

Bharati Vidyapeeth College of Engineering
Navi Mumbai



Student Handbook

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Bharati Vidyapeeth College of Engineering

Bharati Vidyapeeth College of Engineering (BVCOE) aspires to evolve its students into impeccable technocrats and to enhance their natural instinct to grow all over in global environment. We believe that a successful engineer is one who bridges gap between deep abstract knowledge with an intuitive concrete approach. BVCOE was established in **1990** and is affiliated to the University of Mumbai. We impart education in six streams viz. Chemical Engineering, Computer Engineering, Electronics and Telecommunication Engineering, Information Technology, Instrumentation Engineering and Mechanical Engineering. Out of six departments four have been accredited by NBA and recognized under section **2(f), 12B of the UGC act**. Bharati Vidyapeeth College of Engineering (BVCOE) is one offspring of Bharati Vidyapeeth University, Pune established in 1964. BVCOE nurses budding engineers and has been a nurturing ground for students of high academic capabilities. It is a well lush green campus with good built up area. It provides enriched infrastructural facilities, well-equipped libraries and laboratories, well - developed and sprawling sports grounds, hostel facilities for boys and girls, Canteen, Gymkhana. These amenities provide a stimulating educational environment. BVCOE provides an opportunity to its faculty and students to be involved in cutting edge research and development, entrepreneurship activities, industrial consultancy and many more.

1. BVCOE Management

1) **Registered Address:** Bharati Vidyapeeth College of Engineering,

CBD, Belapur , Sector -7 , Navi Mumbai, Mumbai

Maharashtra, India – 400614.

Tel: +91 -022-27572140, 022-27571074

2) **Registration Number:**

3) **Board of Trustees** Rules and regulations for governance are framed by the Governing Body and the Board of Trustees is the apex Governing Body

Governing Body: The trust and society has a Governing Body that assists Board of Trustees and look after management of the college activities. The Governing Body comprises of eminent academicians, Industry Personals and scientists, of national repute. The committee decides and orients new approach imbibing professional perspective towards goal based skill development learning of students and staff.

It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision and take decision about new technology and courses that are to be initiated at the college to meet need of professional world.

Composition of Governing Body

- a) Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust.
- b) Nominee of the affiliating University.
- c) Nominee of the All India Council for Technical Education (Ex-officio)
- d) Nominee of the State Government/ UT (Ex-officio)
- e) An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government

- f) Two Faculty members to be nominated from the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.

Responsibilities performed by Governing Body

- a) Appointment of members of the governing boards of each institute
- b) Review and Approval of institutional budgets
- c) Financial and Legal compliance
- d) Planning and policy making
- e) Publicity
- f) Review and Approval of non – budgeted expenditures
- g) Review and Approval of major infrastructural changes
- h) Introduction of new courses or departments
- i) Final Approval of Appointments and Promotions, Service rules

The policies of Governing Body are intended as guidelines only, and they are liable to be modified or revoked at any time at the institute's discretion with permission of the Committee. No administrator, or representative of the Institute has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer. The policies included in this manual supersede any handbook or policy statements, whether written or oral. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.

2. BVCOE Quintessence

2.1 Mission, Vision and Goals

Vision:

Social transformation through dynamic education.

Mission:

To impart quality education to meet the needs of industry, profession and society; and to achieve excellence in teaching learning and research.

Goals:

Imbibing vision and mission of the college, BVCOE believes in 360 degree development of its stakeholders. The institute has articulated far sighted institutional goals such as:

- 1) Empowerment of its stakeholders (Faculty, students, employers, alumni)
- 2) Increased Industry interactions through training, placement and consultancy
- 3) Conducting impact making research through its research centers and encouraging technology transfer
- 4) Creating social, moral, environmental awareness by following best practices such as recycling, using renewable sources of energy, value education, community service etc.
- 5) Automation of its administrative processes so that faculty and students can focus on teaching, learning and research.

2.2 Students

1. Intake

Sr. No.	Department	UG	PG
1	Chemical Engineering	60	-
2	Computer Engineering	60	18
3	Electronics & Telecommunication Engineering	120	-
4	Information Technology	60	-
5	Instrumentation Engineering	60	-
6	Mechanical Engineering	120	18

BVCOE students experience is supported by below mentioned pillars:

Augmented and assuring Teaching Learning

BVCOE believes in supportive teaching and learning experience. BVCOE has created all possible amenities and professional aids for all-round development of students.

The curriculum is based on multiple ways to gain practical experience through Project Based Learning (PBL). Slow learners are taken care through additional support such as Extra classes, remedial classes, counseling, extra content practice, prelims etc. NPTEL videos lead to advanced learning.

Leadership

College's Student council, ten students' clubs in the institute and departmental students' committees give them ample of chances to groom leadership and team management qualities. BVCOE has also established a student activity fund which provides students monetary support to compete in various competitions at the national and international level. Apart from their participation in competitions, social work also enhances their interpersonal skill. Annual festival Abhiyaan is fully organized and executed by students. There is also active encouragement of various sports activities throughout the academic year.

Entrepreneurship

Encouraging entrepreneurial spirit is an important aspect of the BVCOE student curriculum. BVCOE E-cell along with Incubation and Placement Cell regularly organize seminars, workshops and colloquiums on entrepreneurship throughout the academic year for students. BVCOE Entrepreneur cell gives space to student's ideas to develop prototypes of their ideas.

Research and Industry

BVCOE's R & D Cell promotes excellence in various areas to create research and consultancy opportunities to its students and faculty. industrial visits to corporate companies and fields, involvement in industrial projects in-house and outhouse, internships, participation in competitions like national and international hackathons and IIT competitions has been helping them out to develop their core competencies of research. Guest lectures by alumni help them in evolving.

Ethical Development

BVCOE is an intense supporter of ethical values in context to development of an individual and society. From very first year, the college conducts Induction programme comprising guest lectures on Moral values, Yoga, Career Counseling, Personality Development and General Knowledge to make students aware of human virtues and environment around them. For environmental conservation, NSS team organizes various camps and activities such as swatch campus, swatch Bharat, adoption of villages, visit to orphanages, old age homes, e-waste recycling, bio-gas plant etc. BVCOE has association with NGO's to celebrate community service.

Employability

BVCOE takes a holistic view when it comes to students' employability skills with industry partners. In order to enhance the employability of its students, BVCOE regularly conducts soft skill training, technical skill training and aptitude test training. It also has a mentor mentee system where faculty can have a full 360 degree evaluation of students, their achievements, internships, training etc.

Each pillar is further supported by additional enabling activities, schemes and mechanisms each specifically designed to full fill different aspects of the student experience. During the course of the academic year, students are exposed to different activities and are shaped in each of these six pillars.

2.3 Faculty

Faculty is a vital core of the institute and faculty development is vital metric to excel. BVCOE believes in providing opportunities to faculty members to develop and improve themselves. More important we believe in gender equality in this fraternity. The faculty experience is supported by four pillars shown below:

1) Compact Teaching Learning

BVCOE believes in creating an enhanced and supportive teaching and learning experience for students and faculty. Faculty members are given continuous opportunities to improve their teaching through regular FDPs, STTP'S, Certification courses of Coursera, Udemy and of

renowned platforms, MOOCs and NPTEL. Faculty are also encouraged to create their own E-content.

2) Professional Faculty Team

BVCOE provides numerous professional development schemes such as fund for patenting, research papers, conferences, IPR support. BVCOE functions as a remote center for IIT Bombay and faculty can get various certifications sponsored. Faculty's contribution as guest speakers, reviewers, judges and in various roles increases strength of the college. Faculty are also members of syllabus planning committee and Board of studies.

3) Ethical and Interpersonal skills

BVCOE is a strong supporter of morally high and mindful faculty team. The college leaves no stone unturned to see progress graph of faculties. Its discipline, curriculum completion, professional activities participation, interaction with outer world etc. are taken as utmost priority. Faculty members are members of professional bodies like ISTE, CSI, ISHRAE, ISA etc. As well as personally associated with different types of groups for personality development.

4) Research and Consultancy

BVCOE teaching team is spontaneously involved in research paper presentations and publication in high indexed journals such as Scopus, Google Scholar, and Web of Science etc. Funds are provided to conduct regular seminars, conferences and workshops on specialized topics of interest. They learn a lot from Industry interaction, MOUs signed with industries. Many patents, copyrighted books are in the lap of our faculty members.

3) Student Code of Conduct

3.1 Uniform Code

- 1) Uniform of white shirt and blue trousers for both genders is compulsory on Monday and Thursday.
- 2) Wearing Uniform / Formal Dress Code is expected at all times while representing college.
- 3) Wearing I-Cards produced by the institute on Campus is compulsory.
- 4) Decency should be maintained while being on the campus.

3.2 Attendance

- 1) Punctuality, discipline and adherence to deadlines in every respect is expected.
- 2) In case, student fails to attend 75% of lectures for a particular subject then he / she may be debarred/detained from the Examination as per University norms.

3.3 Behavioral Action

- 1) Any misconduct or act of discrimination (physical or verbal conduct) based on an individual's religion or religious beliefs, caste, race, color, region, language, any sort of disability, sexual orientation, family or marital status, gender identity, etc. is strictly prohibited.
- 2) Students must abstain from intentionally damaging or destroying Institute property or property or belongings of other students and/or faculty members.
- 3) Students must abstain from any disruptive activity in a classroom or in an event sponsored by the Institute.

3.4 Prohibited Activities

- 1) Organizing political or religious processions and meeting in the campus without permission from the Institute.
- 2) Membership of any religious or terrorist groups.
- 3) Carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- 4) Use of harmful chemicals and banned drugs smoking, Consuming, distributing, selling of alcohol in the Institute or found throwing in the campus of the institute.
- 5) Inconvenience to others because of rash driving on the campus.
- 6) Theft or unauthorized access to others resources.
- 8) Misconduct or misbehavior at the time of student council elections or during any activity of the Institute.
- 9) Indecent conduct such as creating unreasonable noise; pushing and kicking or participating in a riot or group disruption at the Institute.
- 10) Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

11) Recording audio or video lectures or of other activities in class rooms of other students, faculty, or staff without prior permission.

12) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

13) Wrong use the social media.

14) Theft of college devices or items and unauthorized entry in private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.

3.5 Rupturing of code of conduct

If student or students group is suspected or found in rupturing code of conduct, the following disciplinary actions may be taken.

1) Warning- Indicating delinquent act of student of the violation of the Code shall result in severe disciplinary action.

2) Restrictions -Restriction on access to various facilities on the campus for a specified period of time.

3) Expulsion - Expulsion of a student from the Institute permanently.

4) Monetary penalty- May include suspension or forfeiture of scholarship/fellowship for a specific time period and prohibition on participating in student related activities, classes, programs etc.

Suspension may also follow by possible dismissal, along with the following additional penalties.

a) Ineligibility to reapply for admission to the Institute for a period of three years

b) Withholding the mark sheets or certificate for the courses studied or work carried out.

3.6 Discipline of classroom

1) The students are expected to be in the class 5 minutes before the scheduled time of the session.

2) Use of cell phones to converse, texting and laptops other than the session in progress is strictly prohibited.

3) Students are not permitted to enter or leave the class without permission of the faculty.

4) Eatables/ beverages are strictly prohibited in the running class.

5) Students should not litter classroom, corridor or premises.

3.7 Library Discipline

- 1) ID card produced by the college is compulsory for issue of books.
- 2) The college has book bank facilities. The Book Bank Scheme was started in the year 2001 for SC/ST (Scholarship) students. Students can borrow maximum of 06 books of their choice from the Book Bank.
- 4) Damaged books should be brought to the notice of the Library Staff by the students.
- 5) Late return fine in respect of books will be Rs.5 per day.
- 6) Bringing bags in the Library is not allowed.
- 7) Eating is prohibited in the Library.
- 8) No valuables on the Library racks are allowed to keep by the students. Library staff or management will not be responsible for any theft.
- 9) Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet etc.
- 10) If the books/ Magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late return fine', if applicable.

3.8 Discipline of Laboratory & Workshop

- 1) Students have to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 3) Students should handle. Laboratory/equipment/workshop/machinery/appliances/chemicals with care.
- 4) Any breakages or malfunctioning of equipment must be informed to the faculty laboratory assistant/workshop assistant immediately.
- 5) Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- 6) Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- 7) No materials used in the laboratory/workshop should be taken out of the laboratory/workshop.

- 8) Experiments should be done under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- 9) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

3.9 Discipline of Examination

- 1) As per the instructions of the supervisor/supervisors all study material should be kept away.
- 2) Mobile phones will not be allowed during exams.
- 3) Anything written on question paper, body, scale, calculators, pencils, eraser etc. should be taken under punishable action.
- 5) Conversation of students with each other is not allowed.
- 6) Use of any unfair means during the examination is strictly prohibited.
- 7) Students should be report inside the exam hall 10 minutes prior to the commencement of the examination.
- 8) Students have to present themselves at the specified venue for Viva at least 10 minutes prior to the scheduled time of commencement.
- 9) Before commencement of written or viva exam, student's identity card and roll no. will be verified.
- 10) Mobile phones are not permitted to the student while he/she appears for Viva.
- 11) Students should appear in uniform code, groomed and neat at Viva.
- 12) Once Viva is over student is expected to leave the venue quietly without holding discussion with the students awaiting their turn for Viva.
- 13) The Examiner/ s for Viva shall have overall responsibility and full authority for the smooth conduct of the Viva.

3.10 Rules of Placement

- 1) Student's any sort of misconduct in the company during the Summer Project / Placement training will lead to disqualification of the students from final placements Program.
- 2) Once an intimation regarding placements is received from the interested organization, a detailed information sheet with reference to company profile / job description, CTC etc. will be sent to the

organization. The received information sheet will be mailed to the student BVCOE Ids and a copy will be put up on the notice board. The students are expected to go through and understand the job requirements before appearing for the placement procedures.

3) Student must ensure after accepting offer that he/she joins the company on the mentioned date, as the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.

4) Those students who will be selected from the campus are bound to accept the first offer made by the company failing to which the student will be excluded from further placement procedures.

5) It is the responsibility of the students to keep themselves updated about all placement activities going on in the Institute.

6) It is mandatory for the students to attend the interview, once the interview schedule is fixed. In case the candidate is unable to attend the interview, he/she needs to inform the Institute / Placement Coordinator (formal letter /e-mail) 48 hours before to the schedule time of the interview.

8) The students who aren't able to attend the interview due to health grounds will have to submit a medical certificate citing the reasons for non- attendance.

9) If the candidate doesn't attend the interview without any form of communication with the Institute/ Placement Coordinator, then the necessary assistance will not be provided by the institute for future assignments.

10) Any selected candidate in a company through campus placement procedure, the CV of that candidate will not be forwarded to any other company thereafter.

11) If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.

12) Participation in all quasi- academic activities is compulsory. Default may result in debarring from placement activity.

3.10.1 Rules Regarding Appearing in an Interview

1) Students should be presentable in ironed formal dress and formal shoes. Nails ought to be trimmed.

2) It is mandatory to report 30 minutes earlier.

3) Keep an updated copy of your resume with you.

- 4) Minimum two copies of documents/ certificates/ photographs readily arranged in order should be kept with students.
- 5) Students are expected to wait for their turn patiently.
- 6) It is expected from the students to have relevant information about the scheduled company, sector and competitors prior to appearing for the interview sessions.

3.11 Code of conduct for students during Campus Placements:

3.11.1 Prior to the Campus Placements

- 1) Prepare well for the campus placements.
- 2) Be punctual.
- 3) Be well-groomed and professionally dressed in formal wear during the entire process of the campus placements. Students should keep always in their minds that they are goodwill ambassador of their college to companies.
- 4) Display your identity card throughout the placement process.
- 5) Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This will help during HR interviews.
- 6) Résumé in three sets to be prepared. It should look impressive and be properly formatted and updated.

3.11.2 Discipline during Pre-placement

- 1) Mobile phones should be on switch off or in vibration mode.
- 2) Sign on the attendance sheet that will be circulated on the day of campus placements at Institute and also at other institutes during pool campus.
- 3) Be sincere during the pre-placement.
- 4) Side talks have to be avoided to maintain silence during the pre-placement.
- 5) Make a note of important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
- 6) While cross questioning by company speakers and interviewers students are expected to answer in responsible and intelligent manner.

7) Doubts Clarification doubts of pre-placement talk should be made clear from speakers at the last.

8) Direct approach to company HR personnel will not be entertained. Always approach the college placement officer for any reason before and after the campus placements.

3.11.3 During the Aptitude and Technical tests

- 1) Mobile phones should be on switch off or in vibration mode.
- 2) Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technical test.
- 3) Copying is strictly prohibited.
- 4) Do not get into any arguments for any reason with the supervisor/company representative present in the classroom.
- 5) Listen to all instructions of test conductor carefully.
- 6) Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.

3.11.4 Post placement activities

- 1) Note down questions on a performance sheet, asked during interview round for self-analysis and submit it to placement cell or department that can be guiding source for upcoming batches.
- 2) Once selected by a company for a job, students will be ineligible for appearing for further placement.

3.11.5 Student's expected contribution

- 1) BVCOE Students are goodwill ambassadors are expected to contribute effectively to strengthen its Brand image. Therefore, students, both the existing as well as alumni, are expected to conduct activities within and outside the campus, in a manner that will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.
- 2) Students must understand that all tangible as well as intangible assets of the Institute are precious and need to be effectively used, preserved and maintained with utmost care.

4 Academic Standards

BVCOE believes and endeavors to maintain highest academic standards and integrity amongst its faculty and students. Breaches in highest academic standards set by the institution can result in legal and strict disciplinary action. It may also result expulsion from the institute. Hence, BVCOE prohibits the following practices:

4.1 Cheating

The inappropriate holding, sharing, or presentation of any data, material or files which shall be used to determine academic credit or grades can be considered as cheating. Examples include but are not limited to the following:

- 1) Copying content from other student's test or homework paper.
- 2) Allowing another student to duplicate or reproduce from a test or homework assignments
- 3) Using unapproved content during a test, such as the course textbook, notebook, formula lists, notes, or crib sheets, including those stored in a calculator.
- 4) Using another individual's write up or plan a paper, including those bought from research paper services.
- 5) Submitting the same paper/project in more than one class.

4.2 Plagiarism

An attempt to replicate the work of another student, researcher or from web which may relate to composed or spoken works, computer-based work, mode of innovative representation (i.e., music, media, or the graphic arts), as the product of one's own thinking, whether the other's work is printed or unpublished, or simply the work of a colleague or student.

- 1) Presenting a paper purchased from a service as one's personal work.
- 2) Failing to accurately document information or wording obtained on the internet
- 3) Submitting anyone else's paper as one's own work.

4.3 Corruption

The offering, handing, accepting, or requesting of any resources, articles, objects or facilities, benefits of value to achieve academic benefit for yourself or another is corruption.

4.4 Dishonesty

Any action or lapse with an aim to deceive an instructor for academic benefits. Dishonesty covers using computer programs created by another and administering it in as your own effort unless specifically allowed by the tutor; lying to an instructor to increase your score: lying or falsifying facts when confronted with an allegation of academic dishonesty.

4.5 Conspiracy and Involvement

The plotting or behaving with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

4.6 Forgery & Fabrication

Forgery and fabrication include modification, counterfeiting of any documents with a motive to deceive the other. The use of invented or fabricated information, or the alteration of research or other findings with the aim to deceive for academic or professional advantage; also, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established norms in clinical activities, science labs, research projects or internships. Following are examples:

- 1) Quoting information from published or unpublished works without giving due credit.
- 2) Listing of sources in cited works but not used for academic purposes.
- 3) Inventing data and source of information for academic purpose but not used it for the same purpose.
- 4) Submission of any academic research or exercise as one's own (e.g., composed, or oral work, written work, sculpture, music, computer software, etc.) prepared with help of others or completely by others, including online sources.
- 5) Appearing for test for someone else or asking others to appear for the test on behalf of you.

4.7 Academic Delinquency & Misbehavior

Deliberate and purposeful violation of academic set rules and policies by interfering with graded or taking part in acquiring or supplying any part of question paper, test, quiz or graded assignment. Following are the examples:

- 1) Theft, purchasing, copying, or selling, distributing all or part of a test, project and/or test answers.

- 2) Offering bribe or asking for a bribe to get grades or improve the grades in internal assessments of test or exam.
- 3) Falsifying the truth, include handing of computer programs or using computer programs created by another as one's own work; lying to a tutor to increase grade: and lying or misrepresenting facts when confronted with an allegation of academic cheating.
- 4) Altering, modifying, and changing of grades in a grade record book, on a computer, on a test, on a "change of grade" document, or on other official academic records of the institute which relate assessment of the students.

4.8 Unlawful use of Computer/Calculator/Cell Phone

Use of restricted or unlawful use of computer, calculator or mobile phone are included but are not limited to:

- 1) Unauthorized use of or deletion of important stored data on computer, hard drives, online data, calculator, or cellphone.
- 2) Sharing, distributing, or selling or giving away all or part of data and information on a calculator, computer disk or hard drive, which will be used as graded information.
- 3) Sharing a calculator or computer or cell phone while solving answers on display or in memory.
- 4) Submitting a duplicate computer printout other student as a genuine or self-prepared answer or assignments, applicable to tests conducted in the institute or homework or assignments.

4.9 Troublesome Conduct and performance

Each of the students and faculty member's behavior in the classroom and in labs is expected to be modest and contribute to positive teaching-learning environment, respecting the rights of teachers and students. No student and faculty have right to interfere with teaching-learning process and posting offensive content, material in chatrooms or course sites. The faculty has an authority to ask troublesome student/students to leave the classroom, lab or course and can file or take necessary disciplinary action. Cell phones or other similar devices are not allowed in the classrooms or must be turned off during the lecture or lab sessions. All these behaviors and actions comprise academic negligence and can be punished using one of more of the following:

- 1) Graded a zero score on the assignment/assignments
- 2) Graded a zero score in the coursework

- 3) Deferral or suspension from the attending classes/institute
- 4) Withholding results
- 5) Expulsion from the institute

5 Anti-Ragging Policy

Ragging constitutes one or more of any of the following behaviors or acts:

- 1) Any conduct from one student or group of other students expressed through spoken or written words to tease, treat, or handle with rudeness to fresher students or any other students.
- 2) Involving or supporting in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- 3) Asking or forcing any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any another student.
- 4) Any act caused by a senior student that prevents, interrupts, or disturbs the regular academic activity of any other student or a fresher.
- 5) Manipulating or exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 6) Any act of financial extortion or forceful expenditure burden put on a fresher or any another student by students.
- 7) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 8) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- 9) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

Prohibition of Ragging

Ragging is strictly prohibited in BVCOE:

RAGGING IS BANNED

RAGGING IS A SOCIAL EVIL

RAGGING IS A CRIMINAL OFFENCE

- (a) Within the Campus: Departments, Canteen, etc.,
- (b) In Hostels, Messes, Canteens, Cafeteria, etc., and
- (c) In Playgrounds, Transport Vehicles, etc.

BVCOE condemns ragging and maintains strict policy against ragging. As per guidelines by AICTE, BVCOE follows following guidelines for involving and supporting ragging:

- I) Every single incident of ragging must be reported to local police authorities and must file a First Information Report (FIR) without exception by the institutional authorities.
- II) Anti-ragging committee at the institute level is authorized to create awareness among the students about ragging and shall also conduct surprise visits to the hostels, departments, canteen and other areas to confirm incident of ragging if any.
- III) Anti-ragging committee of the institution is authorized to plan and execute appropriate laws and actions about punishment or depending on the intensity and facts of each incident of ragging.
- IV) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
 - 1. Suspension from attending classes.
 - 2. Withholding/withdrawing scholarship/fellowship and other benefits.
 - 3. Debarring from appearing in any test/examination or other evaluation process and/ or withholding results.
 - 4. Fine with public apology.
 - 5. Suspension/expulsion from the hostel.
 - 6. Rustication from the institution for period ranging from 1 to 4 semesters.

7. Expulsion from the institution and consequent debarring from admission to any other institution.
8. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Affidavits shall be collected from the students and parents at the time of admission and shall be made aware about institute policy, rules, and punishment for the ragging.

6. Student Groups and Clubs

Student teams and groups are created and authorized by BVCOE to allow students to gather and develop their team building spirit and work in cohesive group environment to achieve the common goal or set target. The organizations of the students contribute positively to the institute and adhere to the expectations to the mission and vision of the BVCOE community. These groups are also governed and abide by the policies of the student group and institute. Group or team of the students not governed by policies of BVCOE may not affiliate themselves may not affiliate themselves with BVCOE or other college organizations. Students group constituted by college may receive many benefits like reserve campus spaces, lab spaces, advertise and create awareness about social issues, collaborate and cooperate with seniors, juniors and with faculty.

6.1 Student Council

Student council is responsible to bring all the students at the college together to celebrate, collaborate and cooperate effectively for all the curricular, co-curricular and extracurricular activities of the institute. Student council takes care the need and requirements of the students and function as mediator between faculty, principal, and management. The council host and conduct various technical, social, sports and cultural activities on the campus. The council members are nominated by the heads of the department, followed by a rigorous interview to check the skills of each member. The students selected in the council represent different sections of the BVCOE community.

6.2 Rules for Student Groups/Clubs

1. Provide current and updated list of officers and members of council.
2. Provide current student Organization constitution and frame bylaws

3. Select or ask to appoint at least one full-time faculty who advises the Organization and attends meetings and social functions of the council or groups.
4. Take prior permission and submit all events for approval, including regular scheduled meetings to the principal of the institution.
5. Must follow and comply with the non-discrimination policy of BVCOE.
6. Must have a clear and concise technical, cultural, social, environmental mission or purpose and must not engage in political activities.
7. Must responsibly utilize and manage any funds collected by them through the college accounts department or from students.
8. Must not permit outside or non-BVCOE affiliated third parties to enter the college premises without the prior permission of the principal.
9. Must agree to exercise freedom of expression in peaceful, non-violent manner with appropriate consideration of different point of view.
10. Must have in seamless contact with the elected or appointed faculty or advisor.

6.3 Benefits for Student Groups/Clubs

1. Allocation and use of space on the college campus when required.
2. Provision to book classrooms, labs, services, equipment, auditorium, and other facilities to conduct meetings, seminars, workshops etc.
3. Provision to schedule meetings and programs on campus facilities.
4. Allowed to disseminate information, post flairs and other advertising materials on campus approved areas.
5. Allocated space on BVCOE server to host their website or web page and use official college email id.
6. Seek permission to collect and raise funds for permissible activities.
7. Request and apply to the principal to allocate funds for various activities.
8. Opportunity to participate in student life and leadership programs, workshops sponsored by the college.

6.4 Criteria to Establish a New Student Group/Club

Any student group of the college is eligible to apply for a new club or group based on the fulfillment of the following conditions:

1. Students group must consist minimum 5 members to apply for new group or club and must be regular and active students.
2. The group must have a clear mission and purpose of creating a group and must select any one of the faculty as advisor for the group/club.
3. The group must frame bye laws and rules for the members of the group/club.
4. Interested students creating a group/club can make an application to the principal for recognition.
5. Principal and student activities committee will review the application and determine if the new group meets institute requirements and policy.
6. If the application is approved the new group can commence its activities.

6.5 List of Current Student Groups

1. MESA- Mechanical Engineering Students Association.
2. IETE- Institute of Electronic and telecommunication Engineering.
3. CESA- Computer Engineering Students Association.
4. ACES-Association of Chemical Engineering Students.
5. ITSA-Information Technology Students Association
6. IESA-Instrumentation Engineering Students Association
7. ISA-Instrumentation Society for Automation
8. TLC- Writing & Speaking Portal
9. Crescendo-Music
10. Crew 5678-Dance
11. Nautanki-Drama Club
12. Camera-Photography Club
13. Mudra Kala-Art

7 Student Facilities

7.1 Laboratories and IT Facilities

BVCOE has well equipped Laboratories along with computer center for students. There is separate server room where the college has used its own applications for the digital library, academic monitoring and attendance. The college has free Wi-Fi access for the students and many more facilities. BVCOE has fully equipped laboratories for enhanced teaching and learning experience for its students.

7.2 BVCOE Center of Entrepreneurship

BVCOE always inculcates the value of entrepreneurship and the entrepreneurial spirit among the students. It is a platform for developing entrepreneurship skills and providing access to high quality technical and managerial expertise.

7.3 Research Centers

BVCOE has one of the most important research centers where students can develop their own projects and inventions. It has a center to carry out consulting projects for various industries and a Center for Research for students to pursue their projects.

7.4 Online Fee Payment

For online payment of fee, students can login at the Student Portal of Bharati Vidyapeeth and they have to follow the instructions there after. After successful completion of the payment, the system will generate receipt of the payment made by the students. They have to produce the same when required. However, the students can pay fee by DD of any nationalize bank in favor of **The Principal, BVCOE, Navi Mumbai.**

7.5 Refund/Cancellation Policy

If there is any excess payment for any reason or cancellation as per DTE policies whatsoever, the student may file his/her claim to the Principal, BVCOE, Navi Mumbai for further action. After that the student will get a cheque by the college for return payments.

7.6 Hostel

Hostel facility is available inside the campus of BVCOE. There are separate hostels for boys and girls. It provides a peaceful atmosphere and friendly environment.

BVCOE provides many facilities to the students to get comfort in hostel:

- Hostel mess offers Breakfast, Lunch and Dinner.
- Annual Meal Plan is available in the mess.
- Daily Cleaning Service.
- 24/7 Security Personnel and CCTV.
- Hygienic food services.

Girls Hostel	Boys Hostel
Capacity: 310 students	Capacity: 250 students

If any student wants to avail hostel facility, he/she may contact the following number:

Mr.Bhagwan Pawar 9869194246

Application form may be filled by the candidate after the confirmation of admission.

7.7 Canteen

The canteen is situated within the college campus. It is open for all with a seating capacity of 200 students. All types of snacks, soft drinks, meals are available at subsidized rates. The canteen remains open from 8.00 am to 6.00 pm every day excluding Sunday and other holidays.

7.8 Photo Copy Center

The photocopy center is situated within the college campus. This facility is available for the students from 9.00 am to 5.00 pm (Monday-Friday)

8. Events of Students

Traditional Day

BVCOE is deep rooted to the tradition of India. It always believes on amalgamation of tradition with modern concepts of life to grow successfully. On 14th of February when whole world celebrates Valentine Day, BVCOE celebrates 'Traditional Day' to project strength of our culture. Students decked in traditional attire, accessories with traditional music Dhol -Tasha of Maharashtra.

Rose Day

As believing on fusion of tradition and modernity, looking at young age's warmth, 'Rose Day' is celebrated in the month of February where the highest roses received by participant's girl given by boys is declared 'Miss Rose.'

Abhiyaan

Abhiyaan is the annual function of the college celebrated on the loving memory of Late Abhijeet Dada Kadam. Every year it is celebrated in the month of February last to first week of March followed by sports events, Cultural programme comprising wide variety of events and prize distribution with great pomp and show graced by celebrities and field experts as judges.

Mr. & Miss Abhiyaan

There is great charm of Abhiyaan i.e. Fashion Show where 3-4 aspiring teams participate and the best model in both category male and female are awarded with title of Mr. Abhiyaan and Miss Abhiyaan.

Corporate Day

Dressed in blazer, tie, shirt, trouser knock at today's engineer's world as Corporate Day. It consists of rounds like speaking skill, interview etc. In 2021-22, there were 3 rounds in the event. The first round was Hit-21 where participants have to test their luck. Participants roll dice to get the sum of 21 or less. The participants getting the highest score are selected for the second round. 2 winners were selected from each group. The second round consist of Group discussion. It has topics ranging

from globalization to Artificial intelligence and the final round is inspired by famous TV show Shark Tank where business ideas are presented by the participants.

Tycoon Day

The day is recently introduced. The name suited the day well because it was based on the theme of Mumbai, and the business world that has made its home in this city. Many interesting activities took place on that day. Just like money in the real world, we introduced a system of in-game money that could be earned by doing various tasks. There were four counters. The first one was Talent Hunt. The participants were given a limited time, in which the participants had to show off their talent. If they did it within the given time, they could win in-game money. The next counter was the Quiz counter, where the participants were rewarded in-game money according to their score. The third counter was the Fitness counter, where the participants were tested for their fitness. They were given tasks like push-ups, crunches, sit-ups and sprinting. Each task rewarded them with in-game cash. The fourth and final counter was Doordash which was nothing but the delivery counter. Here, the participants were tasked with delivering various products to locations across the campus. We also had a bonus activity, the dumb charades. The most interesting feature was the Bank system. The participants could deposit their in-game cash here, and get a 10% interest every half an hour. At the end of the day, the person with the most cash won the cash prize.

Technical Events

Every year in an even semester all the department students with enthusiasm conduct their Technical Events stands with different names. Rscience for Chemical Engg., Yantram for Mechanical Engg., Infinity - Instrumentation Engg., ITSA for IT, Technomania for Comps Engg., Spectrum for ET Engg. For two days putting various technical events.

Fresher's Party

Every year first year students are welcomed by senior students especially by second year students to make them comfortable with college atmosphere.

8.9 Engineer's Day

Engineering Community across India celebrates Engineer's Day on 15 September every year as a tribute to the greatest Indian Engineer Bharat Ratna Mokshagundam Visvesvaraya. At BVCOE, students of all the departments present programmes of the achievements and contributions of engineers to Indian Society and felicitate teachers.

9 Student Schemes

9.1 Merit Based Scholarships

Apart from reserved category scholarships, college also provides scholarship opportunities to deserving students having high merit. A few scholarships to mention are S. R. Jindal Scholarship, Scheme, N.M.M.C Scholarship, ONGC Scholarship, Sir J. J. Foundation, etc. College provides full support and guidance to students to avail such scholarships. Students are encouraged to apply to any charitable organizations through the principal for other scholarships. Various charitable organizations give prizes and scholarships to the students based on merit to fulfil their economic hardship.

9.2 Outstanding Student Award

Students who have both excellent academic profile along with good performance in extra-curricular activities and social work in the final year of studies are eligible for the Outstanding Student award.

Procedure:

- 1) The Principal will announce a call for applications for the award at the end of each academic year.
- 2) Final year students can apply through the head of department to the Principal.
- 3) The principal will shortlist candidates and forward it to the student activities committee for evaluation.
- 4) The committee will shortlist further and call the candidates for an interview.
- 5) The committee will then select the winning candidate and will announce the winner.

9.3 Government Scholarships/Fee Reimbursements

Only eligible students can apply for government scholarships such as scholarships for social welfare or EBC. These students should follow the scholarship guidelines and rules from the websites of the different government schemes. Students can refer the following website to fill scholarship form.

(www.mahadbtmahait.gov.in)

10. Sports Activities

Students are also expected to develop their overall personality by participating in sports activities. BVCOE always takes initiatives for the students. Students can participate in inter and intra-college sports, external events and competitions. BVCOE is equipped with a number of indoor and outdoor sports facilities.

10.1 Multipurpose Ground

BVCOE has a multipurpose sports ground for games such as basketball, football, tennis, cricket, Kho-Kho, Kabaddi, badminton and volleyball.

10.2 University Sports

The students of BVCOE regularly participate in university sport activities such as basketball, football, tennis, cricket, Kho-Kho, Kabaddi, volleyball, chess, badminton etc.

10.3 Gymkhana

BVCOE's gym is well equipped with all facilities. It can be used by students during college time. The facilities like treadmills, cross-trainer, abdominal machine, dumbbells and gravity expansion and many others are available in the gym

11 Extra and Co-Curricular Activities

11.1 Project Based Learning

Project-Based Learning encourages students to learn and apply knowledge and skills. It presents an opportunity to the students for their development. The meaningful project-based learning activities lead to understand different things.

11.1.1 Implementation of Project Based Learning at BVCOE

- 1) Specific objectives and outcomes should be measured.
- 2) In general, students are encouraged to prepare a working prototype/model of their projects and present it to their faculty at the end of the semester.
- 3) Student groups select the projects of their choice and then prepare a plan for its implementation.
- 4) Students are evaluated during semester on their project.
- 5) The final grade received on the project is distributed among all relevant courses taken during the term.

11.2 Value Education

BVCOE always initiates for moral development, spiritual development, value education, personal development, socio-cultural development of the students. BVCOE conducted various programs related to value education in the college for the development of students. It helps students to develop their behavior.

The areas that come under value education are as follows:

- 1) Soft skill development.
- 2) Personality development.
- 3) Spiritual development.
- 4) Yoga.

11.3 Research Activities of students

BVCOE has enormous research center where students are exposed to engage research activities. Students are encouraged to present and publish their research papers in national and international conferences and journals under the supervision of faculty members in the field of their interest. Faculty members also should encourage students to participate in research projects in state and national level research project competitions such as **Xhibitech- National Level Project Exhibition**. Students can participate in National Level Technical paper presentation competition of BVCOE.

11.4 National Service Scheme (NSS)

BVCOE is running National Service Scheme (NSS) program for students as a social activity. Any student of BVCOE can participate in this program. This program has been started by BVCOE to inculcate the social responsibility in students. BVCOE has organized camps through this program at various places to serve the community.

12.5 Social Activities

BVCOE has been started the activity of community service with the help of students and faculties to inculcate the act of compassion to empathize different sections of Indian society associated with service to a needy community by spending time with kids of an orphanage, old age homes and by distributing food, clothing and study materials to the underprivileged members of our community.

12.6 Entrepreneurship Development Programs (E-cell)

BVCOE actively encourages entrepreneurship activities such as E-Summit for students to learn, perform and develop. Students are encouraged to participate in many projects, competitions, hackathons and a business plan competition. BVCOE has started Entrepreneurship cell with many other facilities to encourage students as entrepreneurs. The center organizes regular seminars, workshops, competitions and information sessions on various entrepreneurship activities every year.

Alumni Chapter

Alumni are the goodwill ambassadors of BVCOE. BVCOE maintains a trustful, warm and positive relationship with its alumni and can bridge the benefit socially, academically and professionally for each other. Both play as strong network for each other. Every year, the last day of annual function is devoted to dear alumni's dinner gathering to share our strong relations and approximately 700-800 alumni come to join us, no matter even from far localities. Important aspect is realization of alumni community that it's not just a mere nostalgia that they associate their BVCOE with, but it's much beyond that.

Objectives

The Objectives of Alumni Association are:

1. To keep a roster of all Alumni of college and their pertinent data.
2. Maintaining the updated and current information of all Alumni.
3. To encourage, foster and promote close relations among the alumni themselves.
4. To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
5. To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.
6. To assist and support the efforts of JNGEC in obtaining funds for development.
7. To guide and assist Alumni who have recently completed their courses of study at the JNGEC to keep them engaged in productive pursuits useful to the society.
8. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
9. To let the alumni acknowledge their gratitude to their Alma Mater.

The Alumni Association achieves these objectives by staging an annual programme of events and reunions; through communications, by providing a range of discounts and services for alumni; and by supporting student scholarships and other fund raising initiatives.

Some of the BVCOE focus areas with regards to its alumni are

Placements - the alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations or agencies. It's a booster for us.

Mentorship and Scholarships - The most visible contribution of alumni is an active role in mentorship that allows many to see hope inside to be in any or expertise areas. They could also play a significant role in contributing scholarships to deserving students.

Admission & Career Guidance - One of the vital support from alumni is leveraging their contacts to support university administration. Their guidance is a huge talent pool which can be beneficial to many students and other fellow-alumni in their respective areas of study.

Powerful Networking Platform - alumni network by itself is one of the best professional networking platforms available today.

Financial Contribution - BVCOE is in process to get support in this respective area also as fund raising from alumni. A strong alumni association can be one of the biggest benefactors of an institution that can contribute towards various developmental activities of the institution.

14.1 Alumni Workshops and Seminars

Alumni regularly conduct workshops and seminars for the students of various departments. The college provides funding for such events either through student groups or through student activities fund. This provides a platform for alumni to showcase their experience and skills to existing students. Alumni can thus serve as mentors for students provide placement and scholarships as well as guide the careers of upcoming students.

14.2 BVCOE Alumni Contact

BVCOE provides a uniform platform for all its alumni to register on and network called alumni.mes.ac.in. Here BVCOEONS alumni can network with and they can track all the other alumni. BVCOE also has its own alumni committee and registered organization which manages

all above mentioned activities of alumni community. Students can do correspondent on this college alumni mail id: bvcoenm.alumni@bharativedyapeeth.edu and on departmental level also separate mail ids are created for smooth contact with alumni.

14.3 BVCOE Alumni Newsletter

From year 2021-22 Alumni Association of BVCOE has launched Alumni Newsletter, where from every department two alumni interview is published to make connection with current students.

14.4 Alumni Panel Discussion

The college has stringed all alumni under one umbrella to do conversation with each other so introduced Alumni Panel Discussion to present their views. For this alumni batch coordinator thought process is also on progress.

13 Preparing professionals

13.1 Internships

Right from first year students are motivated to take up internships. These internships help them to gain a hands on experience of industry and prepare themselves for future. Along with technical field students may take up internships in the field of entrepreneurship, innovation, social service etc. Students are allowed only part time internships during the academic session; full time internships are encouraged during vacations. Students who go for internships are expected to submit their training report and certificates in their respective departments.

Faculty helps students to look for internships through various methods:

- 1) Internshala
- 2) Training and Placement Cell, BVCOE
- 3) Internship MOUs
- 4) Naukri.com
- 5) LinkedIn.com
- 6) WeWork
- 7) BVCOE alumni
- 8) Personal Contacts.

13.2 Higher Education

Guidance is provided to students for various masters programs from Indian and foreign Universities. Different eligibility parameters are discussed with them. They are informed about the importance of their grades at undergraduate level and their scores in Competitive exams like GRE, GATE, TOEFL, ILETS, GMAT. Expert lectures are organized where students learn the method of application.

Various steps involved are:

1. Preparing for Competitive Exam
 - a. Logical Reasoning Tests
 - b. Verbal aptitude test
 - c. Mathematical reasoning tests
 - d. Cognitive ability tests
2. Writing a good statement of purpose: Students are guided to write a genuine and speci
3. Letter of Recommendations: Students approach the faculty and a letter of recommendation is issued through the office on the college letter head.

The record of all the students who have gone for higher studies is maintained by the respective departments.

13.3 Industrial Visits

The industrial visits are planned at the beginning of the academic year. Every department submits the plan to the office and a thorough visit is conducted. Students visit the industries of their interests and learn the practices carried out there. Sufficient number of faculty members accompanies the students and facilitate the learning process. Authorized travel vendors are taken into loop and visits are conducted. Complete financial transactions are transparent and record is maintained y office as well as respective departments. Feedback is collected after the visit.

13.4 Beyond Syllabus

Students are highly encouraged to take up courses which are not a direct part of curriculum yet are very useful in their careers. Various workshops are conducted by departments in diverse areas like computer languages, robotics, Ethical hacking to name a few. Entrepreneur cell provides courses related to start ups, IPRs etc.

MOOCs

Students are also encouraged to take up different MOOCs (Massive open online courses) conducted by various bodies like:

- 1) <https://www.edx.org/>
- 2) <https://www.coursera.org/>
- 3) <https://www.khanacademy.org/>

NPTEL

Faculty informs student about relevant courses available on NPTEL and they are motivated to enroll on <https://nptel.ac.in/>

Their credits can be used for internal assignments.

13.5 Mentorship

BVCOE follows a well-defined mentoring system where every student is assigned a mentor who will help the student in all his/her needs, academic as well as nonacademic.

With these mentors students find themselves protected, guided and taken care of. This helps in boosting the confidence of the students. They may approach their mentors as and when they need some guidance related to their careers. The mentors help the students in planning their careers and developing more and more employability skills.

One faculty is assigned a group of 20 students. One mentor remains with the students throughout the degree course. This increases the understanding between the mentor and the mentee. Each mentor meets his mentees at least twice a semester and the mentees can approach the mentor as many times as he/she needs.

The mentors help students sharpen their skills by recommending:

1. Add on courses
2. Internships
3. Scholarship schemes
4. Competitive Exams
5. Higher education opportunities
6. Curricular and Extracurricular activities
7. Interaction with Alumni

13.6 Soft Skill Development

Soft skills play an important role in the life of an Engineer and BVCOE caters to this need right from first year. Dedicated faculty conducts courses as well as practice sessions to improve soft skills of a student. Different contests are organized to sharpen their skills.

Skills that are taken care of:

Communication: Communication is not just about speaking and listening. It is not restricted to a language and is more dependent upon tone, pitch, tenor, style etc. it is the ability to comprehend and follow instructions and impart instructions efficiently.

Self-Motivation: Encouraging students not to depend upon external factors to stay motivated but developing an ability to maintain positive attitude and an initiative to work to the maximum level of perfection.

Leadership and Teamwork: As an engineer working in teams is inevitable. The ability to coordinate things a team and lead a team efficiently if needed is one of the strongest soft skills. Being emotionally intelligent is the key to be an effective team player and a great leader. It teaches a person to stay not only self-motivated but keep others motivated too.

Responsibility: Being aware of our own responsibility towards our good or bad is discussed with the students that helps them to gain maturity and stay away from the blame game.

Problem Solving: Encouraging students to think out of the box and make use of all his analytical, creative and critical skills, use a 360 degree approach with a cool and level Head. Focusing upon find a solution rather than talking about reasons of the problems is emphasized.

Decisiveness: Being able to take right decisions and understanding the difference between decisiveness and careless casual approach. Decisiveness comes with the ability to prioritize, measuring options well and getting the desired output.

Time Management: Being able to manage time efficiently and productively is one of the most important soft skill needed in life. Meeting deadlines, clarity of thought and planning is the demand of the hour. This helps in beating stress and keep things under control.

14. GRIEVANCE REDRESSAL

The function of the cell is to look into the complaints lodged by any student, staff, parent or any stakeholders 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 Students Council. 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 at Administrative office.

14.1 Objectives:

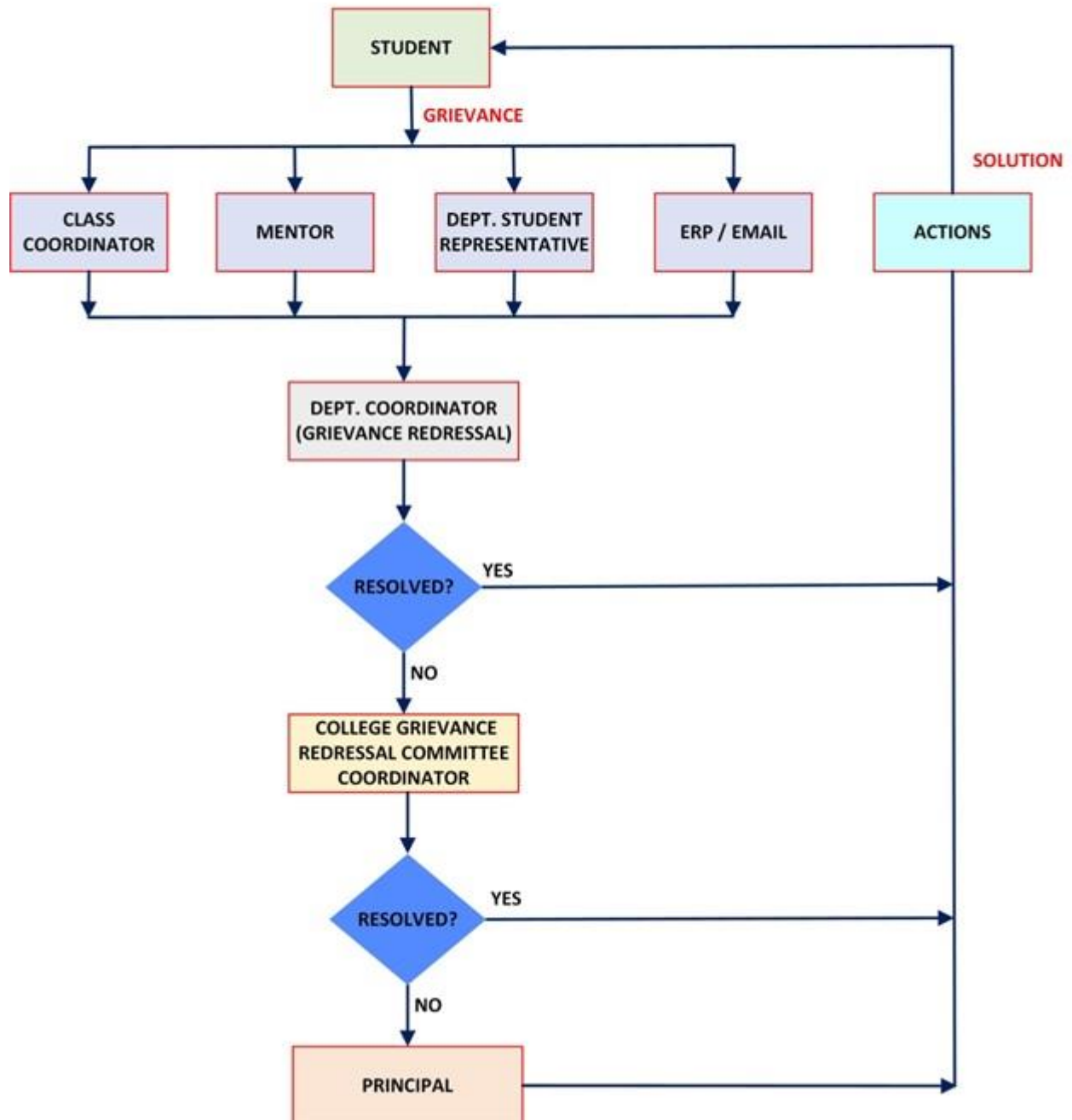
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous can put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- 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 staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

14.2 Mechanism

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging of fees
- Grievance regarding conducting of Examinations
- Harassment by colleague students or the teachers etc.

GRIEVANCE REDRESSAL MECHANISM



15. Information, Communication and Technology (ICT)

Education is incomplete without the use of modern technology and BVCOE has an efficiently designed system for Information, Communication and Technology. The campus is WiFi enabled. Viral WiFi Connect Pvt Ltd provides internet connectivity at the speed of 150mps. Internet can be accesses in all labs, classrooms, library and office of all departments.

- Every faculty is given individual PCs. All the labs are equipped with required software and hardware.
- Official email ids are provided to faculty members for internal and external communication.
- It is mandatory to use these ids for inter

Security: CISCO ASA 1516X Firewall is installed for complete cyber security on the campus.

16. Safety and Security

BVCOE never compromises with the safety and security of its stake holders. Sufficient precautions are taken to avoid any undesired instance, but if something happens, BVCOE has proper planning to fight the emergency. Emergency contact numbers are displayed at various contact points.

17.1 Fire Safety: Fire extinguishers are installed in laboratories, passage ways and other common areas. Firefighting mock drills is conducted from time to time where the use of extinguishers and correct methods of evacuation are explained. All the laboratories have basic medical aids in case of minor burns.

17.2 Medical emergency: First aid support is available on campus. In case of a major issue MGM hospital Belapur is immediately contacted and proper medical treatment is given. During Industrial visits the designated staff carries the first aid kit.
