTE: Lab Teacher may add/delete assessment criteria as per the requirement of the course.			

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Assessment Rating:

Batch-1 Roll No	Criteria of Assessment	Whether the student has performed the task (Please tick appropriately)		Rating (Fair/Good/Excellent)
		Yes	No	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
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22				
23				
24				
25				

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Curriculum GAP analysis, Activity Mapping and Action Plan

The details of **GAP analysis and Assessment Planning (GAP)** method is mentioned below for your reference. The mapping of Content Beyond Syllabus (CBS) topics mentioned by the course teacher in his/her teaching plan will be mapped by the below mentioned method. The action plan will be prepared by the department and submit the same before the semester starts as an **Activity Chart** to the **Head of the Institution**.

- 1) Curriculum GAP Analysis Sheet (Excel Format): [This sheet will have all the CBS topics.](#)

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Curriculum GAP Analysis and Attainment													
Form No. BITACAD/2023-24/147 Academic and Assessment Policy of the Department/2023-24/01													
Department:			Semester:						Session:				
S.No.	Semester and Year	Name of Subject	Name of Course Teacher	Assessment Report Syllabus identified by the faculty member (Minimum five Contents Beyond the Syllabus per course)	Industrial Visit / Virtual Industrial Visit (VIVIT) / Internship	Workshop / Seminar / Guest Lecture / Guest Faculty / Guest Artist / Guest Performer / Guest Artist / Guest Performer	Value Education Program (VAP)	Other Activities	Number of Identification of CBS analysis (Identifying content beyond the syllabus)	No. of Students Expected / Participated	Feedback Analyzed (Number of Responses Collected)	Self report of the faculty member in the report (in %)	Mapping with PLO of the program (Multiple, 1- Priority)

- 2) Collective mapping of all the Courses: [This sheet will have priority-based CBS topics.](#)

Collective mapping of all the subjects:

For Even semester 22/23, following topics are mapped for content beyond syllabus with priority levels.

S. No.	Contents Beyond Syllabus (This must be a gap identified in the syllabus)	Industrial Visit/Virtual Industrial Visit (VIVIT) / Internship	Guest Lecture/Seminar/Workshop etc.	V A P	Add-on
1.	Practical exposure to various sheet metal & press tool operations	0			
2.	Power generation using PV Technology		3		
3.	Evaporative cooling technology for comfort cooling		2		
4.	Oil Hydraulics and Pneumatics	2			
5.	Mathematical Analysis in Thermal Engineering Using MATLAB And ANSYS			3	
6.	Modelling using Creo Software				3
7.	Vibration Analysis		3		
Total Activities for Domain Activity Mapping		2	3	1	1

3- High priority level, 2- Moderate priority level, 1- Low priority level

Table : Collective Mapping Sheet

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- 3) Action Plan for the Semester based on priority levels : [This sheet will have selected CBS topics for domain activity mapping.](#)

Steps:

1. Collection of all CBS topics in the department. (It is decided that, every subject will have minimum 2 CBS topics: [Ref IQAC Meeting Teaching Plan Format](#)).
2. Prepare list of most relevant and technologically important topics.
3. Planning of activities and action plan to bridge the gap as suggested in the table and marked its correlation. (3-High Priority Level, 2- Moderate Priority Level and 1- Low Priority Level)
4. Prepare collective mapping of all the courses with set priority levels.
5. Prepare Activity Chart for the semester.
6. At the end of every semester, the Status Report must be submitted to IQAC.
- 7.

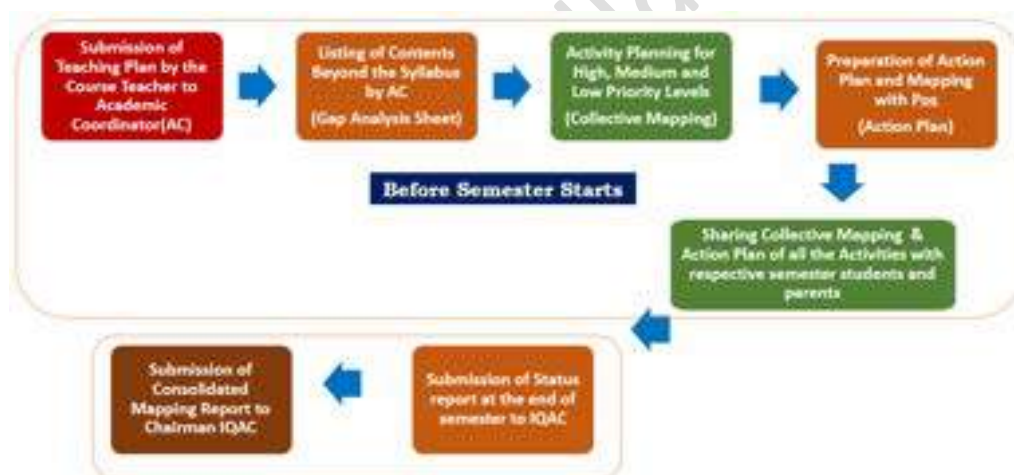


Fig 1: Process Flow Chart- GAP Analysis

Note: All department heads shall circulate this to all the faculty members and prepare:

1. Curriculum GAP Analysis Sheet (Excel Format shared by NAAC/IQAC)
2. Collective Mapping of all the courses (Collective Mapping Sheet)
3. Action plan of the department

Minimum 2 Guest lectures, 1 Industrial visit, 1 VAP and 1 Add-on per semester per class shall be arranged for domain mapping and attainment.

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Domain Mapping and Analysis:

For enhancing students skills and learning levels, BIT has devised domain based activity mapping method. In this method, a critical study shall be performed by the departments where in planning of various activities is done and implemented thoroughly.

In this method, a perfect track of activities shall be recorded throughout the year. This record shall be analyzed further by IQAC and suggestions shall be shared with the departments based on the submitted data. These suggestions shall be further implemented in the subsequent years so that attainments will be improved.

In view of this, core and domain skills shall be defined by the departments. Further learning paths will be defined for the core and domain related skills. Departments shall plan their activities based on core skills and learning paths defined. Elective choices, major projects, industrial visits, Value added programmes, seminars, field training, internships, guide allocation etc shall be all based on these core skills required by the industry to make the system student centric and to make students industry ready.

Students will give their preferences for domain skills. The flexibility shall also be given to change their domain preference. The ultimate aim of implementing this domain skills method is to impart choice-based education to all the students. The initial target for all the departments will be set to 50 % attainments of the domain and core skills-based activities.

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Activities planned in Domain and Core Skills Mapping are:

S. No.	Domain Activities
1	Guest Lecture/ Expert Session
2	Industrial Visit/ Virtual Industrial Tour
3	Field Visit/Internship/Certification
4	Value Added Program
5	Add-on Course
6	Certificate Course
7	Elective Course
8	Placement
9	Seminar
10	Project (Micro/Mini/Major)
11	Student Development Programme

Format for Activity Mapping:

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Continuous Evaluation (CA) and Mid Semester Examination

Guidelines for Continuous Evaluation (CA) and Mid Semester Examination (MSE) Paper Design

Bajaj Institute of Technology is following Outcome Based Education (OBE) since 2019. It is hence decided to define assessment levels and evaluation methods for continuous assessment of individuals. It is expected that the student's attainment is tested and analyzed through various defined parameters of evaluation and assessment. These attainments are evaluated through various cognitive levels. We at BIT follow Bloom's Taxonomy in all assessment and evaluation methods.

This is a guideline document for all the faculty members of BIT which will be helpful in setting/defining CA-I, CA-II and MSE assessment and evaluation parameters at the beginning of every session. Course teacher is expected to submit the Teaching Plan and Laboratory Plan in the beginning of every session and it's approved by the Subject In-Charge and then Head of the department.

Guidelines for CA-I and CA-II: Rubrics based Assessment and Evaluation

Continuous Evaluation of every student throughout the semester has to be done by every course teacher. Various parameters/activities are defined and approved in IQAC meeting for overall development of students. These are:

Parameters for CA-I and CA-II Assessment: (Select (✓) minimum 2)

CA-I/II (A) Technical Quiz	CA-I/II (B) Model Making	CA-I/II (C) PPT Presentation	
CA-I/II (D) Infographics	CA-I/II (E) Technical Writing/Blog	CA-I/II (F) Micro Project/Course Project	
NOTE: Course Teacher needs to define minimum 3 Rubrics for assessment levels in advance.			

Every course teacher, shall finalize the parameters based on current industry trends and course requirement. Minimum TWO parameters, excluding self-learning, needs to be defined for each assigned course.

There are 2 models for selection of CA-I and CA-II parameters. Following table depicts all the details including parameter selection, minimum and maximum marks to be offered.

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Evaluation Through	Assessment Parameters (2 Activities + Self Learning) (Marks for 2 Activities: Min 20 , Max 30) (Marks for Self Learning: Min 10 , Max 20)						
	1	2	3	4	5	6	7
Model-I	Technical Quiz	Model Making	PPT Presentation	Infographics	Technical Writing/ Blog	Micro Project/ Course Project	Self Learning
CA-I	√		√				
CA-II							√
Model-II	Technical Quiz	Model Making	PPT Presentation	Infographics	Technical Writing/ Blog	Micro Project/ Course Project	Self Learning
CA-I							√
CA-II	√			√			

Following table illustrates cognitive levels, evaluation methods and assessment levels for CA-I and CA-II activities. It is expected that, CA-I will have 1/2 evaluation method/s and CA-II will also have 1/2 evaluation method/s. The maximum marks for CA-I and CA-II evaluation, as prescribed by DBATU, is 20. The flexibility of choosing evaluation methods other than mentioned below is with individual course teacher, provided he/she must be able to justify the same.

For Ex:

Course teacher has given his choice for Technical Quiz and technical quiz as CA-I parameters for assessment of students in the teaching plan. The course teacher will set technical quiz preferably based on mentioned preferences of cognitive levels mentioned in table column no 3. [10 % questions will be based on Remembering, 20 % based on Understanding, 30% based on Applying, 20 % based on Analyzing and 20 % based on Evaluating].

S.No	Cognitive Level	Parameters for CA-I and CA-II and Weighates based on CL					
		CA-I (A) Technical Quiz	CA-I (B) Model Making	CA-I (C) PPT Presentation	CA-I (D) Infographics	CA-I (E) Technical Writing/ Blog	CA-I (F) Micro Project/ Course Project
1	Remember	10%				20%	10%
2	Understand	20%	20%	20%	20%	40%	20%
3	Apply	30%	40%	40%	50%	20%	20%
4	Analyze	20%	20%	40%	30%	20%	20%
5	Evaluate	20%					10%
6	Create		20%				20%

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All other parameters and their expected weightages are as mentioned in respective columns for reference. The maximum marks allocated for CA-I and CA-II are 20.

Rubrics based Assessment & Evaluation of CA-I, CA-II and MSE

It is also decided to have rubrics in CA-I and II assessment. For every question framed, rubrics can be defined based on individual faculty knowledge and requirement of the topic/subject. The table depicts the mapping of evaluation methods for CA-I & II with CO, PO, PSO and rubrics.

A rubric is a scoring tool that lays out the specific expectations for an assignment. Rubrics divide an assignment into its component parts and provide a detailed description of what constitutes acceptable or unacceptable levels of performance for each of those parts. The details of analytic rubrics for assessment of Project/Seminar and Oral presentations is already designed and circulated to all the faculty members of the institute.

All the internal assessment & Evaluation is done through rigorously designed rubrics. These rubrics are meticulously used for the assessment & evaluation. Below mentioned are the details of rubrics for all continuous assessment parameters.

1. CA-I/II (A): Technical Quiz

Rubrics for Evaluation of Technical Quiz			
	Level -I (1-3) Average	Level -II (4-6) Good	Level-III (7-10) Excellent
1. Marks obtained	Score 0% - 30%	Score 40% - 60%	Score 70% to 100%

2. CA-I/II (B): Model Making

Rubrics for Evaluation of Model Making			
	Level -I (1-3) Average	Level -II (4-6) Good	Level-III (7-10) Excellent
1. Innovativeness of the IDEA	Idea is not having any innovative step towards solution of the problem.	Idea is having innovative step towards solution of the problem but not feasible.	Idea is having innovated step towards solution of the problem and is feasible.
2. Where the assembly of physical model is accomplished?	Physical model is not available but virtual modeling is completed.	Physical model assembly work is completed outside the institute premises.	Physical model assembly work is completed within the institute premises.
3. Demonstration Level of the model	Demonstrate only the physical outlook.	Demonstrate the physical model with few functions.	Demonstrate the physical model with almost all functions.
4. Overall Regularity/ Performance	Fair	Good	Excellent

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3. CA-I/II (C): PPT Presentation

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Rubrics for Evaluation of PPT Presentation			
Evaluation Parameters	Level-I (1-3) Average	Level-II (4-6) Good	Level-III (7-10) Excellent
	1. Content	Subject matter is insufficient.	Sufficient subject matter.
2. Knowledge of subject	Some explanations lacking. No relevant answers.	Well explained, answered all questions but failed to elaborate.	Exceptionally explained, demonstrated full knowledge, answered all questions with elaboration.
3. Use of Graphics	Graphics do not seem to support the content / theme of presentation.	All graphics are attractive but some do not seem to support in the theme/ content of presentation.	All graphics and images are attractive and support the theme / content of presentation.
4. Overall Regularity/ Performance	Fair	Good	Excellent

4. CA-I/II (D): Infographics

Shiksha Mandal's Bajaj Institute of Technology, Wardha			
Rubrics for Evaluation of Infographics			
Evaluation Parameters	Level-I (1-3) Average	Level-II (4-6) Good	Level-III (7-10) Excellent
	1. Content	Distorted and/or Irrelevant and insufficient data.	Relevant Data, Appropriate contents.
2. Visuals	Barely visible, insufficient or unnecessary, Irrelevant graphics which distorts focus.	Visible, but could have been better, Relevant Graphics.	Clearly visible, high-resolution images, co-related to the content, impressive.
3. Creativity	Data, Charts, Graphics and Animation are not co-related or almost irrelevant information. Only focus on Graphics or Text.	Data, graphics and Animation are co-related. But gives only broad view and details are missing. Graphs/ Charts, tables are either missing or insufficient.	Data, graphics and/or animations are highly co-related. Reveals several levels of data, from a broad view to fine details, tabulated, and represented by Graphs, charts or any other method, as needed.
4. Overall Regularity/ Performance	Fair	Good	Excellent

5. CA-I/II (E): Technical Writing/Blog

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Rubrics for Evaluation of Micro Project/Course Project			
Evaluation Parameters	Level-I (1-3) Average	Level-II (4-6) Good	Level-III (7-10) Excellent
	1. Application of course concepts in the project	Moderate application of course concepts in the project.	Contrasting the proposed solution with clear concepts.
2. Schematic/ Drawing/ Design steps/ Program Code	Missing Schematics/ part and assembly drawing / few Design steps. Logical errors in Program code.	Part details are missing in schematic/ Design Steps. Missing details in part and assembly drawing. No Logical errors in Program code.	Executed all Design steps. Shows the requisite details in schematic/ Part and assembly drawing. Program code is written with correct logic & structure.
3. Timeliness in Submission	Submitted after the deadline/ follow-up.	Submitted within the prescribed extended grace period.	Submitted within the given deadline.
4. Overall Regularity/ Performance	Fair	Good	Excellent

6. CA-I/II (F): Micro Project/Course Project

Shiksha Mandal's Bajaj Institute of Technology, Wardha			
Rubrics for Evaluation of Micro Project/Course Project			
Evaluation Parameters	Level-I (1-3) Average	Level-II (4-6) Good	Level-III (7-10) Excellent
	1. Application of course concepts in the project	Moderate application of course concepts in the project.	Contrasting the proposed solution with clear concepts.
2. Schematic/ Drawing/ Design steps/ Program Code	Missing Schematics/ part and assembly drawing / few Design steps. Logical errors in Program code.	Part details are missing in schematic/ Design Steps. Missing details in part and assembly drawing. No Logical errors in Program code.	Executed all Design steps. Shows the requisite details in schematic/ Part and assembly drawing. Program code is written with correct logic & structure.
3. Timeliness in Submission	Submitted after the deadline/ follow-up.	Submitted within the prescribed extended grace period.	Submitted within the given deadline.
4. Overall Regularity/ Performance	Fair	Good	Excellent

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All CA-I and CA_II parameters are assessed and evaluated using the mentioned rubrics only.

For Mid-Semester Examinations, all question papers are prepared by the course teacher with rubrics. The rubrics-based question paper is submitted to the department office well in advance. The evaluation is strictly based on submitted rubrics only. Head of the department takes sample review of assessed question papers to avoid grievance. Mid Semester question paper format is as follows:

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE					
Shiksha Mandal's BIT, Wardha	Mid Semester Examination (2021-22)			Page	1 of 2
Academic Year	2021-2022	Class		Prepared on	Feb'22
Subject				Semester	
Day		Date		Subject Code	
Name of Faculty				Time	1 hr
				Max. Marks	20

INSTRUCTIONS:

1. All questions are **compulsory**.
2. Solve any TWO from Q No 2
3. Solve any ONE from Q No 3
4. Use of Programmable Calculator is Allowed/**Not Allowed**.

Que. No.	Statement	CO	BL	Marks	Rubrics
Q 1	Fill in the blanks/Match the Pairs/MCQ				
(a)					

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Mid Semester Examination (MSE) Question Paper Format

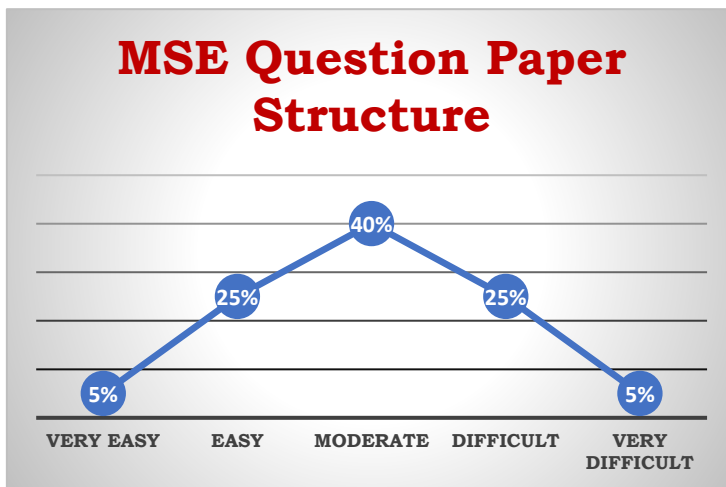
(Bloom's Taxonomy Action Verbs)

Bloom's Taxonomy shifts away the focus from content and instruction-based teaching learning process, and gives emphasize more on cognitive processes and higher-order thinking skills. Following processes are defined to emphasize more on higher order thinking skills and helpful in setting up of Mid Semester Examination (MSE) question paper.

Cognitive Level	Remember	Understand	Apply	Analyze	Evaluate	Create
Bloom's Definition	Regaining relevant Information	understanding of the instructional facts.	Apply a learnt instructional information to real life applications	Breaking down the learnt thoughts and noticing evidence	Make judgments based on set standards	Assemble learnt ideas into a novel or propose solutions based on evidences
Verbs	Choose	Account for	Adapt	Analyze	Appraise	Act
	Cite	Annotate	Apply	Appraise	Argue	Assemble
	Enumerate	Associate	Calculate	Arrange	Assess	Blend
	Group	Classify	Change	Calculate	Choose	Combine
	Label	Convert	Collect	Categorize	Compare	Compile
	List	Define	Compute	Compare	Conclude	Compose
	Listen	Describe	Construct	Contrast	Criticize	Construct
	Locate	Discuss	Demonstrate	Criticize	Critique	Create
	Match	Estimate	Dramatize	Debate	Deduce	Design
	Memorize	Explain	Draw	Detect	Defend	Develop
	Name	Express	Exhibit	Diagram	Determine	Devise
	Outline	Identify	Generalize	Discriminate	Differentiate	Formulate
	Quote	Indicate	Illustrate	Dissect	Discriminate	Forecast
	Read	Interpret	Interpret	Distinguish	Evaluate	Generate
	Recall	Observe	Interview	Examine	Infer	Hypothesize
	Recite	Outline	Make	Group	Judge	Imagine
	Record	Recognize	Manipulate	Inquire	Justify	Invent
	Relate	Reorganize	Operate	Inspect	Measure	Organize
	Repeat	Report	Paint	Investigate	Predict	Originate
	Reproduce	Research	Practice	Relate	Prioritize	Predict
	Review	Restate	Sequence	Research	Probe	Plan
	Select	Retell	Show	Scrutinize	Rank	Prepare
Show	Review	Sketch	Separate	Rate	Propose	
Sort	Translate	Solve	Sequence	Recommend	Produce	
State		Translate	Summarize	Revise	Set up	
Underline			Survey	Score		
Write			Test	Validate		

Faculty members can refer the verbs and Bloom's definition for setting up of question paper. All should strictly adhere to the setting levels defined as under and DBATU course structure. The question paper should contain 5 % Very Easy, 25% Easy, 40% Moderate, 25 % Difficult and 5 % Very Difficult questions.

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CO, CL and Rubrics

Evaluation method Template for MSE

Que. No.	Statement	CO	CL	Marks	Rubrics
1	Example Let us say Question is based on application on Unit-I. CO₁, CO₂, CO₃ are defined for Unit-I	CO ₁	CL ₃	4	2
		CO ₂			1
		CO ₃			1
2					
3					

NOTE:

- CO- Course Outcomes, unit wise marks distribution for each CO should be strictly as per the weightages mentioned in the DBATU structure.
- CL- Cognitive level, Pl mention cognitive level as CL₁, CL₂, CL₃ etc.

INSTRUCTIONS:

- All questions are **compulsory**.
- Maximum marks for MSE are **20**. Time: **1 hour**
- Question 1:** Fill in the blanks/Match the pairs/MCQ (This question must be on all the prescribed units for MSE and will have 6 marks weightage): 1 mark each.
- Question 2:** Short Answer Questions (This question must be on all the prescribed units for MSE and will have 6 marks weightage) 3 questions, 2 marks each.
- Question 3:** Long Answer Questions (This question must be on all the prescribed units for MSE and will have 8 marks weightage).
- Internal choice** must be given in question no 2 and 3.

Remember	Understand	Apply	Analyze	Evaluate	Create
CL ₁	CL ₂	CL ₃	CL ₄	CL ₅	CL ₆

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Guidelines: Mid Semester Question Paper Design Bloom's Taxonomy

Bloom's Level	Typology Questions	Weightage	
CL ₁	Remembering: Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	--	--
CL ₂	Understanding: Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	3	15 %
CL ₃	Applying: Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	3	15 %
CL ₄	Analyzing: Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations	3	15 %
CL ₅	Evaluating: Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	8	40 %
CL ₆	Creating: Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions	3	15 %
Max Marks		20	100 %

Structure of Continuous Assessment (CA), MSE and ESE prescribed by DBATU

S. No.	Description	Evaluation Through		
		CA	MSE	ESE
1	Unit -I	CA-I	MSE	ESE
2	Unit-II	CA-I	MSE	ESE
3	Unit-III	CA-I	MSE	ESE
4	Unit-IV	CA-II	-	ESE
5	Unit-V	CA-II	-	ESE
6	Unit-VI	CA-II	-	ESE

Note: These guidelines are for internal circulation only.

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Shiksha Mandal's
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Instructions:

It is mandatory to keep all the assessment and evaluation records of Continuous Assessments (CA- I & II), Mid Semester Examination answer sheets, Practical/ Lab Evaluation Records etc. for minimum of THREE years.

Based on DBATU guidelines all internal and external examinations shall be conducted.

All question papers shall be set according to the guidelines and formats received from DBATU/IQAC and should be submitted in time.

All faculty members shall submit the evaluation records to Head of the department after end of the semester.

Head of the department shall assign the duties and responsibilities for conduction of examinations, if required.

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Academic Monitoring:

All faculty members shall update the attendance sheet (Google Sheet) on regular basis. The online attendance system is preferred to support digital India campaign. Most of the documents and templates are available digitally in a common shared google drive.

All faculty members shall conduct his/her allotted lectures and practicals as per the TT.

All faculty members shall adjust his/her allotted lecture/practical before going on leave.

All the heads of the department shall submit fortnightly attendance to the Principal and display the same on the department notice board. The parents shall be informed about their ward's attendance fortnightly. Monthly Provisional defaulter list shall be displayed on the department notice board.

Remedial and make up classes shall be planned well in advance and shall be communicated to the students well before.

Continuous Assessment of students shall be done as per the DBATU norms.

Seminar/Projects/Field Work/Internships: Guidelines

All departments shall follow the guidelines issued by the DBATU/IQAC for seminar, projects and internships. The internship policy is available on college website for all the stakeholders.

All departments shall have a repository for all the students records such as seminar, projects, internship reports, MSE answer sheets etc. as per the guidelines of DBATU.

All the projects (working models) shall be preserved in the departments.

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Mapping of Feedback Questionnaire with POs:

1. PO Mapping with Feedback Questions (Theory)

Q. No	Feedback Questionnaire	Program Outcomes (POs)											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Knowledge of Teacher	3	3	3	3								
2	Quality of preparation of lectures/ Organized Teaching	3	3	3	3	3							
3	Explanation ability/ Quality/ Technique of teaching concepts	3	3	2	3	3					3		
4	Use of animation/ pictures/ graphics/ figures on PPT	1		1	2	3			3		3		
5	Talks Applications/ Industrial Use/ Related Technology/ Latest Trends/ Technology used	3	3	2	3	3					3		
6	Covers all points/ heads mentioned in the syllabus adequately	3		1					2				
7	Asks questions to you/ Ability to make class interactive/ Always makes you attentive in class	2	3	1	3	2							
8	Checks assignments and show to you/ conducts class test/ open book test/ Evaluation process	2	1	1	2	3			1				
9	How teacher solves difficulties? Makes things easy for you to understand	2	1	2	3	3			2				
10	Quality of study notes/ Sketches/ related material/ reference books/ websites	2	2		3	3			3				
11	Black Board Work - organized? Readable? Sketches? Figures?												
12	Does the teacher prepares you well for Mid-Term and End-Term Examination?												
13	Is the teacher available outside the classroom also for guidance and for solving difficulties?						3		1		2		
14	How is teacher's class control?												
15	Is teacher's voice audible to entire class? Adequate to teach upper tier bench												
16	What's the level of teacher in Enthusiasm? Motivation and encouragement?									3			
17	Punctuality and Sincerity - a. Starts on time and leaves on time. b. utclass constructively full one hour of lecture c. Sincere in his approach						3		3				
18	Decency - a. Polished and decent behaviour. b. Use of language c. Wear/ Attire						2		1				
19	Overall average rating of teacher												

2. PO Mapping with Feedback Questions (Lab)

Mapping of Feedback Questionnaire with POs (Practical)													
Q. No	Feedback Questionnaire	Program Outcomes (POs)											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Does the teacher explain the principle/theory of experiment?	3	3	3	3	3						3	
2	Does the teacher demonstrate the experiment to be performed?	3	3	3	3	3	2				3		
3	Is the teacher available in the lab all the time during practical?						3		3				
4	Does the teacher observe continuously how all are performing and suggest corrections?	2	2		3	3		2			2		
5	Does the teacher scrupulously check your results and analysis?	1	1	2	2				1				
6	Does the teacher evaluate your lab work and award grade/marks?	2	2	2	2								
7	Does the teacher tells the applicability of practical in Industries?	2	1				3		2		3		
8	Overall Conduction and evaluation rating of teacher						2		3	1	2		

3. PO Mapping with Feedback Questions (VAP/Add-On)

Mapping of Feedback Questionnaire with POs (VAP and Add-On Course)													
Q. No	Feedback Questionnaire	Program Outcomes (POs)											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Course Objectives and curriculum gaps in syllabus were discussed before launching of VAP or ADD-ON Course?	3	3	2	3								
2	Did the content of course give you in-depth information of the course?	3	2	3	3								
3	Was the subject matter presented in an interesting manner?	1	1	1	2	2							
4	Were there enough visual, audio or video elements in the course?	2				2							
5	Were the teaching interactive enough?												
6	Was the structure of the course clear?	3	3	2	3								
7	Did the instructor imparted a thorough knowledge of the course content?	2	2	3	3								
8	Was the instructor enthusiastic about the Course?								2				
9	Have you gained new skills and/or insights from the course?	2				2							
10	Did instructor designate time for questions during or at the end of each session?	2	3	3									
11	Was the course covered in an appropriate manner?	3	1		2								
12	Whether the instructor engages the classes regularly and in time?								3				
13	Do you feel that the structure of the course is well defined and necessary to solve industrial problems?				2	3							
14	Was the course well planned and structured?	3	2	2	2								

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Semester Closure Report

Semester closure Report: Every department shall submit SCR at the end of every semester. The report shall be submitted in the format mentioned below:

Semester Closure Report Department of

Student achievements

- **Orientation Program:** (Brief Report of the program)
- **Training and Placements (Central):**

For Placements:

S.No	Name of Student	Name of Company	Package	Post

For Trainings:

S.No	Name of Student	Name of Company		Duration
		Internal (BIT)	External	

- **Internal/External Certifications:**

S.No	Name of Student	Certification	Year	Validity

- **Guest lecture/s:** (Brief Report of the program)

S.No	Semester /Year	Name of Resource Person	Designation & Name of Company	Day, Date & Time

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• **VAP/Add-on/SDP:**

S.No	Semester /Year	VAP/Add-on /SDP	Name of Course Coordinator	Duration in hrs

• **Community Projects/Internships/Field Visits/Major Projects:** (Brief Report of the program)

• **Industrial Visits/ Virtual Tours:** (Brief Report of the program)

S.No	Semester/Year	Name of Company	Address	Day, Date & Time

• **Participation in SIH:**

S.No	Semester/Year	Name of Students & Mentor /Team	Participated in	Day, Date & Time

• **Faculty Achievements**

• **Patents Filed/Published / Granted :**

S.No	Name of Faculty Member	Title of Patent	Status (Filed/Published/Granted)	P. Number

• **STTPs/FDPs attended by Faculty Members:**

S.No	Name of Faculty Member	Title	Organizer	Duration, Date

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• **Research Paper/s Publications:**

S.No	Name of Faculty Member	Title of Paper	Name of Journal/Conference	Date of Publication

• **Parents Teacher Meet (PTM) :** (Brief Report of the program)

• **Department Placement activities, if any:**

• **Workshop/ Seminar/ Training programs organized:**

• **Any Other**

...s/d.....

Head of Department

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Value Added Courses and Add-on Programs

VAP and Add-On Course (Template)

(Doc. No.: BITACAD/VAP Template/Sem Even-Odd/ 22-23)

Shiksha Mandal's BIT, Wardha	VAP and Add-On Course		Page	1 of 1
			Prepared on	
Academic Year	Class		Semester	
Subject	Value Added Program/ Add-on Course			
Examination Scheme			No of Hours	(Min 30)
Teaching Scheme	Lecture:	Practical:	w. e. f.	
Faculty In-charge				

Template for Value Added Program and Add-on Course

1. Process of GAP analysis and Title Finalization :
2. Pre-requisite of the Programme/Course :
3. Course Objectives :
4. Course Outcomes :
5. Syllabus of the Program/Course :
6. Schedule of the Course :
7. Mapping of COs with POs of the Program/Course :

Prepared By

(Faculty In-Charge)

Checked By

(Head of Department)

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Value Added Programme/ Add-On Structure

Programme Name	Add on Course in Robotics			
Proposed Programme Duration				
Over View of the Programme	Industry Sector – Skills acquired includes –			
Target Group of Learners	Module	Elements	Th (Hrs)	Pr (Hrs)
	M-01	Robotics: Introduction, Concept, Need, Applications	5	
		Total no of Hours (Minimum 30 hrs)		

Guidelines VAP & Add-on Courses: (w.e.f. ODD semester 2022-23)

1. Plan VAP/Add-On courses through GAP analysis only.
2. Submit the template to IQAC Cell within 15 days of semester starts.
3. Maintain the Attendance record (with **students signatures**).
4. Submit fortnightly Syllabus Coverage report.
6. Offer to all the students of the class (excluding SDP)
7. Submit a Template of VAP/Add-on, Attendance record of all the students with signatures, Evaluation and Assessment record, few geotag photographs and copy of certificates to IQAC Cell for record.

Attendance Format:

Attendance sheet of Students participating with signature.

Roll No	Name of Student	Signature					
		Day 1	Day 2	Day 3	Day 4	Day 5	Day ..

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Academic Audit (Internal)

NOTICE

Bajaj Institute of Technology, has adopted Outcome Based Education since its inception. In view of this, **Academic Audit of Semester (20.....)** is scheduled as follows:

S. No	Name of the Department	Auditor/s		Date
		Stage-I	Stage-II	
1.	Civil Engineering	Dr. M. D. Pasarkar & Dr. K.D. Joshi	Prof. Mrs. S. Kale	
2.	Mechanical Engineering	Dr. M. D. Pasarkar & Dr. K.D. Joshi	Dr. S.M. Mahajan	
3.	Electrical Engineering	Dr. M. D. Pasarkar & Dr. K.D. Joshi	Dr. D V Bhope	
4.	Computer Engineering	Dr. M. D. Pasarkar & Dr. K.D. Joshi	Dr. V. Bhusari & Dr. V. Deshmukh	
5.	First Year	Dr. M. D. Pasarkar & Dr. K.D. Joshi	Dr. H.S. Dalvi	

***Time: 10:00 am onwards**

Academic audit will be carried out in two stages.

Stage-I: Program (Department) Audit and Stage-II: Course Audit

Stage-I: All heads of the department are hereby informed to keep following files/records ready (**Hard copy**) for the **Program (Department) Academic Audit**.

1. Academic Calendar and Planning (AC)
 2. Teaching Load Distribution & Time Table (All)
 3. Elective Choices/Preferences
 4. Syllabus Coverage Report, Remedial Classes
 5. Attendance Records (All Courses)
 6. Display of Monthly Attendance with Date
 7. Library Record (Central & Department)
 8. List of Defaulter students with display date and action taken report
- File No 1**
9. CA-I, CA-II and MSE records (With Rubrics) (All Courses)
 10. Result Analysis (2018-19 till date)
- File No 2**
11. GAP analysis, Action Plan and status report
 12. VAP/Add-on courses scheduled and completed
 13. Industrial Visits/ Virtual Tours/Guest Lectures organised
 14. Domain wise analysis and attainment report
 15. Course Exit Survey (All Courses)
 16. Feedback of PTM with attainment and Action taken Report
 17. Indirect PO attainment
- File No 3**

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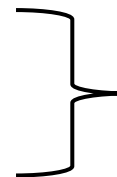
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18. Students Development Programmes and Achievements
19. Semester Closure Report
20. Faculty Development Programmes
21. Faculty Feedback (Action Taken Report)
22. Department Portfolios



File No 4

23. Record of Seminar/Internship/Projects (With Rubrics)
24. Students Grievances, Redressal
25. Training programmes/ Career Counselling for T & P
26. Department Alumni Record (Including Feedback)
27. Repairing and Maintenance Records
28. Laboratory Requirements, Budget



File No 5

Stage-II: All the faculty members are hereby informed to keep following files/record ready in **Soft as well as Hard Copy** for the **Course Academic Audit** (ODD Semester-2022-23).

1. Teaching Plan
2. Laboratory Plan
3. Course File/s (Soft Copy)
4. Laboratory Manual
5. Make up/Remedial Classes
6. ICT records, If any.
7. Self-Learning and its evaluation Record
8. CA-I and CA-II Assessment and Evaluation Records
9. Record of Best Practices followed, if any.

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Academic Audit Report (AAR-Stage-II)

S. No.	Particulars (A-Z Parameters)	Observations		Remark/Suggestions, if any
		Available	Not Available	
A.	Vision and Mission			
B.	PEOs, PSOs, POs and COs			
C.	Mapping of COs with POs			
D.	Academic Calendar (All)			
E.	Master Time Table (MTT)			
F.	Individual Time Table (TT)			
G.	University Structure and Syllabus (US)			
H.	Teaching Plan (TP), Lab Plan, Lab Manual			
I.	Class Notes - Unit wise (CN)			
J.	Class Assessment / MSE/ ESE Question papers with Solution (QP)			
K.	Sample CA-I and CA-II records with rubrics			
L.	Sample MSE Records with rubrics			
M.	List of Tutorials with sample copies			
N.	Content Beyond Syllabus and its Mapping			
O.	Problem Based Learning, if any, with Mapping			
P.	List of Reference and Text Books (RB)			
Q.	Question Bank (QB)			
R.	Attendance Record (AR)			
S.	Result Analysis (RA)			
T.	CO-PO Attainments (CPA)			
U.	List of online courses such as NPTEL, COURSERA (Related to Course)			
V.	List of Content Beyond Syllabus			
W.	Self-Learning Records			
X.	Assessment and Evaluation Records (CA-I, CA-II, MSE and ESE)			
Y.	Record of Best Practices followed, if any			
Z.	Record of Result Analysis			

Submitted:

Name of Faculty Members attended AC		Name of Courses whose audit were carried out		
1.		S. No.	Name of Course	Name of Course Teacher
2.		1		
3.		2		
4.		3		
5.		4		
Final Compliance Report				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

To,
 The Principal,
 Bajaj Institute of Technology,

Through: IQAC -Coordinator

Name of Auditor/s	Stage	Date	Name of Department	Signature (S/d)
	II			

IQAC Coordinator
 Prepared By


Dr. Narendra Kanhe
 Approved By
 PRINCIPAL,
 Bajaj Institute of Technology,
 PIPRL, Wardha.

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	Shiksha Mandal's Bajaj Institute of Technology, Wardha (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2022-23
		Doc. No.: BIT/R&D Policy Document/22-23
		Date: 15/09/2022

RESEARCH AND DEVELOPMENT POLICY

(R & D Policy)

PREAMBLE:

The Research and Development (R&D) Policy of Bajaj Institute of Technology is formulated to provide a framework for the development of research culture within the students and faculty members and to promote R&D activities within the institute. It is also to encourage faculty members to participate in research, publish their work and participate in national and international conferences to present the research findings and engender new concepts in the emerging areas.

Introduction:

BIT believes in a judicious combination of teaching and research for the benefit of teaching & student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments, industries and organizations to meet the immediate needs of society and the industry.

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		Doc. No.: BIT/R&D Policy Document/22-23
		Date: 15/09/2022

Objectives:

1. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
2. To motivate faculty for doctoral and post-doctoral assignments at various national and international Institutes/universities and organizations of repute.
3. To encourage faculty to undertake research projects in, thrust areas in engineering & technology funded by various national and international agencies.
4. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
5. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
6. To get BIT recognized as Center of Excellence.
7. To set up the incubation center and innovation hub
8. To adopt collaborative research with IITs, NITs, Research laboratories, industries and renowned organizations.
9. To publish the research works in renowned journals.

Document No	Prepared on	Revised on	Prepared By	Approved By
BIT/R&D Policy Document/22-23	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal

	Shiksha Mandal's Bajaj Institute of Technology, Wardha (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2022-23
		Doc. No.: BIT/R&D Policy Document/22-23
		Date: 15/09/2022

All the faculty members who intend to apply for R&D projects and grants shall follow the work procedure given herewith.

- Every research proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by the Principal.
- All applications related with R&D shall be routed through R&D coordinator along with one hard copy for R&D records.
A soft copy shall also be emailed to the R&D coordinator and also to the Head of the Department.
- Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
- Purchase of instruments, software, etc. and the audit report made for the same shall be as per the guidelines of accounts department.
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute, the co-investigator will be in-charge and all the items, instruments, software etc. purchased shall remain as an asset of the institute.
- All Heads of the Department must regularly and diligently update the R&D information with R & D Coordinator.

Document No	Prepared on	Revised on	Prepared By	Approved By
BIT/R&D Policy Document/22-23	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal

	Shiksha Mandal's Bajaj Institute of Technology, Wardha (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2022-23
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		Date: 15/09/2022

PATENTS:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. The patent shall irrevocably be registered in the name of BIT and the researcher's name and it should also be prominently featuring researcher's name as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed in the name of the institute only, then 100% expenses are borne by the Institute.

Document No	Prepared on	Revised on	Prepared By	Approved By
BIT/R&D Policy Document/22-23	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal

	Shiksha Mandal's Bajaj Institute of Technology, Wardha (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2022-23
		Doc. No.: BIT/R&D Policy Document/22-23
		Date: 15/09/2022

FINANCIAL ASSISTANCE SCHEME:

The details of financial assistance scheme are as follows:

S. No.	Particulars	Incentive/ Assistance	Criteria for Incentive/ Assistance
1	Submission of research papers to conferences	Registration fees	Conference organizing institute must be of national repute, NITs, IITs etc.
2	Submission of research papers to Scopus/SCI indexed journals	Publication charges for un-paid journals	Scopus/ SCI Indexed Journals
3	Attending conferences, workshops, seminars etc.	Duty leaves and Registration charges of the event	Host Organization must be of National Repute
4	Membership of professional bodies/Organization	Reimbursement of Registration fees upto Rs. 4000/-	All the faculty of the Institute
5	Purchase of books for central library	Reimbursement of total cost of the Book(s)	Book must be made available in the library for students/ faculty
6	Filing of IPRs	Prior Sanction & Reimbursement of the expenses incurred towards filing, examination, and licensing of IP	IPRs must be filed with Institute affiliation
7	Seed money for research projects	As approved by the Principal & the Management	Project problem must be properly justified in context of community development/ thrust areas.

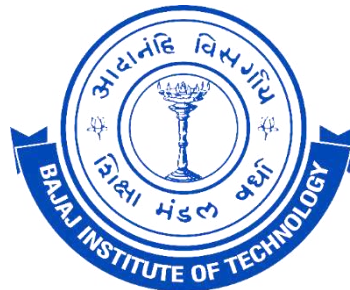
R & D Coordinator
Prepared By


Dr. Narendra Kanhe
Approved By
 PRINCIPAL,
 Bajaj Institute of Technology,
 PIPRL, Wardha.

Document No	Prepared on	Revised on	Prepared By	Approved By
BIT/R&D Policy Document/22-23	09/04/21	16/04/21	MDP	Dr. N.M. Kanhe Principal

Systems & Procedure Manual **(Employer Copy)**

Shiksha Mandal's



Bajaj Institute of Technology, Wardha

Foreword

The Human Resource Policy Document is prepared to make all staff working at Bajaj Institute of Technology (BIT) aware of rules and regulations that govern their working in the institute. The policy is effective from July 2022. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases. It is aimed at ensuring that BIT adheres to those, so that it becomes an employer of choice while spearheading its goal of value-based quality education.

This Human Resource Manual is an effort to begin to develop consistent policies and procedures complying with the norms of various regulatory bodies like AICTE, UGC, DTE and DBATU. This document will prove to be a useful tool to Principal, Cell in-charges and Department Heads to establish uniform policies and procedures for the personnel and encourage them to work to their best potential. All employees are expected to read the Human Resource Policy Manual during each term/joining in order to know the policy updates made from time to time. Updates will also be informed to employees by emails. Any update can be made as and when required with the permission of the Management of the Institution and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. This Manual may be subject to periodic amendments depending on the needs that arise from time to time.

Dr. Narendra Kanhe

Principal

Shiksha Mandal's

Bajaj Institute of Technology,

Wardha

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OVERVIEW/ PREFACE

We take pride to introduce ourselves as “**Bajaj Institute of Technology (BIT)**”, Wardha, a premier educational Institute established in 2017 by Shiksha Mandal, Wardha. All courses offered by BIT are approved by All India Council for Technical Education, Director of Technical Education and Affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere, Dist. Raigarh. UG Courses run by BIT are: Civil, Computer, Electrical and Mechanical Engineering. Institute has well qualified, energetic, dedicated faculty & supporting staff. State of the art Infrastructure facilities are in existence to cater to the needs of stake holders.

ABOUT SHIKSHA MANDAL, WARDHA

Shiksha Mandal is a century old Bajaj educational trust, based at Wardha, wellknown for providing values based, nationalistic, quality education at a reasonable cost. It was founded by Shri Jamnalal Bajaj. The Nation's first education conference was held in Shiksha Mandal in 1937 and was presided over by Mahatma Gandhiji. It runs 8 colleges with over 11,000 students. Its Bajaj College of Science, in 2017 was the first college under RTM Nagpur University to be accorded Autonomous College Status by the UGC. G.S. College of Commerce & Economics, Nagpur has also obtained autonomous status. Bajaj College of Science and G.S. College of Commerce, Wardha, were figured in the top Colleges of the country in the India Today ranking of colleges in 2022. Shiksha Mandal was awarded RTM Nagpur University's first “Ideal Educational Institution” award in 2015. Its centenary function in 2014 was graced by the then President of India, Shri Pranav Mukherjee. Shiksha Mandal's Immediate Past President was late Shri Rahul Bajaj, Ex-Chairman, Bajaj Auto Ltd. Its current President is Mr. Shekhar Bajaj, CMD, Bajaj Electricals Ltd. Its eminent alumni include Union Minister Shri Nitin Gadkari, Shri Harish Salve (Renowned Indian Constitutional Lawyer), Shri Ramesh Chandak (ex-MD, KEC International), Shri Jaydeep Shah (ex-President, ICAI), Smt. Nivedita Bhide (Padmashri). Shiksha Mandal is forward looking, but with deep roots.

It believes that its students should imbibe sound academic knowledge, complemented with industry exposure, built on a sound character and well rounded personality. It supports excellence and ensures access to meritorious students, irrespective of their financial status.

Institutes Run by Shiksha Mandal

1. Govindram Seksaria College of Commerce, Wardha (Estd. 1940)
2. Govindram Seksaria College of Commerce & Economics, Nagpur (Estd. 1945)
3. Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri, Wardha (Estd.1961)
4. Bajaj College of Science, Wardha (Estd. 1962)
5. Rural Institute, Agriculture Science Course, Pipri, Wardha (Estd.1962)
6. Acharya Shrimannarayan Polytechnic, Pipri, Wardha (Estd.1963)
7. Bajaj College of Agriculture, Pipri, Wardha (Estd. 2003)
8. Bajaj Institute of Technology, Pipri, Wardha (Estd. 2017)

About the Institute- Bajaj Institute of Technology

Shiksha Mandal started Bajaj Institute of Technology (BIT) at Wardha from the 2017-18 academic session, based on approvals from AICTE, New Delhi and Government of Maharashtra. Bajaj Institute of Technology is affiliated to Dr. Babasaheb Ambedkar Technological University, which is the only State Technological University of Govt. of Maharashtra. BIT's uniqueness is its focus on enhancing student capability through learning, an emphasis on learning fundamentals and capacity to use them through hands-on work in the workshop and laboratories and through projects. All students undergo internship in industry during the summer break. It has a culture of excellence, discipline, hard work, simplicity, social commitment and ethical behaviour. In short, it is committed to producing industry ready engineers and good human beings, who will innovate and deliver their best in the profession.

Salient Features of Bajaj Institute of Technology

- ❖ A Bajaj group initiative to provide quality engineering education.
- ❖ Century old legacy of quality education of Shiksha Mandal, Wardha.
- ❖ Shri Rahul Bajaj, Chairman of Bajaj Auto Ltd., Pune was the President of Shiksha Mandal, Wardha.
- ❖ Designer infrastructure designed by American Architect Christopher Benninger.
- ❖ Well-equipped Laboratories with latest equipment.
- ❖ Bajaj Industries' support and participation in imparting practical education.
- ❖ Bajaj Engineering Skills Training (BEST) centre for Industry oriented Skills training certification.
- ❖ Internships to students right from first year of Engineering.
- ❖ Committed, student centric, experienced and highly qualified faculty members.
- ❖ State of the art Library with DELNET, NPTEL, MOOCS and other E-learning resources.
- ❖ Various online tools and methodologies for effective online teaching-learning process.
- ❖ Activity based and projects based teaching-learning process and evaluation
- ❖ Adequate exposure to students to participate in the co-curricular and extra-curricular activities.
- ❖ Language laboratory for improving the English Communication Skills.
- ❖ Experts from Bajaj Auto Ltd., other industries and from Institutes of repute are invited for guest lectures, practical case studies.
- ❖ Learning centered, disciplined and ethical atmosphere.

BIT's Vision:

To be an institute of national repute in producing industry ready professionals and good human beings who will innovate and deliver their best in the profession.

BIT's Mission:

- To boost the drive of learning of our students through most practical ways.
- To promote a conducive environment for development by enhancing innovativeness, creativity and productivity of students.
- To foster industry-institute interaction for latest know-how and collaborative projects.
- To do the right for future of our students.

BIT's Goals:

- To be an institute promoting students centricity by facilitating them most practically.
- To be an institute in pursuit of continuous value addition.
- To inculcate the culture of creativity, excellence, discipline, hard work, simplicity, social commitment and ethical behavior.

BIT's Core Values:

- Integrity
- Reliability
- Transparency
- Excellence
- Student Centricity
- Accountability
- Ethical
- Committed
- Quality
- Empathy
- Gender Equality
- Diversity

Quality Statement:

We, at Bajaj Institute of Technology, strive hard to practically train the students by enhancing their technical abilities and generic skills so that they become industry ready, innovate and deliver their best in their profession.

Long Term Goals:

- Becoming an Autonomous institute of National repute in providing the excellent learning atmosphere to students and be continuously in pursuit of developing the skills required to enter the industry.
- Sponsored and collaborative research with industries, testing and consultancy services.
- Involving external experts from industries and of Institutes of national repute to offer special courses to the students in the college.
- Motivating & transforming faculty in teaching, research, development and innovation.
- Transforming ideas of students into start-ups and incubation.
- Offering online and offline add on, value added skill development courses through class room and laboratory sessions.

Short Term Goals:

- Constant up gradation by add on/ Value added programs to minimize gaps between learning outcomes and employability.
- Upgrading quality of faculty and staff through extensive training in content, pedagogy, qualification and industrial training and research.
- Improving interaction with industry personnel involving them in a variety of institutional activities and growth.
- Special support to weak students.
- Inculcating team spirit and helping students through Peer Learning Groups.
- Improving employability of students through strong training and placement initiatives.
- Organizing conferences, Tech fest, and social activities.
- Establish the Centers of Excellence in Mechanical and Electrical Engineering

departments (BEST).

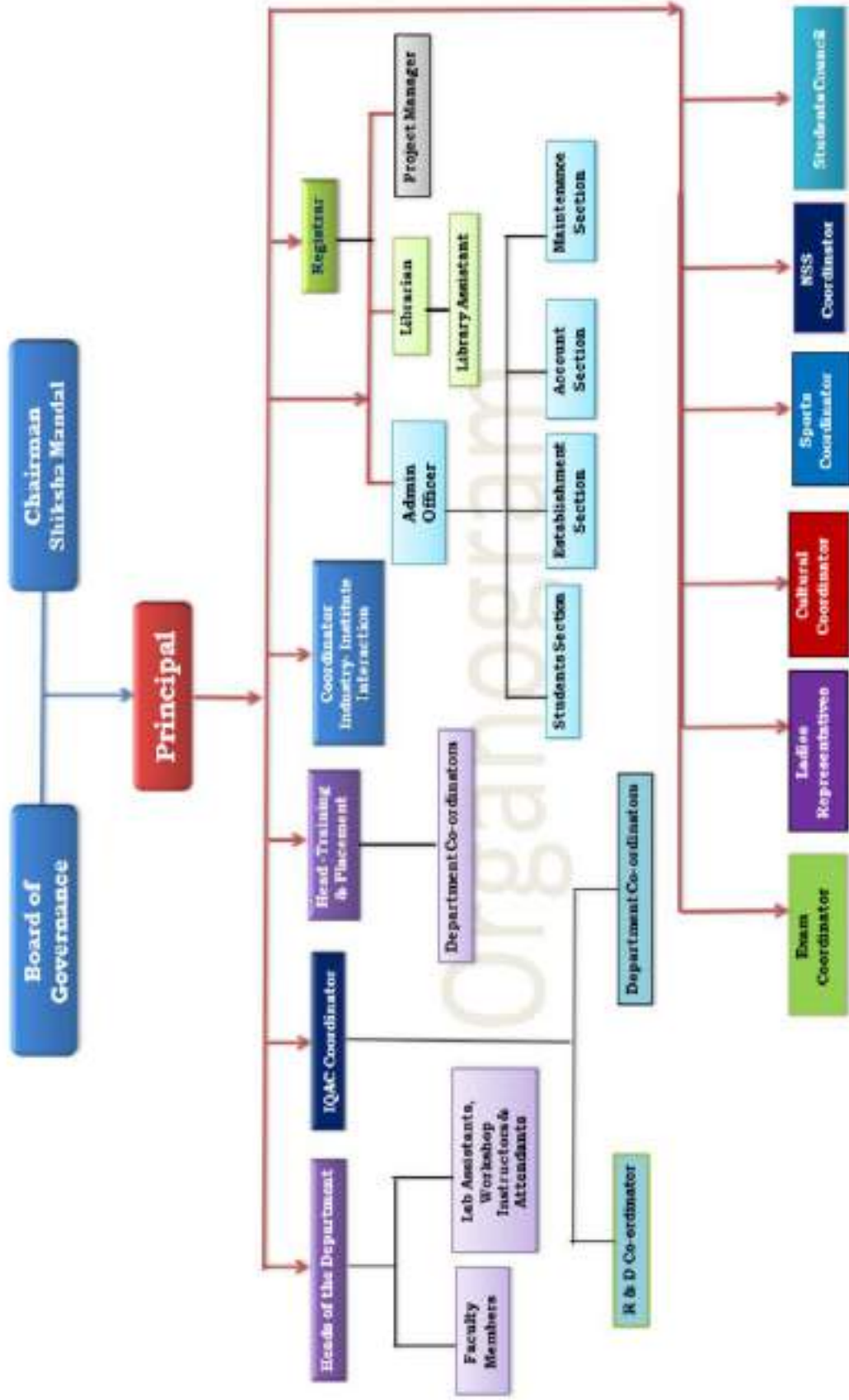
- To get Quality Assurance through NAAC and NBA Accreditation by 2023-24.

Sanctioned Intake:

Courses	Students Intake
Undergraduate Courses (UG)	
Computer Engineering	120
Civil Engineering	60
Mechanical Engineering	60
Electrical Engineering	60

Systems & Procedures Manual

ORGANOGRAM:



A) Board of Governance (BoG):

1.	Chairman	Shri Shekhar Bajaj	Chief Managing Director, Bajaj Electricals Ltd.
2.	Member	Shri Sanjay Bhargava	Chairman & Trustee, Shiksha Mandal, Wardha
3.	Member	Shri Charudatt Deshpande	Retd. G.M., R&D, Bajaj Auto Ltd.
4.	Member	Shri Joseph Abraham	Plant Head, Bajaj Auto Ltd.
5.	Member	Shri Umesh Joshi	Structural Designer and Partner, J W Consultants, Pune
6.	Member	Shri Sharat Bhargava	Retd. Sr. Vice President, L&T, Mumbai
7.	Member	Prof. Umesh Deshpande	Professor in Computer Science & Engg., VNIT, Nagpur
8.	Member Secretary	Prof. Narendra Kanhe	Principal, Bajaj Institute of Technology
9.	Member	Regional Director	AICTE, Western Regional Office
10.	Member	Dr. Bhagwan Jogi	Registrar, DBATU, Lonere
11.	Member	Director Nominee	Director of Technical Education, Maharashtra
12.	Member	Dr. Vijay Deshmukh	Associate Professor in Physics, Bajaj Institute of Technology

The BoG is unambiguously and collectively responsible for observing the institution's activities, determining its future direction and fostering an environment in which the institution's mission is achieved. The body meets twice an year. The Institute is governed by the BoG which is constituted as per AICTE norms.

Its responsibilities are:

- i. Monitor institute performance and suggest quality measures.
- ii. Discuss and approve recommendations made by the Principal and Chairman, Shiksha Mandal.
- iii. Approve yearly budget and to sanction budgets for major purchases of the institute.
- iv. Accord approval for appointment of Principal, teaching and non-teaching staff required for smooth functioning of the academics.
- v. Promote faculty development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary
- vi. Perform such other duties and exercise such other powers as may be entrusted by the

management and the University

vii. Give necessary approval for any development activity.

B) College Development Committee (CDC):

As per the Maharashtra University Act 2016, a separate College Development Committee is constituted with an objective of having an empowered system of administration and to ensure the faculty feels involvement into the administration of the college. The term of the committee is five years.

The committee comprises of the Principal, HoDs of four departments, Head of first year and Admissions coordinator, IQAC coordinator, Training and Placement Head, three teachers from institution, registrar and one non- teaching employee. A CDC constituted in July 2022 for 5 years is follows:

1.	Chairman	Dr. Narendra Kanhe	Principal
2.	Member	Dr. Sanjay Mahajan	HoD Civil Engineering
3.	Member	Dr. Deepak Bhope	HoD, Mechanical Engineering
4.	Member	Dr. Harshit Dalvi	HoD, Electrical Engineering
5.	Member	Prof. Sheetal Kale	HoD, Computer Engg.
6.	Member	Dr. Kantilal Joshi	Head, Training and Placement
7.	Member	Dr. Vivek Bhusari	Head, First Year Dept. and Admissions Coordinator
8.	Member	Dr. Manish Pasarkar	IQAC Coordinator
9.	Member	Mr. Santoshkumar	Assistant Professor in Mechanical Engineering
10.	Member	Dr. Amreen Khan	Assistant Professor in Computer Engineering
11.	Member	Mr. Abhijit Dehadrai	Assistant Professor in Humanities
12.	Member	Mr. Bhupendra Lohiya	Registrar
13.	Member	Mr. Parag Kombe	Admin and Accounts officer

The functions of the college Development Committee are:

- a. Discuss an overall development plan regarding academic, administrative and infrastructural growth and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.

- b. Decide about the overall teaching program or annual calendar.
- c. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities.
- d. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- e. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees.
- f. Prepare annual financial estimates (budget) and financial statements & recommend the same to the management for approval.
- g. Make recommendations regarding the students' and employees' welfare activities.
- h. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- i. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- j. Recommend the appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- k. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports, report of National Assessment and Accreditation Council, etc.
- l. Recommend the distribution of different prizes, medals and awards to the students.
- m. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

C) Academic Advisory Committee

S No.	Name of Members	Designation
1	Prof. Umesh Deshpande	Professor in Computer Engg., VNIT, Nagpur
2	Prof. Vilas Kalamkar	Professor in Mechanical Engg., VNIT, Nagpur
3	Prof. Sunil Bhat	Professor in Electrical Engg., VNIT, Nagpur
4	Prof. Rahul Ralegaonkar	Professor in Civil Engg., VNIT, Nagpur
5	Dr. Hitendra Chandewar	Director, Hitbhav Engineers, Nagpur
6	Mr. Sachin Pande	Virtual Galaxy Pvt. Ltd., Nagpur
8	Mr. Prashant Darbhe	Director, Project Engineering Services, Mumbai

Roles of the Academic Advisory Committee:

1. Carry out External academic audit of the teaching learning process
2. Suggest measures to improve the academic processes
3. Help in recruitment process of teaching faculty
4. Suggest addition of value-added programs and add on courses in the curriculum
5. Guest lectures and guidance to faculty and students on latest technology and trends

Office Bearers

S. No.	Designation	Name
1	Principal	Dr. Narendra Kanhe
2	Registrar	Shri Bhupendra Lohiya
3	Accounts Officer	Shri Parag Kombe
4	IQAC Coordinator	Dr. Manish Pasarkar
5	HoD-Civil Engineering	Dr. Sanjay Mahajan
6	HoD-Mechanical Engineering	Dr. Deepak Bhope
7	HoD-Electrical Engineering	Dr. Harshit Dalvi
8	HoD-Computer Engineering	Prof. Sheetal Kale
9	Head-Training & Placements	Dr. Kantilal Joshi
10	Head-First Year Engg. & Admission	Dr. Vivek Bhusari
11	R & D Coordinator	Dr. Santosh Bopche
12	Extension Activities Coordinator	Mr. Vikas Ravekar

PLANNING

1. HUMAN RESOURCE PLANNING

- The Principal/Management shall assess in the month of April-May every year the staff requirement for the subsequent academic year.
- The Principal / Management shall receive the lists of personnel requirements from all Heads of Departments and shall arrive at the number of faculty and assisting staff needed.
- The teaching faculty shall consist of Assistant Professors, Associate Professors, and Professors to meet the desired student-to-teacher ratio.

RECRUITMENT OF TEACHING STAFF

- Department-wise requirement shall be obtained well in advance before starting of every academic year.
- Designed formats for the required teaching positions is made available on the website of the Institute.
- News paper advertisements in leading dailies inviting applications from qualified and competent persons shall be given.
- Received applications shall be scrutinized and short listed by the recruitment team.
- Call letters shall be sent much in advance and establishment clerk shall also call on the personal number of short-listed candidates to appear for an interview before selection committee.
- Selection committee shall be constituted by the Principal in consultation with the Chairman.
- The list of selected candidates shall be finalized based on approval by the Chairman.
- Appointment letters shall be sent to selected candidates after approval from the Chairman.

RECRUITMENT OF NON-TEACHING STAFF

Recruitment of non-teaching staff is done by following procedure:

- As Shiksha Mandal runs 8 Institutions, the persons who are already working in the other Institution of Shiksha Mandal, than BIT, who have gained enough experience and have proved their abilities shall be given preference of appointment in BIT.
- For future requirements as Laboratory assistants, workshop instructors, biodata received (either personally or by post) shall be scrutinized and candidates shall be interviewed.
- For attendants' posts, wards of Shiksha Mandal employees and persons already working in Shiksha Mandal Institutions will be preferred.
- If the required candidates are not available in the parent organization, outside candidates biodata received shall be considered for interviews and selections.

INDUCTION PROGRAM

Upon completion of the formalities, all newly joined employees undergo an induction program designed to familiarize them with the organization's dynamics. In recognition of their experience and expertise, senior staff members shall often be asked to participate as facilitators in the Induction Program, on a need basis.

The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction.

A package of training module will be developed and put in place for induction process.

The following points will be covered in Induction Program:

1. Explain the Vision, Mission and code of conduct of BIT
2. Present briefly the key ideas of Teaching –learning process in Education.
3. Provide access for the new employee to read the policy documents such as HR Manual.
4. Explain the duties and responsibilities in force
5. Review the job description with the employee
6. Clarification on reporting relationships with respect to Superiors, Collogues and other staff.

DUTIES AND RESPONSIBILITIES OF EMPLOYEES

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him to the full of his ability.

Principal

As the head of the institute, Principal should have the vision and leadership ability to keep the Institute developing. Principal is an ex-officio member of the Governing council, College development committee etc.

Duties and responsibilities of the principal are to be delivered in rational:

1. Look after and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
2. Plan & implement development policies as per rule.
3. See that the Institute complies with the rules of AICTE, DTE and DBATU.
4. Monitor & manage the administration of the institution, organize meetings of Governing Body, Academic Advisory and College Development Committee.
5. Review Institute policies, procedures, and recommendations for appointment, salary, retention and/or promotion of faculty, and ensuring that all policies are followed.
6. Assure quality of teaching & allied requirement of administration at every level by guiding and working in close coordination with the HODs and in-charges of committees to devise effective means of measurement of quality through the Internal Quality Assurance Cell (IQAC).
7. Maintain co-ordination between management and staff.
8. Make the employees and students aware of the rules, policies and procedures of the Institute and see to it that they are enforced.
9. Provide leadership and motivation to all staff to use job related work as an opportunity for learning and self-development externally and internally.
10. Promote industry institution interaction and research and development activity.
11. Create an environment of team spirit and help all to take ownership of their work while offering complete freedom for innovations in day to day academics and administration
12. Initiate recruitment of teaching staff and non-teaching staff.
13. Maintain harmony amongst staff members.
14. Work in the interest of the institute & loyal to the institute.
15. Facilitate admissions of students and maintenance of discipline of the college.
16. Recommend appraisal of staff members.
17. Attend to the problems of the staff and students through appropriately constituted

committees for prompt redressal.

18. To maintain confidentiality of the discussions with management.

Head of the Department (HOD)

Head of the department will be the in-charge of a particular department. All activities within the department will be carried out in supervision of HOD.

Responsibilities of HOD are to -

1. Monitor and conduct academic activities of the department under the guidance of the Principal.
2. Monitor the day to day activities of the department.
3. Plan and take the necessary actions for improvement of department results and academic performance.
4. Prepare the department requirements and budget needed.
5. Maintain discipline and enforce rules as laid down by the institute, in the department on daily basis.
6. Plan for all semesters and academic session, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
7. Conduct regular meetings with teaching and non teaching staff as well as the Students Representatives to sort out any issue and queries related to academics.
8. Report to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
9. Coordinate continuous assessment and conduction of practical examinations as per instructions by affiliating University, DBATU.
10. Look after the purchase and deployment of any resource allotted for the department.
11. Promote industry interaction.
12. Execute any other work assigned by the Management/Principal.
13. Note department and faculty feedback and accordingly take the remedial actions.
14. Forward self-appraisal report of faculty members to the principal with necessary comments and evaluation.
15. Work in the interest of the institute & maintain loyalty to the institute.
16. Ensure students participation in all the co-curricular & extra curricular activities related to placements, value added courses, social responsibility etc.
17. Mentoring of students as and when required.
18. Maintaining all the records & documentation as per the requirement of statutory bodies

& IQAC.

19. Motivate staff for R & D, higher education and accreditation work.
20. Maintaining team spirit in the department.
21. Ensuring every faculty available is assigned the department work.
22. Maintaining Stock of department & ensuring safety of the same.

Responsibilities of Head-Training & Placement

Industry Interaction should continue to remain the sole responsibility of the Institution. In other words, Institution shall continue to be responsible and accountable for the Placement of its graduating students, for which they shall perform all activities including liaison with Corporate and Companies. The major requirements are :

1. Interaction with potential recruiters
2. Design, printing and circulation of the Placement brochure
3. Budgeting campus drives.
4. Preparation of annual plan & report of T& P activity.
5. Developing the electronic copy (PDF version of the Placement Brochure)
6. Conducting recruitment survey(s) during the Summer Internship
7. Placement Presentation (s) at various Companies
8. Organizing specific technology trainings as per the requirement of recruiting companies.
9. Organizing resume Writing/GD/Interviews skills development sessions
10. Developing and maintaining student resume records.
11. Allocation of companies to student groups
12. Coordinating all the activities related to Placement
13. Monitoring the progress of Placement activities at regular intervals
14. Take initiatives for MOU with industries
15. Ensure better Internship of students
16. Identify requirement of industry
17. Ensure proper training of students.
18. Providing internships and placement in core and IT companies.

IQAC Coordinator

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To maintain quality, arranging awareness & training programs as & when required & to ensure adherence to these practices.

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/ research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning; i.e. the credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions.

Functions: Functions expected of the IQAC are:

1. Development and application of quality benchmarks;
2. Parameters for various academic and administrative activities of the institution;
3. Facilitating the creation of a learner-centric environment, conducive to quality education and faculty growth to adopt the required knowledge and technology for participatory teaching and learning process;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
5. Dissemination of information on various quality parameters to all stakeholders;
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
7. Ensuring that documentation of the various programmes/activities leading to quality improvement is maintained & submitted by concerned departments to IQAC;

8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
10. Periodical conduct of Academic and Administrative Audit and its follow-up & to take corrective steps;
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC to management, Principal & all statutory bodies as per the schedule after the NAAC accreditation.
12. Time to time reporting on regular basis to the Principal & the Management

Responsibilities of R & D Coordinator:

- Development and enhancement of the Institute's research capacities.
- Motivate all Faculty & students to pursue research in their respective areas of expertise.
- Keep the records of all faculty in research papers publications, patents filed/awarded, book chapters and present it to the Principal.
- Promote emerging areas of research and development and also research/projects.
- To prepare and submit proposals to government agencies like AICTE, UGC, SERB, DST etc. for obtaining funded projects.
- To motivate students & staff for copyrights & patents.

Responsibilities of Women Grievance Cell In charge

- To create awareness among male as well as female staff & students about DOs & Don'ts of sexual harassment, gender biasing, respecting women etc.
- To familiarize the female students, faculty and staff members of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To incorporate hygiene habits and ensure a healthy atmosphere in an around the college campus.
- To organize various types of training programmes and create awareness about health, hygiene, safety and security among women.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching staff of BIT.
- To address and resolve grievances, if any, in rational manner.

Responsibilities of Anti-ragging Cell coordinator

- To be vigilant at all hours all around the campus and other places vulnerable to incidents of ragging.
- To ensure the display of posters on institution and Department Notice Boards and other prominent designated places.
- To offer services of counseling and create awareness among the students.
- To monitor and supervise the performance of anti-ragging squad in prevention of ragging in the institute.
- To conduct enquiry of any incidence of ragging.
- To create awareness about ill effects of ragging & to discourage it.
- To take action against any act of ragging.

Teaching Staff

Teaching faculty includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities of Teaching faculty are as follows:

1. Comply with all rules and regulations as set by the Management.
2. Perform all duties towards academics that include organizing and conducting the lectures and practicals, preparing for the assigned course, conducting internal assessments and maintaining the course file and personal file in suitable format.
3. Use creative methods support novel methodologies for teaching–learning.
4. Student counseling and conducting extra lectures / review lectures for students who need support.
5. All the intellectual property and research publications be done with Institute's affiliation.
6. Evaluate, monitor and mentor student academic progress and activities.
7. Organizing and participating in various seminars / workshops / STTP / FD programs.
8. Become proactively involved in any departmental research and development activities.
9. To carry out other academic / administrative tasks assigned by Head of the Department /Principal/ Management.
10. Look after assigned department and institute level portfolios.
11. Work in the Institute's interest.

12. Upgrade qualification as required for career enhancement.
13. To take initiative & volunteer for anything required for the benefit of students & institute at large.
14. Shall always be student centric.
15. Not to take up any assignments outside other than college responsibilities else suitable action will be taken which may lead to termination of service.

In addition to Assistant Professor's duties and responsibilities, Associate Professor will have the following duties-

1. Contributing to the Institute's intellectual work with their high core teaching standard.
2. To contribute actively to the administration of departmental academics.
3. Act as a chairman/coordinator/member of departmental, inter-departmental and Institute committees
4. Engaging with outside agencies, organizations, and the wider community to promote strategies for research and teaching.

In addition to Associate Professor's duties and responsibilities, Professor will have the following additional responsibilities-

1. Engage in efforts which contribute to the Institute's vision & mission.
2. Guiding applicability projects in his / her area of specialization.
3. Contribute widely to the Institute's research activities.
4. Mobilization of funds for research activities.
5. Policy formation and Supervision.
6. Getting funds from outside agencies for R& D, industry projects, industry sponsored labs, grants from affiliating bodies & government, private sector.
7. Timely deliver all the responsibilities up to the desired standards & satisfaction of higher authorities.

Non-teaching technical staff

Laboratory Assistant

Laboratory Assistant will work in laboratory and assist teachers for smooth conduction of practical. Their duties are–

1. To prepare the laboratories for smooth conduction of laboratory session.
2. To maintain stock register.
3. To conduct installation of new equipment and maintenance of existing equipment.
4. To carry out regular maintenance of equipment.

5. To allot equipment to students for practical and ensure its return.
6. To report any fault/ operation and maintenance related issue to the laboratory in-charge.

Code of Professional Ethics

Code of Conduct for Principal:

- Motivate and monitor a team of faculty and staff to realize the institute's vision and mission.
- Create a climate that is challenging, satisfying and ensure faculty retention, ensure faculty competency and encourage team building.
- Ensure availability of infrastructure and other facilities to satisfy academic and administrative requirements.
- Shall not discriminate staff in terms of department/Caste/Gender.
- Set up rules & regulations of the institution for effective governance, transparent administration and participatory decision making for collective responsibility.
- Shall promote participative management.
- Shall ensure maintenance of quality in all areas of the institute as per the guide lines from NAAC, NBA, AICTE, DTE and affiliating University, DBATU through IQAC.
- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
- Shall monitor, evaluate research, development and consultancy activities. He/She should advise faculty to get sponsored research projects from various funding agencies.

Code of Conduct for Teachers

- Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by College management from time to time.
- Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- No teacher shall accept any honorary or other assignment given to him by any external agency without permission of college management.
- The staff shall make themselves available for duty/other work if required by management on notified/government/weekly holidays.

- All faculty should reside in Wardha. No up down from nearby places will be allowed.
- Faculty should not leave the job during academic session.
- Faculty behavior with colleagues and entire staff should be polite, gentle and co-operative.
- Faculty should not appear for any examinations/job without prior permission of higher authorities.
- Faculty should not take any part in politics.
- All employees shall be dressed appropriately at all occasions. Gents faculty shall wear formal trouser, shirt and shoes & ladies faculty should wear either Saree or Salwar Kameej.
- All teachers shall be punctual in their duties and shall strictly adhere to the College timings.
- All the teachers shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Faculty shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
- Shall attend to parents as a true representative of the Institution, clarify their doubts and concern & help them understand the system in a better manner.
- Any teacher who is violating the code of conduct defined in this Section of the manual will be subjected to appropriate disciplinary action by the Principal/Management.

Code of Conduct for Non-Teaching Staff

- Every employee shall be dedicated to his / her duties at all times and shall maintain absolute integrity, discipline, impartiality and a sense of belonging.
- Staff assigned to laboratories should keep the lab equipment in order and the laboratory neat and tidy.
- Any loss or damage of article in the lab or classroom should be reported through Lab incharge to the HOD.
- They shall maintain a stock register for all the articles, equipment, chemicals etc.
- They will carry out their duties as instructed by the authorities.
- No staff shall should avail leave from duties at any time without prior permission from their head of the department.
- No staff shall accept any honorary or other assignment given to him by any external agency without permission of college management.

- Any employee holding a supervisory position shall take all practicable measures to ensure the honesty and commitment to the duties of all employees under his supervision.
- An employee shall observe the regular working hours during which he / she must be present at his / her place of duty.

Code of Conduct for Students

1. All students admitted to the Institute are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations.
2. Every student should attend the College in the Uniform, which is royal blue coloured T shirt with Shiksha Mandal logo and “Bajaj” word embroidered on pocket. Blue (preferably) or Black jeans pant is allowed. Students should preferably wear shoes.
3. Every student shall carry his/her Identity Card and shall produce whenever asked for.
4. The student should adhere to the uniform regulations prescribed by the Institute. Wearing accessories like junk jewelries, scarves, hats, glares, or any other excessive items is not permissible.
5. Usage of abusive/offensive language is strictly unacceptable and may lead to punishment.
6. Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the college and a case will be filed with the local police authorities as per recommendation of anti-ragging committee.
7. Smoking, drinking alcohol and use of drugs are strictly prohibited and liable to strict action such as rustication from the college.
8. Lift provision in the Institute is for physically challenged students, guests and staff members. If students are found using it, they will have to face disciplinary action.
9. Every student should be punctual in attending the theory, practical and tutorial classes. It is mandatory to keep overall minimum 75% attendance for the term to be granted to students. Submission of assignments, appearing to mid semester exams and participating in any activities of continuous assessments is compulsory, otherwise students will lose marks proportionately.

10. Mobile phones should be switched off during lectures and must not be kept at the time of conduction of examinations.
11. Students are not supposed to bunk lectures or take leaves frequently. For availing leave, one has to inform the class teacher. In case of medical leave, submission of medical certificate along with the medical prescription given by registered/certified doctor is must.
12. Students must drive safely within the college premises or elsewhere and park vehicles at designated parking area. Everyone is responsible for one's own valuables. Students should come to the Institute by wearing helmet if they come on two wheelers.
13. Any damage caused to college property/infrastructure/facilities will be regarded as a serious misconduct and punishable act.
14. Writing, carving or sticking something on benches or on college walls will invite strict action to the guilty.
15. Students should be respectful and obedient to their teachers and other college staff and listen to their instructions carefully.
16. A student shall not be permitted to appear to the University Examination unless he/she has paid all his/her dues of the Institute and his/her progress, conduct and attendance are found to be satisfactory.
17. In case of violation of discipline, decision of discipline committee will be final and accordingly action will be initiated.

PERFORMANCE MONITORING SYSTEM

The college duly recognizes the efforts of the faculty members for any academic achievement or innovative practice. Such innovations are evaluated and are given due acknowledgements in the annual appraisals for faculty members. The college has put in place a well-designed convenient Self appraisal system for its faculty.

Each faculty member is required to submit a self appraisal form annually on the basis of various parameters outlined in an annual performance appraisal form.

The self appraisal form of the teaching staff shall be duly verified by the Heads of the respective Departments and thereafter at the Principal level before its final submission to the Chairman, Shiksha Mandal. The self appraisal report of the Head of the Departments is forwarded to the principal for further assessment. The performance appraisal of the non-teaching staff is equally important for efficient running of an institute. It shall be filled up by the respective non-teaching staff and shall be submitted to the Head of their respective department. HOD will evaluate their performance and will forward the form to the Principal. After Principal's remarks, it shall be submitted to the Chairman, Shiksha Mandal for his approval.

Self-Appraisal Forms are appended to this manual.

Grievances Redressal:

The Principal shall establish a Grievance Committee to redress the teaching and non-teaching staff grievances.

- The grievance committee shall consist of Principal, member secretary & two faculty members to monitor proceedings & meet as per requirement on a stipulated day and time.
- Any teaching or non-teaching staff who has a grievance, shall be called to present his grievance for redressal.
- The Grievance Committee's member secretary shall include such grievance as an item on the agenda at next meeting, unless the seriousness of the grievance warrants a meeting to be immediately commissioned.
- The grievances shall be redressed as soon as possible by the committee and by the Management.
- The Member-Secretary shall record and maintain the minutes of meetings.

BENIFITS AND INCENTIVES TO STAFF:

Yearly increments

1. Staff members are eligible to the increments prescribed at the end of 12 months service in the institution during and after completion of probation. The increments will be effected in the month of July of every year subjected to satisfactory appraisal report.
2. Additional increments shall be given to staff members based on their performance and contributions.

Staff Benefits

All Faculty and Staff Members are covered under Group Insurance Policies as follows :

1. Accident insurance for teaching staff covering 10 times of their annual salary or 50 lakhs whichever is maximum; For Non-teaching staff the limit is 25 lakhs.
2. A Mediclaim amounting to Rs. 2 lakhs for the all the staff.
Those who already possess these policies are given option to opt out of the scheme.
3. Concession in fees would be granted to children of non-teaching staff as follows:
 - Those with gross monthly income less than Rs. 20,000 per month would get a concession per child, of 75% of the fees payable by them.
 - Those with gross monthly income less than Rs. 30,000 per month would get a concession per child, of 60% of the fees payable by them.
 - Those with gross monthly income less than Rs. 40,000 per month would get a concession per child, of 50% of the fees payable by them.
 - This concession will be limited to 2 children. The staff should have completed 10 years of service with a Shiksha Mandal Institution and have been rated as 'A' or above in at least 7 of the 10 years of service.
4. All eligible Non-teaching staff will be covered under Employee Provident Fund Scheme.
5. Institute will provide National Pension Scheme (NPS) facility through Shiksha Mandal's corporate NPS account, to all teaching staff and eligible non-teaching staff and give option to them for opting out of it.

Awards & Rewards

Staff Members are eligible for the following awards and rewards, based on their performance, contribution and years of service at the institution.

- a. Best Teaching Staff Award
 - b. Best Non-Teaching Staff Award
 - c. Best Students Activity Mentor/ Facilitator of the Year Award
 - d. Best Work carried out in Institute level Portfolio Award
1. If faculty wants to attend workshops/STTP/FDP at IITs, NITs or such Institutes of repute, or wishes to publish the research paper on the work carried out in the Institute, in reputed International Conference or SCI/Scopus Indexed Journal, or wish to file the patents on his/her research work or wants to publish book chapter or wants to apply for the membership of professional bodies, he/she will be entitled for incentive/ seed money of Rs. 20000/- per year. Which will include registration fees and the cost for the participation.
 2. If a faculty wants to develop new experimental set up for his research, he/she would be entitled for a Rs. 1,00,000/- grant for buying the required equipment.

Group Insurance

College has taken an initiative to have the group insurance for those faculty who are willing to be the part of this initiative. All non-teaching staff will be covered under this. Accident Insurance is also applicable to all the staff.

Maternity Leave

College renders a maternity leave to eligible lady staff as three months paid leave or six months half pay leave.

Concession in Fees/Scholarships

Institute also provides Shiksha Mandal Scholarship to needy deserving students. College has also tied up with The Leela Poonawala Foundation through which the needy girl students avail the scholarships for their studies.

Ph.D. Permission

Faculty members will be permitted to register for Ph.D. in part time mode at National Institute of Technology and in Central Universities. They will have to obtain permission from Management for pursuing Ph.D. They will be permitted to attend the course work and their progress seminars, presentation of research papers, consultation with renowned Institutes Professors.

PROMOTIONS:

Promotion Policy

- All promotions shall be considered on the basis of performance and merit-cum-seniority basis.
- Chairman, Shiksha Mandal and the Principal shall review the credentials of the faculty, performance and achievements of faculty member and will decide about the promotion.

LEAVES POLICY: GENERAL

These rules shall be called “**BAJAJ INSTITUTE OF TECHNOLOGY – Leaves Rules**”.

These leave rules shall be deemed to have come into force w.e.f. year 2023-24 and applicable to all employees of BIT.

1. A Leave account shall be maintained for each employee of BIT in an appropriate format.
2. Leave cannot be claimed as a right and is solely the decretory power of the sanctioning authority to refuse or revoke leave of any category when the situation so demands.
3. The sanctioning authority may call back an employee to attend duty before the expiry of the employee’s sanctioned leave.
4. Unauthorized absence from duty may be treated as misbehavior and may invite disciplinary action.
5. An employee on leave shall not take up any service and accept any employment outside without the prior permission of the appointing authority.
6. Every application for leave on medical grounds shall be accompanied by a medical certificate issued by a Registered Medical Practitioner. If more than 3 days period Medical leave is availed, supporting documents such as prescription of the Doctor, Pathology reports will have to be submitted.
7. An employee of BIT who leaves headquarters of his/her place of duty during leaves period is liable to be recalled if required.
8. The Principal of Bajaj Institute of shall be the competent authority competent to grant leave to all its employees. If the Principal is on leave, the in-charge Principal will sanction casual or emergency leaves only. Other leaves will be kept for sanction when the Principal joins back.

9. An employee of BIT can return to duty before the expiry of the sanctioned leave period.

CASUAL LEAVE (CL):

1. Casual Leave shall be admissible to an employee of BIT for a total no. of 8 days in a calendar year. The period considered will be 1st July to 30th June of every year. The quantum of casual leave admissible will be on prorata basis. CL may be granted for a period of not exceeding 3 days at a time including public or other holidays. The period of unutilized CL shall lapse with the calendar year.
2. CL should not be combined with any kind of other category leave.
3. Granting of CL requires advanced sanctioning if decided in advance, or may be availed for an emergency reason. Faculty has to make alternate arrangement for his/her workload during his/her intended leave period, in writing if the CL is planned. If it is taken for emergency reason, the faculty should adjust the lectures over a phone call, if possible; otherwise the Head of the concerned Dept. will have to adjust the lectures.
4. Employees may avail CL for half-day also.

OUTDOOR LEAVE / ON DUTY LEAVE (OD/DL):

1. Outdoor Leave (OL) will be granted to faculty for any University related work such as paper setting, paper checking, visiting to other Institutes for specific purpose. This will also include paper presentation at conferences/workshops/FDPs/STTPs/Guest Lectures/BoS meetings/ /As a judge to competitions/As a resource person/ For Ph.D. defense seminar/progress seminar, attending meetings such as Executive Council, Academic Council, Board of Studies etc; This leave will be granted if prior permission from the Principal is obtained well in advance.
2. Duty Leave (DL) will be granted for Institute related duty work, such as Industrial visit, AICTE/DTE/DBATU work, or for visiting industries for training, internships and placement purpose, for signing MoUs, for study visits, for evaluation of answer sheets at the regional centre of the University, attending other Institution as an External Examiner for practical examination etc.

EARNED LEAVE (EL):

Teaching staff

Earned leaves admissible to a teaching staff shall be 1:2.5 and for the non-teaching staff it would be 1:3 of the period of the non-availed vacation leave. Earn leaves can be carried forwarded to next years if not availed in particular year.

MEDICAL LEAVE (ML):

- An employee working on regular basis who has successfully completed probation period without break is entitled for ML. Eligible employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining.
- ML is calculated on half yearly working period (1st July to 31st December and 1st January to 30th June)
- ML cannot be taken as half day.
- ML shall be carried forwarded in the next calendar year.
- For ML of 3 or more days, a medical certificate is required to be furnished along with prescription of the Doctor. Pathology report will have to be submitted if necessary for verification. A fitness certificate at the time of joining (From registered medical practitioner–MBBS/MD) shall be submitted.
- Submission of fictitious medical certificate shall lead to disciplinary action.

COMPENSATORY LEAVE:

If an employee is asked to work on Holidays / or it is required to be on duty for any admission, examination or Institute official program related works, a compensatory leave may be granted if the employee has worked for four or more hours on that particular day.

SABBATICAL LEAVE:

If an employee wants to get involved in the industry projects with remuneration from industry they may be sanctioned sabbatical leave and may be considered on leave period, irrespective of number of years of service. For pursuing Ph.D. related experimental /field work or for Post Doctoral Fellowship, sabbatical leave may be granted; provided the employee deposits all his original documents with the institute as a guarantee of joining back. If he/she doesn't join back, then he/she will have to pay 3 months gross salary to the institute and may get back the

documents and his experience and relieving certificate.

CONSULTANCY & TESTING WORK

Consultancy and Testing Assignments: Consultancy assignments must have a letter from the organization, clearly mentioning the work to be carried out, period and amount of consultancy. HOD of concerned department will involve faculty and non-teaching staff and allot the work after Principal's approval. The amount of consultancy and testing will be distributed among the staff members as per following guidelines:

Consultancy/Testing work Honorarium Distribution Norms for Teaching Faculty and Staff

In order to promote the consultancy and testing work in the Institute, following distribution of Honorarium will be done:

A) For Faculty and Assistants Directly Involved in the work:

- i) Single Faculty carrying out Consultancy : 50%
- ii) 1 faculty and an assistant staff involved in the work
 - : 40% to teaching faculty
 - : 10% to the Assistant
- iii) 2 faculty members and an assistant staff involved in the work
 - : 20% To each teaching faculty
 - : 10% to the Assistant
- iv) If no assistant is involved in the case iii) then: 25% to each teaching faculty
- v) 3 faculty members and an assistant staff involved in the work
 - : 14% to each teaching faculty
 - : 10% to the Assistant
- vi) If no assistant is involved in case v) then : 17% to each teaching faculty

B) Head of the Department (if involved in the work) : 3% of each assignment

If HoD is not involved then the 3% will be distributed to attendants.

C) Admin/Accounts Officer : 2% of the assignment

RESEARCH & DEVELOPMENT (R & D) :

Research & Development Policy

BIT believes in a judicious combination of teaching and research for the benefit of teaching & student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments, industries and organizations to meet the immediate needs of society and the industry.

Objectives:

- To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
- To motivate faculty for doctoral and post-doctoral assignments at various national and international Institutes/universities and organizations of repute.
- To encourage faculty to undertake research projects in, thrust areas in engineering & technology funded by various national and international agencies.
- To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- To get BIT recognized as Center of Excellence.
- To set up the incubation center and innovation hub
- To adopt collaborative research with IITs, NITs, Research laboratories, industries and renowned organizations.
- To publish the research works in renowned journals.

All the faculty members who intend to apply for R&D projects and grants shall follow the work procedure given herewith.

- Every research proposal shall first be reviewed by the Principal Investigator/ Co-Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by the Principal.
- All applications related with R&D shall be routed through R&D coordinator along with one hard copy for R&D records.

A soft copy shall also be emailed to the R&D coordinator and also to the Head of the Department.

- Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
- Purchase of instruments, software, etc. and the audit report made for the same shall be as per the guidelines of accounts department.
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute, the co-investigator will be in-charge and all the items, instruments, software etc. purchased shall remain as an asset of the institute.
- All Heads of the Department must regularly and diligently update the R&D information with R & D Coordinator.

PATENTS:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. The patent shall irrevocably be registered in the name of BIT and the researcher's name and it should also be prominently featuring researcher's name as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed in the name of the institute only, then 100% expenses are borne by the Institute.

EXPERT LECTURES /GUEST LECTURES

The College permits its teachers to take up guest lectures/experts/external examiner assignments with other educational institutions subject to the conditions stipulated in this section.

- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or teaching allied assignment in another institution, whether for remuneration or on honorary basis.
- The teaching staff shall not take any teaching assignment in private teaching institution/coaching classes. In some exceptional cases, they may be permitted at private institute of repute.

Systems & Procedure Manual

RESIGNATION, SUSPENSION

Retirement from Service: The rules of retirement will be framed in the Governing Body meeting in September'2024.

Resignation /Termination of Employees

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation notice in writing to the Principal through the Head of the department.
2. Any voluntary resignation is accepted only during the end of the Academic session.
3. The faculty members who have completed 2 years of service or on a probation period of 2 years, will have to either serve a notice period of 3 months or will have to pay 3 months' gross salary.
4. The faculty members who are on contract or on ad hoc appointment, have to either serve a notice period of 1 month or 1 month's gross salary.
5. Exit Interview is conducted for every faculty submitting resignation and the reason for leaving the institute is identified. Employee leaving without a notice period will not receive their pay or have to deposit salary for the notice period.
6. Before resigning the employee must submit their No Dues form duly signed by the concern Head of the Department, other related department heads and submit to the Principal office before the relieving date.
7. The employee will be relieved only after submitting the "No Dues Certificate".
8. Employees interested in resigning cannot avail any leaves except OD/DL and CL.

Exit Interview

1. Exit Interview of the employee who has resigned will be conducted by Head of the Department and Principal and in some cases by the Management. After one-to-one discussion with the employee, HOD or Principal will fill the Exit Interview Form.
2. Purpose of conducting Exit Interview is to find out the exact reason for resignation and to suggest remedial measures to management, which will reduce future attrition. Attempt should be made to open up the mind of the employee to get real, frank and free feedback.

Appendix-I

BEST TEACHER AWARD

Nomination Form

TITLE OF THE AWARD: “BEST TEACHER OF THE YEAR” AWARD.

NUMBER OF AWARD/S: ONE every year. If the performance of two is equivalent, then both the teachers will be awardees.

PRIZE ITEM/SCHEME OF AWARD: MEMENTO, APPRECIATION LETTER

DATE OF CONFERMENT: ON 5th September or 15th September Every Year on the Occasion of Teachers’ Day.

APPLICATION FORM:

1	Full Name	
2	Designation	
3	Address	
	Office	
	Residence	
4	Date of Birth	
5	E-mail id	
6	Mobile No.	
7	Highest Qualification	
8	Employment Details	
	Current Designation	
	Date of joining the Institute	
	Total Experience in Years	

UNDERTAKING

I, _____ undertake that,

1. I shall abide by the decision of the selection committee.
2. I declare that the details given in the application form are correct. If the information is
3. found to be incorrect on later stage, the authorities have the right to take appropriate decision.
4. I have a clear record of service and no vigilance / disciplinary major action is sentenced issued to me.
5. Also, I declare that I did not receive this award in last two years.

Date:

Signature of the Applicant

Acceptance Signature of coordinator with date	
Principals comment with dated signature	
Comment of Selection Committee:	
Signature of,	
In-charge (Selection Committee)	Principal

RECOMMENDATION FORM

Peer-1 (Proposer)

Name of Peer:

Do you recommend? Yes / No

Justify:

Sign

Peer-2 (Secunder)

Name of Peer:

Do you recommend? Yes / No

Justify:

Sign

Head of the department

Strength:

Weakness:

Do you recommend? Yes / No

Justify:

Sign

Principal

Strength:

Weakness:

Do you recommend? Yes / No

Justify:

Sign

RESULT:

Appendix-II

BEST NON-TEACHING AWARD

Nomination Form

The Criterion for the Selection of Best Non-Teaching Employee Award as follows:

1. Length of Service
3. Enhancement of Qualifications
4. Additional Training Participated
5. Any Other Achievements/Contributions (Referring CR)

The Non-Teaching Employees of BIT are requested to apply for BEST NON-TEACHING EMPLOYEE AWARD which will be awarded on the 5th September/15th September every year.

APPLICAION FORM

1. Name of the Applicant:
2. Date of Birth:
3. Date of Joining:
4. Designation:
5. Section/Department:
6. Address for Correspondence:
7. Educational Qualification:

S. No.	Degree	College/University	% of Marks	Year of Passing
1				
2				
3				
4				

8. No. of training programmes attended

.....

Date:

Signature of Applicant

Appendix-III

PERFORMANCE APPRAISAL FORM OF TEACHING STAFF

File No:

Assessment Year:

INSTRUCTIONS

- Faculty should fill up the data in **Section A & B** either **handwritten or typed**.
- Faculty shall submit the form to Head of their respective Department.
- HoD shall submit the form to the principal office after due verification & mentioning the comments.

SECTION A

PERSONAL INFORMATION

(To be filled by Teaching Staff)

a) Name of Faculty Member:

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b) Department:

c) Designation:

d) Date of Joining:

e) Residential Address:

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f) Permanent Address:

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SECTION-B

SELF-APPRAISAL REPORT

(To be filled by Teaching Staff)

1. Subjects Taught:

Semester	Subject	% Result	Students' Feedback % and Rating

2. Add-on Course/s & Value-Added Program/s Conducted:

Semester	Course	Title	No. of Lectures conducted

3. College Portfolio:

a) Describe the Work done by you:

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b) Mention the Achievements:

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4. Department Portfolio:

a) Describe the Work done by you:

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b) Mention the Achievements:

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5. Guidance/Facilitation to Students for National Competitions with Result:

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.....
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.....

6. Research Paper Publications:

a) SCI Journal:

b) Scopus Indexed:

c) Other:

7. Patents Awarded/Registered/ Book Chapters Published:

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8. Any other Students Development Aspects:

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.....
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9. STTP/FDP Conducted (Mention about your role):

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.....
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10. Faculty Development Programs Attended with Certification:

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11. NAAC Work Responsibility and Progress:

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12. Any other you want to mention:

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Systems & Procedure Manual

13. Your Development Plan for Students and the Institute for next three years:

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Date:

Name & Signature of Teaching Staff

VERIFICATION OF THE DATA BY HOD & THE COMMENTS:

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Date:

Signature & Seal of Head of the Department

SECTION-C

REMARKS BY PRINCIPAL & CHAIRMAN OF SANSTHA

Name of Teaching Staff:

Academic Session: 2022-23

a) PRINCIPAL'S REMARK AND RECOMMENDATION:

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Date:

Signature & Seal of Principal

b) CHAIRMAN SHIKSHA MANDAL'S REMARK AND APPROVAL:

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.....

Date:

Signature of the Chairman

Appendix-IV

CONFIDENTIAL ASSESSMENT REPORT OF NON-TEACHING EMPLOYEES

File No:

Academic Session:

Name: Shri./ Smt./ Kumari:

Department or Office (including Section):

INSTRUCTIONS

- Report should be submitted annually at the end of each academic session.
- If the employee has served under the reporting authority for less than six months, then the officers under whom he has previously served should be consulted and their opinions shall be incorporated in the report.

SECTION A

PERSONAL INFORMATION (वैयक्तिक माहिती)

(To be filled by Non-Teaching Staff) (शिक्षकेतर कर्मचाऱ्यांनी भरावे)

1. Name (First Name/ Middle Name/ Surname):

2. Date of Birth as recorded in the S.S.C Certificate/ School Leaving Certificate:

3. Place of Birth (Village/Town/Taluka/District/State):

4. Home Town (with residential address):
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5. Permanent Address (Local):
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6. Date of joining College Services and designation at the time of first appointment:
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7. Whether promoted to the next level, if yes date of promotion & post:
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8. Mother Tongue:

9. Languages Known:

10. Highest Qualification:

SECTION-B

SELF-APPRAISAL REPORT (स्व-मूल्यांकन अहवाल)

(To be filled by Non-Teaching Staff) (शिक्षकेतर कर्मचाऱ्यांनी भरावे)

Mention your contribution/participation in various activities during the Academic session (शैक्षणिक सत्रादरम्यान विविध उपक्रमांमध्ये तुमच्या योगदानाचा/सहभागाचा उल्लेख करा)

a) Shiksha Mandal Development (शिक्षा मंडळ विकासात सहभाग):

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b) Institute Development (संस्था विकासात सहभाग):

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c) Departmental/Section Development (विभागीय / विभाग विकासात सहभाग):

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d) Hostel /Lab/Administrative Office Development (वसतिगृह/लॅब/प्रशासकीय कार्यालय विकासात सहभाग):

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e) **Sport activities/Extension activities** (क्रीडा क्रियाकलाप/विस्तार क्रियाकलापांमध्ये सहभाग):

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f) **AICTE EOA/DTE/University approval process work** (AICTE EOA/DTE/विद्यापीठ मान्यता प्रक्रियेच्या कामात सहभाग):

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g) **Conduction of online exam like JEE/CET etc** (जेईई/सीईटी इत्यादी ऑनलाईन परीक्षा आयोजित करण्यात सहभाग):

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h) **Any other** (इतर कोणतेही):

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Signature of Non-Teaching Staff
(शिक्षकेतर कर्मचाऱ्यांची स्वाक्षरी)

SECTION-C

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

(To be filled by Reporting Officer/ Lab In-Charge/ Section In-Charge)

1. **Name:**
2. **Period of Report:**
3. **Post or posts held during the period of report:**

PERFORMANCE ASSESSMENT

(To be assessed by Reporting Officer. Before filling the below mentioned details, the reporting officer shall consult with all the faculty member/s under whom the concerned non-teaching staff is working)

Remark	V. Good	Good	Fair	Average	Below Average
	<i>Put (✓) at Appropriate Place</i>				
I. GENERAL ASSESSMENT (Applicable to all)					
a) Punctuality in attending to the duty					
b) Willingness to put in sustained hard work					
c) Promptness in disposal of work and methodical working					
d) Willingness to rise to an emergency and put in long hours of extra work as required with a sense of responsibility					
e) Level of skill to maintain his/her records/ equipments properly					
f) Level of Knowledge of rules, regulation and procedures relating to his /her field of work					
g) Level of Integrity					
h) Level of intelligence as compared with another employee of his/her grade					
i) Behavior with Superiors					
j) Behavior with Colleagues					
k) Behavior with Subordinates					
l) Behavior with Students					

II. APPLICABLE TO OFFICE STAFF/ CLERKS/ ASSISTANTS					
Remark	V. Good	Good	Fair	Average	Below Average
a) Ability to draft letters and noting independently in English /Hindi/Marathi					
b) Ability to summaries previous history and past correspondence in a case and define issues requiring decision /guidance from higher authorities.					
c) Ability to keep files/circulars/records up to-date in the areas of his/her work and responsibility?					
d) Acquaintance with additional skills such as typewriting/shorthand /word processing using personal computer					
e) Level of Confidentiality					
III. APPLICABLE TO LAB ASSISTANTS/ LAB ATTENDENTS					
Remark	V. Good	Good	Fair	Average	Below Average
a) Professional ability, technical knowledge, and practical skills					
b) Ability to maintain, operate and repair tools, plant and equipment and other installations					
c) Ability to foresee requirement and plan for procurement of spare parts					
d) Quality of store –keeping account of machinery, consumables, and spare parts					
e) Organizing ability, tact, and ability to control staff and labour, guide and motivate them and initiative (Specially for supervisory staff)					
f) State of Health					
g) Any special good work worth mentioning					
h) Any failure /lapses/warnings issued etc					
i) Overall assessment	V. Good / Good/ Fair/ Average/ Below Average				

REMARKS BY REPORTING OFFICER:

.....
.....
.....
.....

Date:

Name & Signature of the Reporting Officer

SECTION-D

REMARKS BY REVIEWING OFFICERS/ AUTHORITIES

Name of Non-Teaching Staff:

Academic Session:.....

REMARKS BY HEAD OF THE DEPARTMENT/ SECTION IN-CHARGE/ DESIGNATED PERSON

a) Remarks on the above Report	
b) Commendation to be given, if any	
c) Advice to be given, if any	
d) Adverse remarks to be communicated, if any	
e) Recommendation for training and development	
f) Any other remarks	

Date:

Signature & Seal of Head of the Department

REMARK & RECOMMENDATION BY PRINCIPAL OF THE INSTITUTION:

.....
.....

Date:

Signature of Principal

REMARKS & APPROVAL BY CHAIRMAN OF THE SANSTHA:

.....
.....

Date:

Signature of the Chairman

Systems & Procedure Manual

Appendix-IV

Best Institute Level Portfolio Performance Award

Systems & Procedure Manual



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)



INNOVATION and STARTUP Policy 2021

(for Students, Faculty and Staff)

Bajaj Institute of Technology,

Arvi Road, Pipri, Wardha-442001

Maharashtra, INDIA



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

INNOVATION and STARTUP Policy 2021

(for Students, Faculty and Staff)

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7.	Long Term Goals	8
8.	Action Plan (2021-2026)	9
9.	Key Performance Indicators (KPI) and Impact Assessment	10



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Preamble

In November 2016, All India Council of Technical Education (AICTE) released a Startup Policy document for AICTE approved institutions, to address the need of inculcation of innovation and entrepreneurial culture in higher education institutions (HEIs). The policy primarily focused on guiding the AICTE approved institutions in implementing 'Startup Action Plan' of Government of India. Subsequent to release of the Startup policy by AICTE and further interaction & feedback received from education institutions, a need was felt for a more elaborate and comprehensive policy guiding document, which could be applicable for all the HEIs in India. This leads to formation of NISP.

In this context, BIT has constituted a committee to formulate the Innovation and Start up Policy document which will act as a guideline for all the stakeholders.



Shiksha Mandal's
Bajaj Institute of Technology, Wardha
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Vision



To encourage and foster the promising young souls to take up entrepreneurship as a preferred career option.

Mission



- To motivate and encourage the stakeholders to take up entrepreneurship as a career option.
- To provide sufficient infrastructural support to boost the eco system.
- To support all the stakeholders to protect intellectual property rights, technology licensing and equity-based sharing in establishment of start-ups.



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Committee Members



In February 2019, Ministry of Human Resource Development (MHRD) along with AICTE Innovation Cell (MIC) released the National Innovation and Start-up Policy 2019 (NISP-2019) for students and faculty of HEIs. Based on NISP 2019, Bajaj Institute of Technology Wardha, wish to formulate a start-up policy for students, faculty and staff members.

Following committee will work for its formulation and implementation. The ultimate aim of framing this policy is to create a strong ecosystem for the benefit of all the stakeholders.

S. No	Name of Committee Member	Designation	
1	Dr. N.M. Kanhe	Chairman	Principal
2	Dr. M.D. Pasarkar	Convener	NISP-Coordinator
3	Dr. S.M. Mahajan	Coordinator	IIC -Coordinator
4	Prof. P.S. Kulkarni	Member	IQAC- Coordinator
5	Mr. Anand Kale	Member	Management Representative
6	Mr. Vaibhav Dhondrikar	Member	Industry Representative
7	Mr. Aniruddha Marothiya	Member	T & P Representative
8	Mr. Sandesh Jain	Member	Member-IIC
9	Dr. Jayesh Ruikar	Member	Member-IIC



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)



Objectives

1. To prepare policy document and norms for start-ups.
2. To device strategic action plan for 2021-2026.
3. To organize various training programmes.
4. To encourage faculty members to apply for funding from government agencies such as DST, DBT, MHRD, AICTE, CSIR, Startup India, Invest India, MeitY, MSDE, MSME etc. as well as non-government organizations.
5. To mentor the students to develop creative ideas and apply for various competitions outside.



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Short Term Goals



- To identify and collaborate with organizations to promote innovation and entrepreneurship activities within the institute.
- To arrange expert sessions on various techniques such as decision making, time management etc. to encourage the stakeholders.
- To organize motivational talks and sharing of success stories to boost their confidence.
- To conduct training courses on capacity building, entrepreneurship and arrange field visits for exposure to real world.
- To encourage the stakeholders for identifying and undertaking the community-based projects for the betterment of society.
- To formulate Institute level cell for identifying the low-cost project ideas which require less investment but are innovative and can be protected through intellectual property rights.
- To establish dedicated Innovation and Start-up Cell with defined objectives and required infrastructure.



Shiksha Mandal's

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Long Term Goals



- To provide a strong technical back up to all the stakeholders for converting ideas into reality.
- To encourage stakeholders to apply for various funding opportunities from government, non-government agencies and private corporate houses under their CSR activities.
- To develop an entrepreneurship culture in the vicinity which includes regional, social and community level.
- To collaborate with strategic partnerships at national and international level.



Shiksha Mandal's

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Action Plan (2021-2026)



S. No	Activity	Target per year	Total (21-26)
	Formation of Innovation Council and IPR Cell		
1.	Collaborations/Tie Ups/MoU's	1	5
2.	Motivational Talk Series	5	25
3.	Training Courses	2	10
4.	Community Based Projects	3	15
5.	Field visits or Virtual Tours	2	10
6.	Identification of less investment projects for start ups	1	5
	Total Activities	14	70





Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

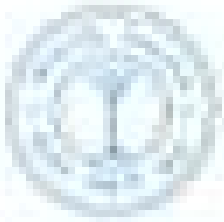
Key Performance Indicators (KPI) and Impact Assessment:

The various parameters considered as KPI are as follows:

1. Number of MoUs signed for collaborations under IIC.
2. Feedback from the participants attended various training programmes.
3. Participation in the training programmes and motivational talk series.
4. Number of industrial visits, virtual tours organized and number of participants attended.
5. Utilization of the infrastructural facilities for developing the prototype and testing.
6. Total number of projects submitted as community projects throughout the year.
7. Total projects submitted under 'less investment' startups.
8. Participation in various competitions like CVA, Hackathon etc.
9. Number of proposals submitted under various research grants agencies.
10. Number of intellectual property rights filed throughout the year.

Dr. M.D. Pasarkar
(NISP-Coordinator)
Prepared By

Dr. N.M. Kanhe
(Principal)
Approved By



Testing & Consultancy Norms

Consultancy/Testing work Honorarium Distribution Norms for Teaching Faculty and Staff

In order to promote the consultancy and testing work in the Institute, following distribution of Honorarium will be done :

A) For Faculty and Assistants Directly Involved in the Work :

i)	Single Faculty carrying out Consultancy	:	50 %
ii)	1 faculty and an assistant staff involved in the work	:	40 % to teaching faculty 10 % to the Assistant
iii)	2 faculty members and an assistant staff involved in the work	:	20 % To each teaching faculty 10 % to the Assistant
iv)	If no assistant is involved in case iii) then	:	25 % to each teaching faculty
v)	3 faculty members and an assistant staff involved in the work	:	14 % to each teaching faculty 10 % to the Assistant
vi)	If no assistant is involved in case v) then	:	17 % to each teaching faculty

B) Head of the Department (If involved in the work) : 3 % of each assignment
If HoD is not involved then the 3 % will be allotted to assistants/attendants
(This will be decided by the Principal and HoD)

C) Admin/Accounts Officer : 2 % of each assignment

Principal

Bajaj Institute of Technology

PRINCIPAL

Bajaj Institute of Technology,
PIPRI, Wardha



Shiksha Mandal's
Bajaj Institute of Technology, Wardha

(Recognized under section 2(f) of UGC Act 1956)

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Purchase Policy

Objectives: -

Every organization spends a sizable amount of its budget on purchasing various types of equipment & materials. The Purchase Policy for any organization shall ensure transparency, efficiency, and compliance with applicable laws and regulations of the parent organization. The critical aspects of the Purchase Policies are

- i) Authority for decision making
- ii) Ensuring Quality Material
- iii) Ensuring Competitive Pricing
- iv) Compliance (if any)
- v) Vendor Selection
- vi) Negotiation with the competitive bidder/vendor.

These are salient points while framing the Purchase policy for any organization.

The Purchase Policy helps in Procuring the equipment and materials with proper methodology and transparency. The purchase procedure is elaborated through flow-chart.

Purchase Coordinator/In-Charge
Prepared By

Dr. Narendra Kanhe
Approved By

PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.

Encl: Flow Chart



Shiksha Mandal's
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Requisition raised by Faculty Member for purchase of any equipment, materials

Submitted to Head of the department for approval

After Reviewing the need of the equipment/material, Head of the Dept Forwards it to the Principal

Review from Principal and discussion with Head of the Department

Call for Quotations from Vendors

Comparative Analysis of the Quotations

Vendor finalization on basis of cost, Quality of equipment/Material & experience in supplying and after negotiation

Release of Purchase Order (PO) from the Institute with Terms and Conditions of payment, supply and advance amount to the Vendor

Supply, Installation and Commissioning of the Equipment by the selected Vendor

Demonstration to be arranged for all Faculty/Staff members of the department

Test report by the concerned faculty to Head of the Department

The Test Report forwarded to Principal

Release of Payment by the Institute as per Terms and Conditions mentioned in the Purchase Order

BAJAJ INSTITUTE OF TECHNOLOGY, WARDHA

Maintenance Procedure

The college-level faculty in charge of the campus maintains the physical, academic, and support facilities through well-established standard operating procedures and systems. They ensure the various aspects of utilization and maintenance of the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, computers, etc. Every semester, the lab technicians make sure that all of the equipment in the laboratories is operating properly. They also perform small repairs, including installing replacement parts, as needed. When a significant repair is needed, the committee instructs the relevant engineering specialists regarding the maintenance during the summer break in order to properly manage the service and maintenance request. Every laboratory keeps a stock register, and the stock verification committee analyzes the facilities annually to ensure that the equipment is operational and readily available. Every major department and laboratory has first aid kits on hand in case of emergency. Sufficient capacity and quantity of ISI-marked fire extinguishers are positioned at conspicuous locations throughout the college buildings, particularly in each laboratory. Fire extinguishers are regularly inspected, well-maintained, and refilled far in advance of the expiration date. The general maintenance procedures followed are as follows.

Preventive Maintenance:

- Regular inspection and servicing of equipment, machinery, and facilities to identify and address potential issues before they escalate.
- Scheduled maintenance activities for critical systems such as HVAC, electrical, plumbing, and laboratories.

Routine Inspections:

- Conducting routine inspections of buildings, classrooms, laboratories, workshops, and other facilities to identify any wear and tear, safety hazards, or needed repairs.

Facility Management:

- Proper upkeep of classrooms, lecture halls, laboratories, libraries, and administrative offices to create a conducive learning and working environment.
- Regular cleaning and maintenance of common areas, restrooms, and outdoor spaces.

Equipment Maintenance:

- Regular calibration and maintenance of laboratory equipment, machinery, computers, and other technical devices to ensure accurate and safe operation.
- Establishing a system for tracking the life cycle of equipment and planning for replacements or upgrades.

Safety Protocols:

- Implementation and enforcement of safety protocols and standards in laboratories, workshops, and other high-risk areas.
- Conducting safety drills and training sessions for students and staff.

Record-Keeping:

- Maintaining comprehensive records of maintenance activities, including dates of inspections, repairs, and replacements.
- Keeping an inventory of equipment and assets, noting their condition and maintenance history.

Energy Management:

- Implementing energy-efficient practices and technologies to reduce operational costs and environmental impact.
- Regularly monitoring and optimizing energy consumption.

Maintenance of Infrastructure (Building):

- Construction and modification work, civil building repairs, other internal road repairs and upkeep, plumbing, pest control, coloring and painting of building structures are all included in building maintenance.

- Supervisor will keep an eye on the water tank maintenance, and hygienic conditions.
- The Fire Service Department conducts an annual fire safety inspection and issues fire safety certificates.
- Major maintenance requirements inside the campus are contracted out; small repairs and maintenance are handled internally.

General Electrical, Generator and Power Supply Maintenance:

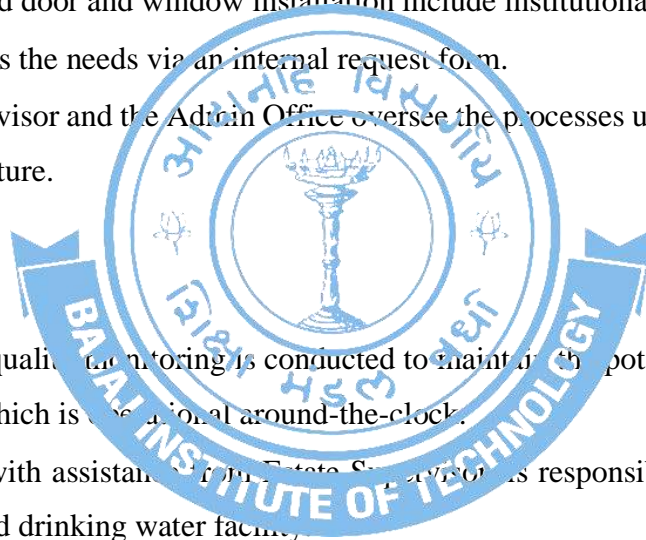
- Every month, the admin office receives a status report on the electrical systems, including fans, tubes lights, DG set energy backup system, batteries, and evaporative coolers.
- In the event of a serious error, the suppliers and service providers are contacted.
- The vendors' Annual Maintenance Contracts (AMC) or warranty periods cover major electrical equipment.
- Enough UPSs are available to guarantee a constant power source for all of the PCs.

Furniture Maintenance:

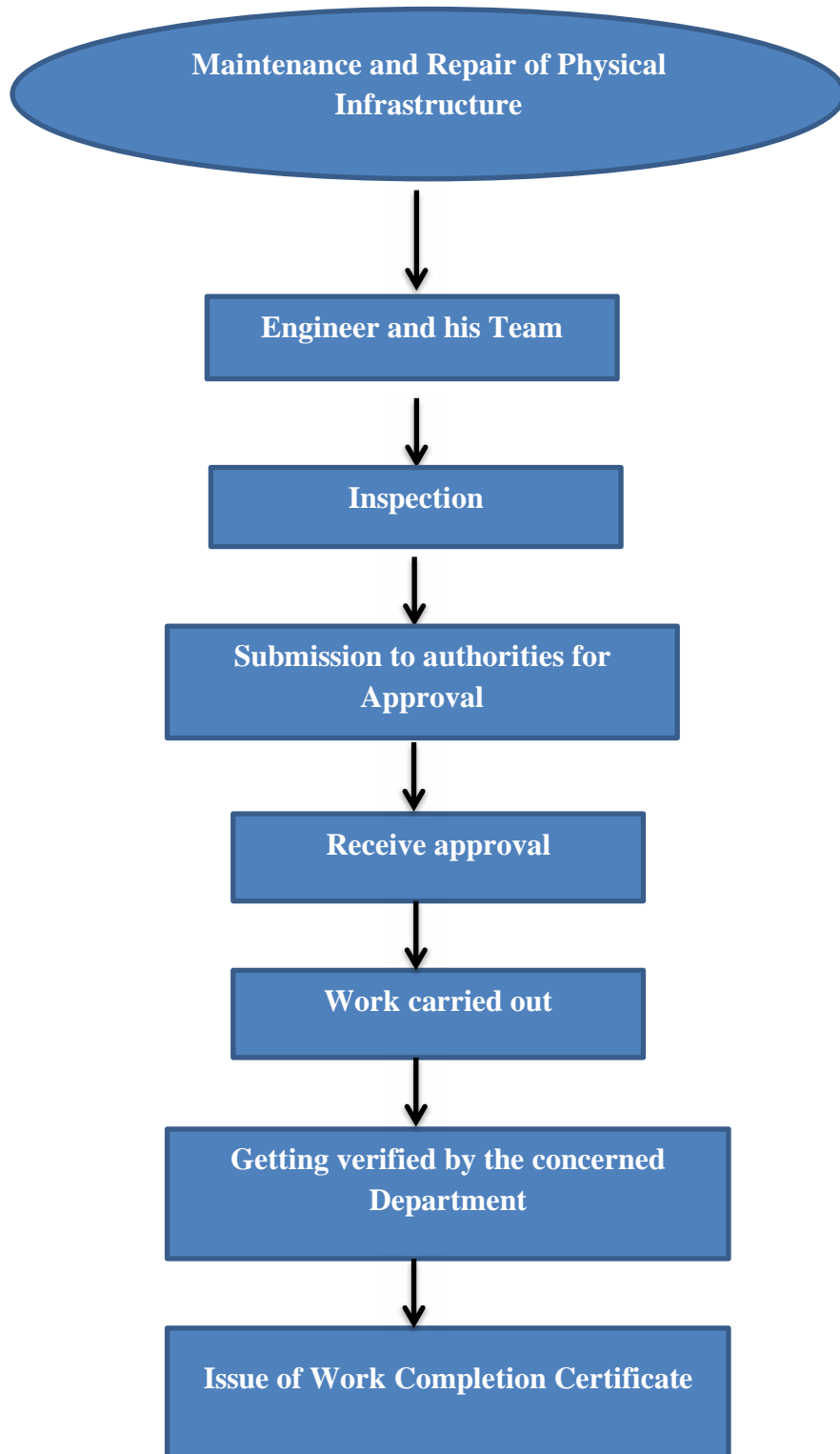
- Custom manufacturing of cabins, tables, desks, countertops, faculty sitting arrangements, and door and window installation include institutional furniture upkeep.
- The store receives the needs via an internal request form.
- The Estate Supervisor and the Admin Office oversee the processes used to preserve the institution's furniture.

Other Facility Upkeep:

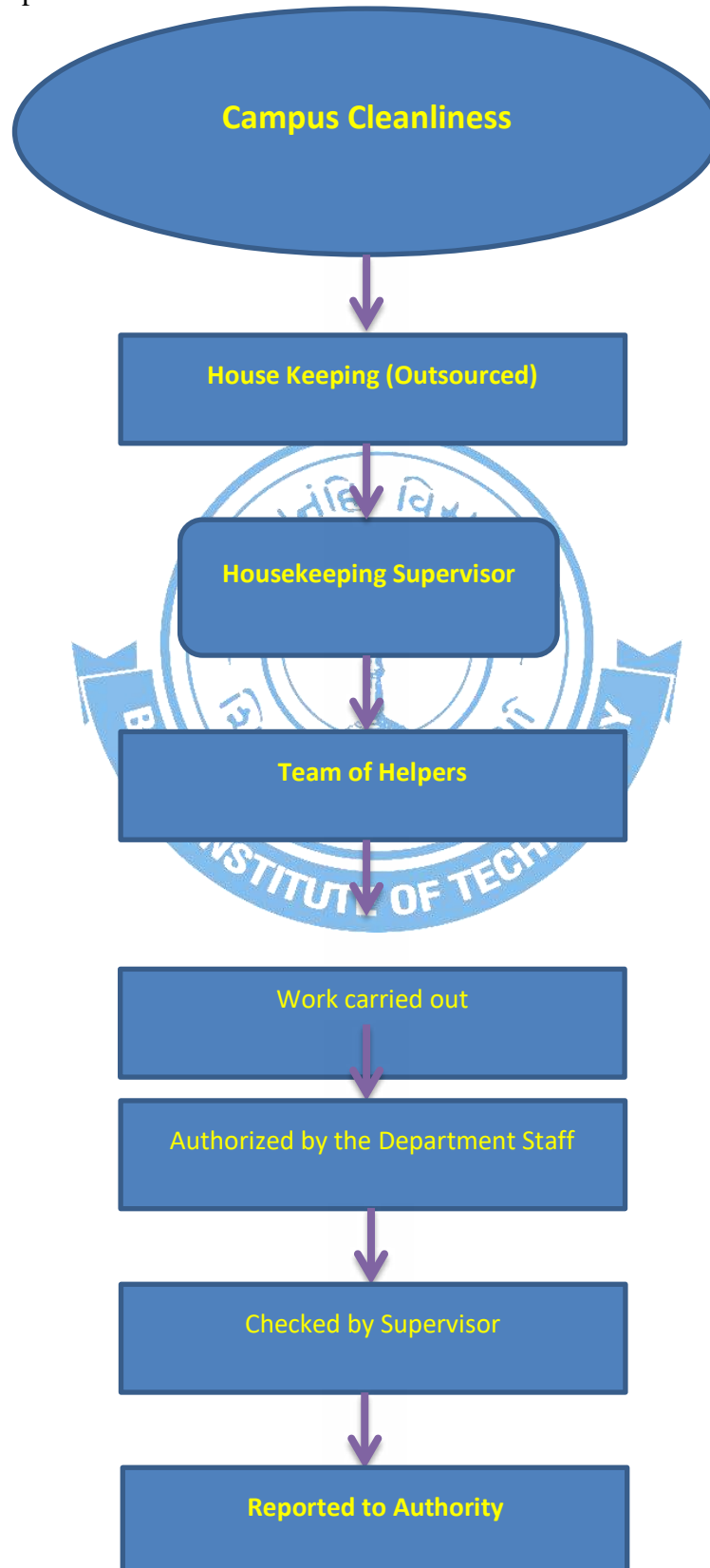
- Periodic water quality monitoring is conducted to maintain the potable water facility, the RO plant, which is operational around-the-clock.
- Admin office, with assistance from Estate Supervisor is responsible for monitoring the RO plant and drinking water facility.
- Enough personnel are used to keep the campus, staff quarters, seminar halls, laboratories, restrooms, and washrooms tidy for a pleasant atmosphere.
- Both contract laborers and full-time gardeners keep the campus's green space in good condition.
- There is a canteen on campus.



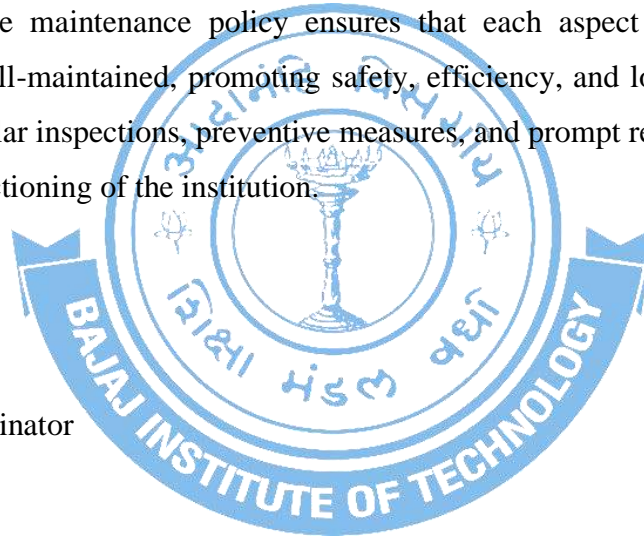
- Under the administration office's supervision, the cafeteria contractor is in charge of maintaining the canteen.



Maintenance of Campus Cleanliness: Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work co-ordinator of maintenance cell.



This comprehensive maintenance policy ensures that each aspect of the organization's infrastructure is well-maintained, promoting safety, efficiency, and longevity of equipment and facilities. Regular inspections, preventive measures, and prompt repairs contribute to the overall smooth functioning of the institution.



Prepared By
Maintenance Coordinator



Approved By
Dr. N.M. Kanhe

PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.



Shiksha Mandal's
Bajaj Institute of Technology, Wardha

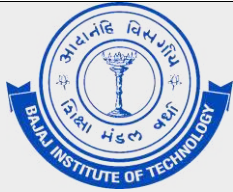
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E-Governance Practices

1. E-governance in Administration:

- Administrative office is well equipped with modern required hardware and software resources to facilitate e-governance.
- ERP (RWork) is procured, which facilitates – Student and staff onboarding. It also helps maintenance of their up-to-date data.
- Faculties use laptops or computers and extensively use ICT tools for efficient and effective teaching-learning process and performance evaluation of students.
- All the classrooms and conference rooms are well equipped with ICT facilities like smart projectors, and interactive boards.
- Campus wide surveillance is ensured through the installation and maintenance of 72 Hikvision CCTV cameras at all strategic locations.
- Staff Attendance is captured through biometric system through eSSL Biometric Software.
- All official communication within staff and students is done through Gmail. Institute has its own google workspace account *bitwarda.ac.in* under ernet.
- Email distribution lists are created for a specific class, department faculty members etc. that enable faster broadcasting of messages to restricted individuals / closed groups.



Shiksha Mandal's
Bajaj Institute of Technology, Wardha

(Recognized under section 2(f) of UGC Act 1956)

(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

- All faculty members have adopted e-resources like – Google classroom for sharing course artefacts, Google forms / Moodle for assessments, Google sheets for data collation etc.
- WhatsApp groups are also used for faster and synchronous communication with students and faculty teams considering the wide accepted reach.
- ERP facilitates management of academic information like – Vision/mission, program management -CO/PO/PSO/Mapping, course management, Student enrollment/promotions.
- Leave management system is developed by the Institute to significantly streamline and automate the process of tracking and managing staff leaves.
- College Library has been fully automated. with Library Management Software “Digital SoftLib (Digi SoftLib) : Version 5.5” . With this accessioning, issue /return of books, Fine collection and OPAC has become easier and faster.
- A digital library setup is available for students and staff to access the e-resources through DELNET and NDLI.
- College website serves as an information hub, where visitors can get a feel of campus life, events that take place, explore education opportunities. <https://bitwardha.ac.in/>
- Website has a document portal for sharing internal document like notices a concrete step towards paperless office.



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Bajaj Institute of Technology, Wardha

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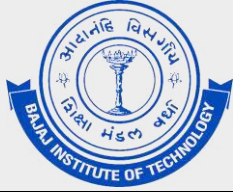
- Digital form for student grievance is also uploaded on the website for quicker and wider access.
- The website maintenance committee plays a key role in the planning, development, maintenance, and improvement of a website.

2. E-governance in Finance and Accounts:

- TALLY ERP 9 is used to perform and manage all the major accounting operations
- TALLY also facilitates Fee collection and receipt printing.
- QFix is the payment gateway, which enables fee collection through e-payments.
- NPS account transaction with the bank are facilitated online.

3. E-governance in Student Admission and Support:

- Student Admissions in the institution are done through Centralized Admission Process of DTE (Directorate of Technical Education), which take place completely online.
- Institution Website has a dedicated sections to provide all the information on admissions and the process to be followed <https://bitwardha.ac.in/admission/>
- During the admission process the website maintenance team ensures that this section is up to date with important current information.



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Bajaj Institute of Technology, Wardha

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- Admission enquiries can be done through the form hosted on the website and are answered by team online.
- A chatbot is also available on the website to answer questions related to admission.

4. E-governance in Examination:

- DBATU ERP portal - <https://dbatuerp.com/> facilitates Exam Form Filling, Hall ticket generation and applications for photocopy/ revaluation.
- Students' results are also declared on the DBATU ERP portal and visible in the students' login.
- DBATU onscreen evaluation portal <https://batuportal.onlineportal.org.in/>, provides all the required features for answer sheet evaluation by faculty of DBATU affiliated college.
- Question papers are sent on the mail of Officer-in-charge for downloading.
- Internal examination is conducted on Moodle server <http://117.217.124.143/moodle/>, BIT has a standalone installation for the same. This facility was especially very handy during the Covid-19 period.

ERP Coordinator
Prepared By

Dr. Narendra Kanhe
Approved By
PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.



Ref: BIT/Principal/AAC/Office Order

Academic Advisory Committee (w.e.f. Academic Year 2018-19)

S No.	Name of Members	Designation
1	Prof. Umesh Deshpande	Professor in Computer Engineering, VNIT, Nagpur
2	Prof. Vilas Kalamkar	Professor in Mechanical Engineering, VNIT, Nagpur
3	Prof. Sunil Bhat	Professor in Electrical Engineering, VNIT, Nagpur
4	Prof. Rahul Ralegaonkar	Professor in Civil Engineering, VNIT, Nagpur
5	Dr. Hitendra Chandewar	Director, Hitbhav Engineers, Nagpur
6	Mr. Sachin Pande	Virtual Galaxy Private Ltd., Nagpur
7	Mr. Prashant Darbhe	Director, Project Engineering Services, Mumbai

Roles of the Academic Advisory Committee:

1. Carry out External academic audit of the teaching learning process
2. Suggest measures to improve the academic processes
3. Help in recruitment process of teaching faculty
4. Suggest addition of value-added programs and add on courses in the Curriculum
5. Guest lectures and guidance to faculty and students on latest technology and trends



Dr. Narendra Kanhe

PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(A Hindi Linguistic Minority Institute)

Approved by AICTE, DTE and Govt. of Maharashtra ; DTE Code - 4649

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad

Post Box No. 25, Arvi Road, Pipri, Wardha - 442001. Phone : 07152-295473, Fax : 230506

Ref. No.

Date :

Minutes of 12th Board of Governors meeting held on Friday, 25th April 2023 at 3:00 PM in Board Room of Bajaj Institute of Technology.

The meeting was conducted on Google Meet platform. Following members attended the meeting :-

- Shri Sanjay Bhargava : - Chairman
- Shri Charudatta Deshpande : - Member
- Shri. Umesh Joshi : - Member
- Shri Sharath Bhargava : - Member
- Dr. Umesh Deshpande : - Member
- Dr. Narendra Kanhe : - Principal & Member Secretary
- Dr. Vijay Deshmukh : - Member
- Mr. Bhupendra Lohiya : - Invitee (Registrar)

Leave of absence was granted to Shri Abraham Joseph.

Principal Dr. Narendra Kanhe welcomed all BOG Members.

1. At the beginning, Principal read out the minutes of last BOG meeting.
2. Principal informed about the important letters received from AICTE for EOA and continuation of affiliation from DBATU.
3. Principal informed that 3 Students teams qualified for KPIT Sparkle contest held at Pune by KPIT in the month of February. These three teams were selected in Top 24 Teams for Final round after 3 rigorous rounds comprising of 300 Teams.
4. Principal also informed that 37 students of BIT were selected at DBATU level sports competitions, 7 out of which were selected to represent DBATU at State level.
5. BoG members congratulated the students on their co-curricular and extra-curricular achievements.
6. Principal read out the achievements of college teachers and non-teaching staff in terms of publications and representation at IITs and NITS. BOG members expressed satisfaction, congratulated the teaching faculty on their achievement.
7. Principal informed that regular faculty positions interviews were conducted as per DBATU process in last week of November 2022 and first week of December'2022, and the proposal was sent to the affiliation section of DBATU for obtaining approvals for the selected faculty members and after evaluation of selected candidates data, DBATU has sent an approval of 29 faculty members for the positions of Professor, Associate Professor and Assistant Professor.

Website : www.bitwardha.ac.in E-mail : info@bitwardha.ac.in

PIPRI, Wardha.

31/04/2023

8. Principal presented the academic / administrative improvements during last 2 years and plans for the next 2 years. BOG members enquired about the status of NAAC preparation and about the IQAC proceedings. Principal informed that NAAC preparation is in progress and all are in the process of assimilating and evaluating the data of 5 years which has to be presented to the NAAC committee.
9. Chairman Shri Sanjay Bhargava told about the revised budget, Capital Expenditure and other finance related aspects. BOG gave the approval to the expenditure and to the revised budget.
10. Mr. Bhupendra Lohiya, Registrar presented outstanding advances, list of liabilities, fees collection summary and about scholarship dues. BOG members took its cognizance and suggested to follow up with the respective entities.
11. Chairman Shri Sanjay Bhargava informed about the progress of "BEST" program initiative of Bajaj Auto Ltd. (BAL). He informed that BAL is going to provide the equipment and will be establishing the laboratories probably in the month of October 2023.
12. Principal presented the placement status and informed that IT Companies started placement from February' 2023. He informed that IT companies are slow in placement process and many IT companies have asked for NAAC grade and NIRF ranking. BoG members stressed the need for early opting for NAAC accreditation and application to NIRF. Principal informed that the Institute will apply to both, at the end of 2023.
13. Mr. Sharat Bhargava suggested to approach some core Electrical Engineering companies in Mumbai for internships and placements.
14. Mr. Umesh Joshi asked about the progress of training of students in SAFE and ETABS software. Principal informed that the Civil Engg faculty are training the students in each semester and some projects are also carried out using these softwares.
15. Prof. Umesh Deshpande was asked about equipping the students in emerging areas of Computer Engineering. He suggested the ways VNIT is adopting. He mentioned that once the BEST center gets established in BIT, it would be wonderful opportunity for students to get equipped in the emerging areas. He suggested many areas of software training for computer, electrical and mechanical engineering students.
16. BoG gave approval to the NSS account of BIT for receiving the funds from DBATU.
17. Principal presented the HR manual. BoG members asked few queries and the manual was approved. It was informed that it will be implemented from 2023-24 session.
18. Mr. Charudatt Deshpande asked about the progress of installation of Solar panels in the campus. Chairman, Shri Sanjay Bhargava informed that quotations have been obtained and after the comparative analysis, the order will be placed.
19. Chairman, Shri Sanjay Bhargava informed about the progress of construction of Girls' and Boys' Hostel and of Multi-purpose hall. He stated that one of the hostels and the Multi purpose hall will be completed by the end of October'2023.
20. Mr. Charudatt Deshpande suggested to have calibration of Civil Engineering equipment and Annual Maintenance Contract for all the equipment in the Institute.

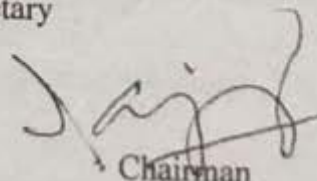
The Meeting ended by vote of thanks by the member secretary



Member Secretary

PRINCIPAL,

Bajaj Institute of Technology,
PIPRI, Wardha.



Chairman

CHAIRMAN
Shiksha Mandal, Wardha



Shiksha Mandal's

BAJAJ INSTITUTE OF TECHNOLOGY, PIPRI, WARDHA

Internal Complaints Committee

Date: - 25/10/2021



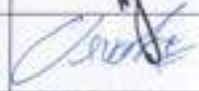
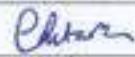

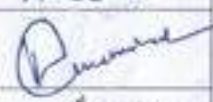

Notice

A meeting of all Internal Complaints Committee members is scheduled for October 27, 2021, at 2 p.m. in the HOD cabin of the Computer Engineering Department. All members are required to attend.

Agenda:

1. Review of the work done by ICC during 2020-2021.
2. Procedures for dealing with issues related to misbehaviour with students and staff in the institute


Prof. Sheetal A. Kale
Chairperson
Internal Complaints Committee

Sr. No.	Name	Designation	Post	Signature
1	Dr. Vivek N. Bhusari	Associate Professor in Chemistry	Member	
2	Mrs. Naina H. Jagyasi	Assistant Professor in English communication skills	Member	
3	Prof. Urvashi N. Pote	Assistant Professor in Computer Engg.	Member	
4	Mr. Chetan R. Tandan	Asst. Librarian	Member	
5	Ms. Swati S. Khandarkar	Laboratory Assistant-Electrical Engineering	Member	
6	Ms. Amrita A. Bobade	Representative of Students	Member	Absent
7	Mr. Hrishikesh B. Singarwade	Representative of Students	Member	
8	Mr. Shreesh P. Kale	Representative of Students	Member	

Copy to:

1. All Committee Members
2. Committee File
3. The Principal for his kind information



Shiksha Mandal's

BAJAJ INSTITUTE OF TECHNOLOGY, PIPRI, WARDHA

Internal Complaints Committee

Date:29/10/2021

Minutes of the Meeting

A meeting of Internal Complaints Committee (ICC) members was called on October 27, 2021. The meeting was presided over by the Chairperson of the committee.

The agenda for meeting was as follows:

1. Review of the work done by ICC during 2020-2021.
2. Procedures for dealing with the issues related to misbehaviour with students and staff in the institute.

The following points were discussed in the meeting:

- It is decided that if any complaint related to misbehaviour with students or harassment of women in particular is received, it will be taken at the utmost priority and resolved within 1-2 days.
- All student members of ICC and BIT are advised to inform the students about this grievance mechanism in the institute by conducting meetings.
- Students are advised that they should report the matter and any cases of misbehaviour with them (if any) to any member of the ICC without any fear or hesitation.
- The meeting was concluded with an expression of thanks by Mrs.Urvashi N. Pote.

The meeting was attended by following members:

Sr.No.	Name	Designation	Post	Signature
1	Mrs. Sheetal A. Kale	Professor in Computer Engg.	Chairperson	
2	Dr. Vivek N. Bhusari	Associate Professor in Chemistry	Member	
3	Mrs. Naina H. Jagyasi	Assistant Professor in English communication skills	Member	
4	Prof. Urvashi N. Pote	Assistant Professor in Computer Engg.	Member	
5	Mr. Chetan R. Tandan	Asst. Librarian	Member	
6	Ms. Swati S. Khandarkar	Laboratory Assistant-Electrical Engineering	Member	
7	Ms. Amrita A. Bobade	Representative of Students	Member	
8	Mr. Hrishikesh B. Singarwade	Representative of Students	Member	Absent
9	Mr. Shreesh P. Kale	Representative of Students	Member	

Copy to: The Principal for his kind information

Prof. Sheetal A. Kale
Chairperson
Internal Complaints Committee



Shiksha Mandal's

BAJAJ INSTITUTE OF TECHNOLOGY, PIPRI, WARDHA

Recruitment/Appointment



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्यविहार, लोणेरे-रायगड ४०२१०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)

Tel: (02140) 275142 Student Helpline: 02140-275212

Website: www.dbatu.ac.in, E-mail: registrar@dbatu.ac.in



Dr. Bhagawan F. Jogi

Registrar

डॉ. भगवान फ. जोगी

कुलसचिव

DBATU/Affiliation/Advertisement/2022-23/432

Dated: 05 JUN 2022

To,
The Principal,
Shiksha Mandal's
Bajaj Institute of Technology
Arvi Road, Pipri,
Wardha.

Subject: Approval for the format of advertisement for recruitment of Full Time Faculties at your Institute.

Reference: 1. Your Letter BII/48/2022-23 Dated: 06/05/2022
2. Resolution passed in the Board of Governors Meeting held on 29/04/2022 at office of Bajaj Institute of Technology, Wardha
3. VC Approval No. DBATU/Affiliation /Advertisement Approval/ 2022/424 (iii) Dated: 02/06/2022

With reference to the subject cited above, the format of advertisement for recruitment of Full Time Faculties at your institute is approved as attached. You should publish the advertisement in the approved format in minimum two reputed National/State level newspapers and send the copy (original) of the same to the University for Records.



(Dr. B.F. Jogi)

Registrar

REGISTRAR

Dr. Babasaheb Ambedkar Technological University

LONERE 402 103

Dist. Raigad Maharashtra

Copy to:

1. The Hon'ble Vice-Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere for information.
2. The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere for information.



Shiksha Mandal's
BAJAJ INSTITUTE OF TECHNOLOGY

(Permanent Non-Grantable)

Arvi Road, Pipri, Wardha - 442 001 (Maharashtra)

Website : www.bitwardha.ac.in, Ph. 07152-295473

(A Hindi Linguistic Minority Institute Approved by AICTE, DTE, Maharashtra)

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere

परिचय

Applications are invited from eligible dynamic, dedicated, and result oriented candidates for the following Permanent Non Grantable positions:

Departments	Designation and No. of Vacant Posts			Category
	Professor	Associate Professor	Assistant Professor	
Mechanical Engg.	01	03	04	Open to all
Civil Engg.	01	02	04	Open to all
Computer Engg.	01	02	09	Open to all
Electrical Engg.	01	02	05	Open to all
Mathematics	---	---	01	Open to all
Humanities / Social Sciences	---	---	01	Open to all

Conditions:

- 1) Educational Qualifications, Experience, Pay Scales etc. applicable for the post are as per the norms specified by AICTE, Govt. of Maharashtra & Dr. Babasaheb Ambedkar Technological University, Lonere, Dist.-Raigad & as modified from time to time.
- 2) Those who are in service should apply through proper channel.
- 3) Application received after the last date will not be considered. The College will not be responsible for any delay including postal delay, if any.
- 4) Incomplete applications or applications without the attested copies of supporting documents will not be entertained.
- 5) No T.A. D.A. will be paid for attending the interview.
- 6) Apply only in the format (in hard copy), available for particular post on our website (www.bitwardha.ac.in), with all relevant attested copies of the documents, within 15 days from the date of publication of this advertisement. In case of true copies of research papers, only 1st page copy of the paper has to be attached. No application through email will be accepted.

Place : Wardha

Date :

Mr. Sanjay Bhargava
Chairman, Shiksha Mandal, Wardha

Dr. Narendra M. Kunhe
Principal



Pr
PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.

22/5/22
24.05.22

Drones may replace weather ball

Weather balloons and

Secretary, 5555 - 9654/7164
manojkumar@weatherball.com

from 10 am to 11 June 2022 between 5:00 am and 3:00 pm.

Secretary

Prerna Sewa Mandar's
PRERNA CONVENT
(Govt. Recognized, Runs on Permanent No Grant Basis)
Roshimnagar Square, Nagpur
Email: prernaconvent1994@gmail.com

S.N.	POST	TEACHERS
1)	Pre-Primary Teachers	Any Graduate + Montessori Training / D.Ed / B.Ed. (Fluency in spoken English is essential)
	Primary Eng. Communication	Any graduate with entire qualification through English medium. Fluency in spoken English is essential.
2)	English	B.A./M.A. (English Literature) + D.Ed / B.Ed.
	Maths, Science	B.Sc. / M.Sc. + D.Ed / B.Ed.
3)	Middle School : a) Spoken English b) English	Any graduate with entire qualification through English medium only. Fluency in spoken English is essential. B.A./M.A. (English Literature) (Fluency in spoken English is essential)
4)	Junior College : Phy, Maths, Fisheries, English, Accountancy	M.Sc., B.Ed / M.A. (English Literature) / M.Com. (English Medium) + B.Ed
5)	CBSE Vihangan : Yoga, Stating	B.P.Ed. / M.P.Ed.

Candidates can walk in for interview on 12th June, 2022 between 9:00 am and 11:00 am.
Suitably trained and experienced candidates should forward CV to above Email or submit through hand delivery on or before 14th June, 2022 to above address.

PRESIDENT Pral. R. C. Guhaan
SECRETARY Dr. S.C. Guhaan
CEO Miss. Abhishta Godtha
PRINCIPAL Mrs. Darshana Pawar
Mr. Sanjiv Patil

Shakha Mandar's
BAJAJ INSTITUTE OF TECHNOLOGY
(Permanent Non-Government)
Avti Road, Pimpri, Wadga - 441 004 (Maharashtra)
Website : www.bajajinstitute.ac.in, 07155259245
(A Hybrid University, Ministry, Government Approved by AICTE, DTE, Maharashtra)
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere

RECRUITMENT

Applications are invited from eligible persons, educated and must possess qualifications for the following Permanent Non-Grant positions:

Departments	Designation and No. of Vacant Posts	Category
Mechanical Engg.	01 Professor	Open to all
Civil Engg.	01 Associate Professor	Open to all
Computer Engg.	02 Assistant Professor	Open to all
Electrical Engg.	01	Open to all
Mathematics	01	Open to all
Humanities / Social Sciences	01	Open to all

1) Educational Qualification, Experience, Key Skills etc. applicable for the post are as per the norms specified by AICTE, Govt. of Maharashtra & Dr. Babasaheb Ambedkar Technological University, Lonere, Dr. Rajgad & as mentioned in the advertisement.
2) Those who are in service should apply through proper channel.
3) Application received after the last date will not be considered. The College will not be responsible for any delay including postal delay, if any.
4) Incomplete applications or applications without the stated copies of supporting documents will not be considered.
5) No T.A. D.A. will be paid for attending the interview.
6) Apply only in the format (in hard copy), available for perusal on our website (www.bajajinstitute.ac.in), with all relevant attested copies of the documents, till 30th June 2022 6:00PM. In case of two copies of research papers, only 1st page copy of the paper has to be attached. No application through email will be accepted.
Place: Wadga
Date: 09th June 2022

Dr. Sanjiv Bhargava
Principal
Dr. Narendra M. Kankar
Principal

3.5 kg heroin dropped by Pak drone

...the crime despite being lodged in the high-security Tihar Jail in the national capital.

Addressing a press conference, Special Commissioner of Police (Special Cell) H S Dhalwal said that they have identified five more people involved in the murder case. Dhalwal said that Lawrence's relative Sachin Bishnoi's role in the killing has also emerged.

He said that Siddhesh Hiraman Kamle, alias Mahakal, has been arrested in Pune in a joint operation with the Maharashtra Police in a case under the Maharashtra Control of Organised Crime Act.

Mahakal, a close associate of the main shooter, is in 14-day custody of the Maharashtra Police, the special commissioner told reporters.

According to the police, Mahakal has committed a crime in Punjab's Moga district on the instance of Lawrence. Mahakal used to commit crime in coordination with main shooter of Moosewala's killing and Lawrence. Earlier, Lawrence had told investigators that his gang's members, including Canada-based Goldy Brar, hatched a conspiracy and killed Moosewala.

Lawrence had also alleged that Moosewala was involved in the killing of Akali Dal youth leader Vikramjit Singh, alias Vicky Midduthera, on August 7 last year which led to a "travesty" between him and the Punjab singer. Lawrence has been very uncooperative and has not yet disclosed the names of his gang members who were the real conspirators being the killing officials had said.

"Bishnoi has been very uncooperative so far. But during interrogation, he accepted that he had a rivalry with Moosewala and claimed that his gang members killed the singer.

"He has revealed that Goldy Brar was one of the gang members who conspired and executed the killing of Moosewala but has not yet disclosed the names of other associates who were the real conspirators and executioners of the killing," a police official had said.

HINDWARA
Delhi
ED
(All Subjects)
W
DI Hardeo
GPUR
Maheshwari 440013
Immediately.
2019@gmail.com
00707867

RESEARCH
/ Delhi
2101 - PARS.
21th June 2022
an Autonomous
Research, Ministry
of application(s) up to
27th of Additional
Dipl. in Level 15 of
Payscale and usual
aids for appointment
or
FCMR website at
w
for-General (Admin)

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Printed copies of relevant documents and two-color passport size photographs on or before 15 days from the date of advertisement.
Date: 09/06/2022
KESHAVRAO I. MANKAR
Secretary BSS Amgaon
Place: Amgaon

DR. Panjabrao Deshmukh Urban Co-operative Bank Ltd., Amravati

Head Office - Jyoti Chowk, Camp Road, Amravati, Dist. Amravati.
Phone: 0721-2531987 Fax: 25661144, Email - gm@cooperbankamrati.com

Applications are invited from eligible candidates having qualifications for the following posts:-

- 1) Deputy Managing Director
- 2) Graduate in any discipline and
- 3) Minimum 20 years experience in middle or senior management grade and having worked in Administrative office or Head office of a reputed Bank.
- 4) Chief Managers/Credit
- 5) Graduate in any discipline and
- 6) Minimum 20 years experience in reputed Bank and have minimum 5 years experience in Credit Department.
- 7) Chief Managers/Audit/Inspection
- 8) Graduate in any discipline and
- 9) Minimum 20 years experience in reputed Bank and have minimum 5 years experience in Audit/Inspection Department.
- 10) Chief Managers(IT)
- 11) Graduate in any discipline and
- 12) Minimum 20 years experience in reputed Bank and have minimum 5 years experience in IT Department.

Bank reserve the right to reject the applications of candidates not fulfilling the above criteria.
Interested candidates satisfying above criteria may submit their resume to the Managing Director, Dr. Panjabrao Deshmukh Urban Co-operative Bank Ltd., Jyoti Chowk, Amravati - 444001, on or before 18 June 2022

Chairman

BAJAJ INSTITUTE OF TECHNOLOGY

(Permanent Non-Government)

Shikha Mendali
Aoi Road, Pimpri, Waruda - 421 001 (Maharashtra)
Website: www.bajajit.edu.in, Ph. 02125-295473
(A Head Long-term Minority Institute Approved by AICTE, DTE, Maharashtra)
As Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere

RECRUITMENT

Applications are invited from eligible dynamic, dedicated and result oriented candidates for the following Permanent Non-Government positions:

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Professor	Associate Professor	Assistant Professor
Mechanical Engg.	01	01
Civil Engg.	01	01
Computer Engg.	01	01
Electrical Engg.	01	01
Mathematics	01	01
Humanities / Social Sciences	01	01

Conditions:
1) Educational Qualifications, Experience, Pay Scales etc. applicable for the post are as per the norms specified by AICTE, Govt. of Maharashtra & Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad & as modified from time to time.

- 2) Those who are in service should apply through proper channel.
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Phase 1: Waruda
Date: 9th June 2022
Dr. Narendra M. Kumbhar
Principal

Meetings with Shri. Rajesh Rishwar
INSTITUTE OF BANKING PERSONNEL SELECTION
Date: 9th June 2022
Chairman, Shikha Mendali, Waruda

(NBA Recognized, Approved by AICTE & PCI New Delhi, Recognized by Govt. of Maharashtra & Permanently Affiliated to SPJU Pune)
3390-B, K.B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001,
Tel: 020-26442074 Email: pfr-acc@spju.ac.in
www.spju.ac.in

RECRUITMENT FOR

Applications are invited from eligible candidates for the following posts for B. Pharmacy & M. Pharmacy courses

Department	Designation	No. of posts
Pharmaceutical Chemistry	Associate Professor	01
Pharmaceutical Quality Assurance	Assistant Professor	01
Pharmacology	Assistant Professor	01

Essential Qualification: As per AICTE and Savitribai Phule Pune University Norms.
Applications with the attested xerox copies of relevant documents must reach the principal within 15 days from the date of publication of this advertisement.

Date: 9th June 2022
Dr. Kisan S. Bhoise
Prof. & Principal
Dr. P. A. Hanagar
President

THE CHIKHLI URBAN CO-OP BANK LTD, CHIKHLI

H.O. Dr. Shantprasad Madhavrao Wang Chikhl, The Chikhl, District - Buldana

POSSESSION NOTICE

(REG. IMMOVABLE PROPERTY)
The undersigned Authorized Officer of The Chikhl Urban Co-op Bank Ltd Chikhl had served a Demand Notice on 20/11/2021 as per the power derived under section 13(2) of Securitization & Reconstruction Act of Financial Assets and Enforcement of Security Interest Act 2002 and Security Interest Enforcement Rules to the Borrower of Chikhl Branch of the Bank M/s Paraseca Brews Private Ltd. and intimated them to deposit with the Bank the total loan amount receivable to the Bank to the tune of Rs.6,79,06,920/- plus interest thereon since 01/11/2021 within 60 days from the date of receipt of the said notice.
As the above borrower did not repay amount of the loan, it is being intimated to the borrower, guarantor and public at large that under the power derived under section 13(4) of said Act and section 9 of the said Rules as per the provisions of above Act possession of the immovable property bearing the following description mortgaged with the Bank by the Guarantors 1) M/s. Maheshwari Realtors, Pune on 03/08/2022 and 2) M/s. Jyegeshwari Builders, Kolhapur on 03/08/2022 respectively has been taken by the Bank.
It is being informed to the borrower, guarantor and specially to



Shiksha Mandal's

Bajaj Institute of Technology, Wardha

(A Hindi Linguistic Minority Institute)

Approved by AICTE, DTE and Govt. of Maharashtra ; DTE Code - 4649

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad

Post Box No. 25, Arvi Road, Pipri, Wardha - 442001. Phone : 07152-295473, Fax : 230506

Ref. No. *BIT/115/2022-23*

Date : *28/08/2022*

To,
The Affiliation Section,
Dr. Babasaheb Ambedkar Technological University,
Lonere.

Subject :- Request for deputing the Vice-chancellor nominee for conducting
Interviews.

Dear Sir,

We are in the process of conducting the interviews for various faculty positions.
You are requested to kindly depute the Vice-chancellor nominee for the same.
Thanking you in anticipation.

(Signature)
18/8/22

Principal

PRINCIPAL

Bajaj Institute of Technology,
PIPRI, Wardha



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे
Dr. Babasaheb Ambedkar Technological University, Lonere
विद्याविहार, लोणेरे-रायगड ४०२१०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)
Tel: (02140) 275142 Student Helpline: 02140 - 275212
Website: www.dbatu.ac.in, E-mail: registrar@dbatu.ac.in



Dr. Bhagawan F. Jogi
Registrar

डॉ. भगवान फ. जोगी
कुलसचिव

Affiliation Section

DBATU/VC Nominee/2021-22/ 736

Date: 2/09/2022

To,
The Principal
Shiksha Mandal's,
Bajaj Institute of Technology, Wardha
Post Box No. 25, Arvi Road,
Pipri, Wardha- 442 001

Sub: Vice Chancellor's nominees & subject expert for the selection committee for faculty members

Ref: 1) Your Letter No. BIT/115/2022-23 dt. 28/08/2022
2) Hon. Vice Chancellor's approval No. DBATU/VC Nominee/2022/719(iv) dt. 25/08/2022

As per the Rule R13.9 of the University, following are the details of the member, nominated by Hon. Vice-Chancellor for the selection committee for faculty members at your institute.

Sr. No.	Name of Institute	Vice Chancellor's Nominees
1	Shiksha Mandal's, Bajaj Institute of Technology, Wardha	Prof. H. N. Warhatkar Mech. Engg., Dr. B.A. Tech. University, Lonere Email: hnwarhatkar@dbatu.ac.in Contact: 9403316374

Subject expert:

Sr. No.	Subject	Subject experts Name	
1	Computer Engineering	Dr. Umesh Deshpande	Prof. in comp. Engg. VNIT, Nagpur
		Prof. V. M. Thokare	Prof. & Head Comp. Engg. SGBAU
2	Civil Engineering	Dr. A. D. Vasudev	Prof. in civil Engg. VNIT, Nagpur
		Dr. Avinash Shrikhande	Prof. in civil Engg & Principal Kalidas Institute of Tech. Ramtek
3	Mechanical Engineering	Dr. Vilas Kalanikar	Prof. in Mech. Engg., VNIT Nagpur
		Dr. Pravin Potdukhe	Prof. in Mech Engg. Rajiv Gandhi college of Engg. Chandrapur
4	Electrical Engineering	Dr. S. G. Tamkar	Emeritus Professor, VNIT, Nagpur
		Dr. S. B. Bodkhe	Prof. in Electrical Engg. Ramdeobaba CoE & Management, Nagpur
5	Humanities Department (English Communication Skill)	Dr. Pratibha Mahato	Retired Professor in English Comm. Skill, KITS, Ramtek
		Dr. Vinod Asudani	Associate Professor CS, Dept. of Humanities, Ramdeobaba College of Engg. & Management, Nagpur



REGISTRAR
Dr. Babasaheb Ambedkar Technological University
LONERE 402 103
Raigad (Maharashtra)



Shiksha Mandal's
Bajaj Institute of Technology,
Pipri - Wardha
Post Box. No. 25, Pin code: 442001

DTE Code:4649, Phone : 07152- 295473, Email ID : bit@bitwardha.ac.in.

Ref.No:-

Date: 05 / 07/2022

Scrutiny Committee Office Order

Following committees have been formed for scrutinizing the applications and shortlisting for interviews for the regular positions of Assistant Professor, Associate Professor and Professor in various disciplines.

1.For the post of Professors in Civil, Mechanical, and Professor/Associate Professor in Electrical Engineering:-

1) Mr. Sanjay Bhargava	Chairman Shiksha Mandal	Moderator
2) Dr. Narendra Kanhe	Principal	Committee Head
3) Mr. Parag Kombe	Admin Officer	Member
4) Mr. Prafulla Ingole	Establishment Clerk	Member

2.For the post of Associate Professor and Assistant Professor in Civil Engineering:-

1) Dr. Narendra Kanhe	Principal	Moderator
2) Dr. S. M. Mahajan	Professor & Head of Civil Engg	Committee Head
3) Mr. Parag Kombe	Admin Officer	Member
4) Mr. Prafulla Ingole	Establishment Clerk	Member

3.For the post of Associate Professor and Assistant Professor in Computer Engineering:-

1) Dr. Narendra Kanhe	Principal	Moderator
2) Prof. Sheetal Kale	Professor & Head of Computer Engg	Committee Head
3) Mr. Parag Kombe	Admin Officer	Member
4) Mr. Prafulla Ingole	Establishment	ClerkMember

4.For the post of Associate Professor and Assistant Professor in Mechanical Engineering:-

1) Dr. Narendra Kanhe	Principal	Moderator
2) Dr. Deepak Bhope	Professor & Head of Mechanical Engg	Committee Head
3) Mr. Parag Kombe	Admin Officer	Member
4) Mr. Prafulla Ingole	Establishment Clerk	Member

5.For the post of Associate Professor and Assistant Professor in Electrical Engineering:-

1) Dr. Narendra Kanhe	Principal	Moderator
2) Dr. Harshit Dalvi	Professor & Head of Electrical Engg	Committee Head
3) Mr. Parag Kombe	Admin Officer	Member
4) Mr. Prafulla Ingole	Establishment Clerk	Member

6. For the post of Assistant Professor in Mathematics and English Communication Skills:-

- 1) Dr. Narendra Kanhe
- 2) Dr. Vivek Bhusari
- 3) Dr. Vijay Deshmukh
- 4) Mr. Parag Kombe
- 5) Mr. Prafulla Ingole

Principal
Asso. Professor & Head First Year Dept.
Asso. Professor in Physics
Admin Officer
Establishment Clerk

Moderator
Committee Head
Committee Co-Head
Member
Member

The committee will be responsible for scrutinizing all the applications received for said posts, check the eligibility and present the list of shortlisted eligible candidates. The scrutiny committee should complete this process on or before 30/07/2022.



Principal

PRINCIPAL,

**Bajaj Institute of Technology,
FIPRI, Wardha.**



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Approved by AICTE, DTE and Govt. of Maharashtra ; DTE Code - 4649

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad

Post Box No. 25, Arvi Road, Pipri, Wardha - 442001. Phone : 07152-295473, Fax : 230506

Ref. No. BIT/114/2022-23

Date : 17/08/2022

To,
Affiliation Section,
Dr. Babasaheb Ambedkar Technological University,
Lonere.


Subject :- Approval to Scrutiny of Candidates for teaching staff positions and
request for experts Committee nomination.

Dear Sir,

We had advertised for various faculty positions at our Institute (Sanctioned copy from DBATU and published copies attached). All received applications are scrutinized. Please find attached the scrutiny committee report. The candidates whose scrutiny committee report is "ok" will be called for the interviews.

You are requested to approve the scrutiny committee report and depute / nominate the experts for conducting the interviews for selection of faculty members. We wish to conduct the interviews in second week of September, so kindly do the needful.

Thanking you in anticipation.


17/8/22

Principal
PRINCIPAL
Bajaj Institute of Technology,
PIPRI, Wardha

Bajaj Institute of Technology, Wardha

List of Applied candidates for Associate Professor in Mechanical Engineering

Sr. No	Name of the Applicant	Graduate Level			Post Graduate Level			Ph.D.		Teaching Experience	State And District	Scrutiny Report	Remark
		Year of Passing	Marks / CGPA Division	University	Year of Passing	Marks / CGPA Division	University	Year of Awarded	University				
1	Dr. Manish D Pasarker	1996	60.00%	Amravati Univ.	2008	60.00%	SPPU Pune	2015	SGBAU Amravati	22 Yrs 11 Months	Wardha Maharashtra	Ok	
2	Dr. Vikas Gohil	2006	67.28%	RGTU Bhopal	2010	66.86%	DAU Indore	2017	VNIT Nagpur	10 Yrs, 5 Months	Wardha Maharashtra	Ok	
3	Dr. Pawan A Chandak	2004	66.33%	RTMNU Nagpur	2007	78.79%	RTMNU Nagpur	2017	RTMNU Nagpur	14 Yrs	Wardha Maharashtra	Ok	
5	Dr. Ajay V. Kolhe	1999	68.88%	Nagpur University	2007	7.58	VNIT Nagpur	2015	RTMNU Nagpur	22 Yrs	Nagpur Maharashtra	No	Not Through proper channel
6	Dr. Sanjay D Nikhade	1999	60.00%	Nagpur Univ.	2009	69.00%	SGBAU Amravati	2019	RTMNU Nagpur	24 Yrs	Nagpur Maharashtra	No	Not Through proper channel
7	Dr. Sanjay P Shekhawat	1997	62%	Amravati Univ.	2008	2008	NMU, Jalgaon	2014	NMU, Jalgaon	22 Yrs, 8 Months	Jalgaon Maharashtra	No	Not Through proper channel
8	Dr. Chetan D Kuthe	2009	74.40%	RTMNU Nagpur	2011	75.50%	RTMNU Nagpur	2016	VNIT Nagpur	06 Yrs, 4 Months	Nagpur Maharashtra	No	Not Through proper channel
9	Dr. Ravi K Sangewar	1996	59.40%	TIE Calcutta	2001	64.00%	JNTU Hyderabad	2010	OU Hyderabad	20 Yrs	Secunderabad Telangana	No	Not Through proper channel
10	Dr. Sachinkumar Patil	2009	66%	VTU Belgaum	2012	85.00%	B U Bangalore	2020	NIT Karnataka	12 Yrs	Bengaluru Karnataka	No	Not Through proper channel
11	Dr. Sandip S Khedkar	2004	65.33%	RTMNU Nagpur	2006	69.55%	RTMNU Nagpur	2015	RTMNU Nagpur	16 Yrs	Nagpur Maharashtra	No	Not Through proper channel
12	Dr. Mukundraj V Patil	2001	64.67%	SU Kolhapur	2015	8.23	SPPU Pune	2021	Syrbiosis Univ.	4 Yrs	Pune Maharashtra	No	Not Through proper channel
13	Dr. Moon Banerjee	2006	72.27%	PRSSU Raipur	2009	8.43	MANIT Bhopal	2015	NIT Raipur	9 Yrs	Hyderabad Telangana	No	Not Through proper channel

(Mr. Prafulla Ingole)
Establishment Clerk
Scrutiny Committee Member

(Mr. Farag Kombe)
Admin Officer
Scrutiny Committee Member

(Dr. Deepak Bhoppe)
Head of Mech. Engg Dept.
Scrutiny Committee Head

(Dr. N.M. Kanhe)
Principal

Moderator, Scrutiny Committee
PRINCIPAL

Bajaj Institute of Technology
BPRU, Wardha





Shiksha Mandal's
Bajaj Institute of Technology,
Pipri - Wardha
Post Box. No. 25, Pin code: 442001

DTE Code:4649, Phone : 07152- 295473, Email ID : bit@bitwardha.ac.in.

Ref.No:- BIT/ 223-D/2022-23

Date: 29 / 09 /2022

Interview Call Letter

To,
Dr. Rahul S Somalwar
204, Vishalgadh Apartment,
Ujwalnagar, Alodi Road,
Wardha.

Subject:- Interview for faculty position in **Electrical Engineering**. at Bajaj Institute of Technology,
Wardha.

Dear Candidate,

Your application for the post of **Assistant Professor in Electrical Engineering** at our Institute has been shortlisted for the interview. This is to inform you that the schedule of your interview will be as follows:-

Date:- 31/10/2022

Time:-11.30 AM

Venue:- Shiksha Mandal's G.S. Commerce College & Economics,
Law College Square, Nagpur.

You are informed to bring your original documents for verification at the time of interview.
No TA/DA will be given to you for attending the same.


29-9-22

Principal

PRINCIPAL

Bajaj Institute of Technology
PIPRI, Wardha