



Nutan Maharashtra Vidya Prasarak Mandal's  
**NUTAN MAHARASHTRA INSTITUTE OF  
ENGINEERING & TECHNOLOGY**



Approved by AICTE

Accredited by NAAC

Affiliated to SPPU

"Samarth Vidya Sankul", Vishnupuri, Talegaon Dabhade, Pune - 410507

Tel. No. 02114 – 231666

E-mail: nmiettalegaon@gmail.com

Web : www.nmiet.edu.in

## 1. ENTREPRENEURSHIP DEVELOPMENT CELL STANDARD OPERATING PROCEDURE

### VISION:

Producing successful entrepreneurs with Leadership Qualities and Best ethical practices to impact the Globe

### MISSION:

To Create an Awareness and passion among the students to pursue Entrepreneurship

### OBJECTIVES:

1. To Promote the Spirit of Entrepreneurship among the Students.
2. To enhance the entrepreneur skills and knowledge of the Students.
3. To Train the students; start their own Start ups.
4. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs in the campus.

### FUNCTIONS:

Entrepreneurship Development Cell (EDC) was formed with the following strategic purpose:

- To organize entrepreneur ship awareness camp for the students.
- To initiate new innovative product development for the students.
- To guide and assist students on various aspects like Preparing project reports, information on Technologies etc.
- To arrange interaction with successful entrepreneurs
- To implement entrepreneur ship development programs for the benefits of students.

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## 2. WOMEN'S CELL STANDARD OPERATING PROCEDURE

### VISION:

- Empowerment of women through education to transform Society
- To create awareness of the Women's Rights
- Develop responsible women leaders for the future


### MISSION :

We strive to help students develop into

- Intellectually Competent
- Morally Upright
- Socially Committed
- Emotionally Stable
- Patriotic Women citizens of India

### OBJECTIVES:

- Identification of strong leadership and change makers and building their capacity.
- To promote a culture of respect for female gender.
- To conduct programs for female gender to be mentally, physically and emotionally empowered so as to promote their growth as individuals in their own right.
- To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and the society.
- To highlight the importance of health and hygiene and to promote general well-being of female students, teaching and non teaching women staff of the College.
- To provide and maintain a dignified, congenial working environment for women employees and students, where they can work, study and explore their potential to the fullest.

  
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- To inculcate entrepreneurial attitude among young girls at the earliest so that they can be "job givers" rather than "job takers".

### STRATEGIC PLAN OF THE WOMEN'S CELL:

- To organize lectures and workshops on gender sensitization.
- To conduct a health camp for women.
- To recognize meritorious among girls by giving them special awards for their performance.
- To conduct various competitions which highlight various gender problems.
- To invite eminent women personalities from industry to deliver lectures.

### FUNCTIONS

1. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment.
2. To keep all records intact and in proper order of the complaints received.
3. To enquire into such complaints and establish the facts.
4. To keep an elaborate process of documentation of each such case describing the methods adopted and the settlement reached in solving the problem.

  
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### 3. ANTI-RAGGING COMMITTEE STANDARD OPERATING PROCEDURES

#### DEFINITION OF RAGGING

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any other student, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

#### WHAT CONSTITUTES RAGGING?

- Any conduct by words spoken or written or an act which has the effect of teasing, threatening or handling with rudeness to a fresher or any other student. □
- Financial extortion or act of forceful expenditure.
- Physical abuses
- Rowdy/indisciplined activities, which cause or are likely to cause annoyance, hardship, physical/psychological harm or fear or apprehension in any student.
- Forcing a student to do an act, which generates sense of shame, torment or embarrassment affecting his/her physique or psyche
- Any act which prevents/disturbs/disrupts regular academic activities assigned to a student.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively participating in the discomfiture to fresher or any other student.
- Any act affecting mental health and self-confidence of student with or without any intent to derive a sadistic pleasure showing off power, authority or superiority.

  
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## OBJECTIVES

- To curb the menace off Nutan Maharashtra institute of Engineering and Technology.
- Anti-Ragging Policy-Ragging is strictly banned in the premises of Nutan Maharashtra institute of Engineering and Technology. If anybody found indulging in such activities, strict action will be taken irrespective of the extent.
- To prevent ragging in the College and also take proper action against those whose are indulging into it.
- To root out ragging in all its forms from the institution by prohibiting it by law and preventing its occurrence by following the provisions of the Regulations of Supreme Court and UGC.
- Spell out suitable punishments to those found guilty.

## CONSTITUTION OF ANTI-RAGGING COMMITTEE

1. An anti-ragging committee will be constituted by the head of the institute comprising:
  - a) Chairman
  - b) Convener
  - c) Members
2. The committee will monitor carefully any ragging incidences in the college premises, canteen and college buses through frequent raids.
3. The committee will meet & conduct minimum of two meetings biannually.
4. The committee shall re-constitute every year.

## FUNCTIONS OF THE ANTI-RAGGING COMMITTEE

1. To monitor an undertaking in the prescribed format from the candidate concerned on anti- ragging at the time of admission.
2. To address the students and parents by the head of the institutions on anti-ragging committee.
3. To arrange to send letters to parents, guardians of the students at the end of the academic year for creation of awareness.
4. To form monitoring cells (Anti-ragging squad's faculties for surprise raids).
5. To suggest measures to tighten the security.

  
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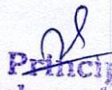
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### ROLE AND RESPONSIBILITIES OF MEMBERS AS MENTIONED ABOVE

1. The faculty members can take the help of the member students as and when required and can also involve them in different activities relating to Anti-Ragging Committee.
2. To keep an alert eye to avoid any of ragging incidence.
3. Walk around the campus to ensure that there is no such activity taking place.
4. Keep reminding students about the severe actions which could be taken against them if they are found involved or indulged in ragging.
5. Make students aware of their respective Institution about the rules and regulations of Anti-Ragging.
6. Informing students about the affidavit and encourage students to fill and submit it in time.
7. Taking ownership in making the environment of the campus absolutely free from ragging.
8. Active participation in monthly meeting of Anti-Ragging Committee or as per the scheduled informed to them from time to time.
9. Identify and keep in close observation of the sensitive places of the institute where such incidents can take place.
10. For each ragging incident, the member person is supposed to prepare and submit a complete report including their remarks about the incident for further action to the Head of the Anti-Ragging Committee.
11. If any such incident is reported to member or member himself/herself comes across such incidents, he/she has to immediately try to get connected over telephone/face to face to the group of students found/reported to indulge in ragging.
12. The member will immediately investigate about such incident and will take in writing from the doer and the culprit.
13. The member will also try to collect the information both oral and written from the witnesses and will put remarks of the witness in the report.
14. Simultaneously, the member will immediately bring to the notice of Head of Anti-Ragging Committee about such happening as first information and later on will submit an exhaustive report to the Heads for further process and action.
15. Since the gravity of the incident will be decided by the report which will get reflected into the decision of the degree of punishment for the defaulter, it is expected from the each member that they make/develop the report with utmost sincerity and care.
16. Each such report submitted to the Head of Anti-Ragging Committee will be further investigated by their own resources in order to reach to a right judgment & appropriate decision.
17. The members faculty of each stream of Anti- Ragging Committee will be in close touch with the heads regarding the report they have submitted to the Head. His/her responsibility will not be over just by submitting the report; rather they may also be expected to be a part of decision. Thus, they are supposed to be in touch with the Head till the final verdict

  
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upon the case submitted has come out.

18. Each nominated member of the committee is expected to abide by the SOP.

## PROTOCOL TO BE FOLLOWED IN CASE OF INCIDENCE OF RAGGING

1. A Formal complaint will be filed with the Anti-ragging committee/Chairman/ member/ members of anti-ragging squads.
2. Authenticity of the case will be examined by the members deputed by the chairman.
3. Initiation of the enquiry process by the members deputed by the chairman.
4. After a formal enquiry, the report will be forwarded to the Head of the Institution.
5. Appropriate penal actions will be recommended to the Head of the Institution as per law.

## PENALTIES

The following are the penalties that may be imposed on a student.

### Minor Penalties

1. Oral/Written Warning.
2. Fine.
3. Suspension from the class for a week.


### Major Penalties

1. Fine.
2. Suspending from class for one month/semester.
3. Prevention from appearing University Exams.
4. Prevention from T & P facilities.
5. Suspension from Hostel.
6. Rustication from college.

## ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein as under:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and

  
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nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely:-
- Suspension from attending classes and academic privileges.
  - Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - Debarring from appearing in any test/ examination or other evaluation process.
  - Withholding results.
  - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/ expulsion from the hostel.
  - Cancellation of admission.
  - Rustication from the institution for period ranging from one to four semesters.
  - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - In case of an order of a University, to its Chancellor
  - In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

  
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### **ACTION TO BE TAKEN BY THE HEAD OF THE INSTITUTION**

On receipt of the recommendations of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to ragging;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual or unnatural offences;
- xi. Offences Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victims;
- xvi. Threat to commit any or all of the above mentioned offences against the victims;
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

  
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## 4. GRIEVANCE REDRESSAL CELL STANDARD OPERATING PROCEDURES GUIDELINES


**Nutan Maharashtra Institute of Engineering and Technology** is committed to provide a safe, fair and harmonious learning and working environment. Grievance Redressal Cell was set up at NMIET in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013), and Article 25 of the constitution for handling day-to-day grievances related to students, parents and staff members. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing.

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell.

### OBJECTIVE

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell is constituted for the redressal of the problems reported by the students of the college with the following objectives:

  
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- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staff to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

## FUNCTIONS

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

## PROCEDURE FOR LODGING COMPLAINT

- The students may feel free to put up a grievance in writing and drop in the Grievance Box or handover to the officer – incharge of the Cell.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

  
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## STANDARD OPERATING PROCEDURE (SOP)

Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance. If there is no response within the stipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Institute Grievance Redressal Cell. If the grievance is against the respective Head of department, the grievant may directly submit his/her grievance in writing or submit in person at the Grievance Redressal Cell, to the Officer-In-Charge of Grievance Redressal Cell.

## FOLLOW UP & MONITORING

Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

## SCRUITINY

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/individual, it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

## CALL FOR HEARING

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the Grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the

  
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grievant via e-mail. If at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested document(s).

### INVESTIGATION

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

### FINAL DECISION

After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

### COMMUNICATING THE DECISION


Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.

### CLOSURE OF COMPLAINT

The complaint shall be considered as disposed off and closed when:

- a. the grievant has indicated the acceptance of the resolution;
- b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

  
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## 5. CASH - PREVENTION OF SEXUAL HARASSMENT STANDARD OPERATING PROCEDURE

- Nutan Maharashtra Institute of Engineering and Technology is zero tolerance zone for sexual harassment.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 provides protection against sexual harassment of women at workplace and for the Prevention and Redressal of complaints of sexual harassment.
- Nutan Maharashtra Institute of Engineering and Technology follows UGC Regulation 2015 regarding Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions.

**Sexual harassment includes any one or more of the following unwelcome acts or behaviour :**

- Physical contact and advances.
  - A demand or request for sexual favour.
  - Making sexually coloured remarks.
  - Showing pornography.
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- No woman shall be subject to sexual harassment at any workplace.**
- The following circumstances, among other circumstances, if occur or are present in relation to or connected with any act or behaviours of sexual harassment may amount to sexual harassment.
  - Implied or explicit promise of preferential treatment in her employment.
  - Implied or explicit threat of detrimental treatment in her employment.
  - Implied or explicit threat about her present or future employment.
  - Interference with her work or creating an intimidating or offensive or hostile work environment for her.
  - Humiliating treatment likely to affect her health or safety.
- Complaint of Sexual Harassment: Any aggrieved woman/victim may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaint Committee.
  - Anyone found guilty shall be punished in accordance with the UGC Regulations 2015, in this regard.

  
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