



## **Student Counseling Cell & Mentorship Policy**

Counseling is a process that aims to facilitate personal wellbeing of the students through support and guidance of trained counselors, for a healthy mind and body.

With the intent to address and help resolve emotional and psychological issues of the student community of Jain Engineering College, the college has initiated the "Counseling Cell" in the college premises with the help of a trained team of faculty members as Counselors/Mentors.

The Counseling Cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. These problems can be personal, emotional, social, family, peer, academic, sexual, etc. This is done through individual or group counselling to help them with academic goals, social and personality development, career goals, enhancing listening skills, empathy and interpersonal skills to have healthy relationships and a healthy lifestyle.

The role of the Counselor is to offer support through listening and responding in a confidential, non-judgmental and timely way, ensuring that the students become productive, well-adjusted adults of tomorrow. They are trained to assess, diagnose and treat students struggling with academic stress, anxiety, depression, social addictions and other problems they face.

The goal of Counseling is to facilitate positive behavior changes, improving the student's ability to establish and maintain relationships socially, promoting their decision-making process, helping the student to understand their own potential and cope effectively with the problems they face.

### **Objectives:**

- To help the students in solving their personal, educational, social as well as psychological problems.
- To create awareness about issues and problems related to mental health of student
- To motivate faculty in counselling activities.




**Roles and Responsibilities:**

- Solve personal problems of student by conducting individual counselling session
- Boost self-esteem of weaker /physically challenged students.
- Diagnose the learning difficulties of students and help them to overcome the same.
- Help the students to overcome examination stress or fear.
- Conduct training program on counselling skills for faculty & staff.
- Conduct seminars for students on mental health and addiction issues.
- Refer the students to professional psychiatrics or counsellors in severe cases.
- Inform the parents about psychological misbehavior of the student.

Faculty representatives from every department are nominated for the Student Counseling & Mentorship cell. Dr. Rajani H.P. Professor in E&C Department is the convenor for the cell.

The mentor dairies of the institution shall reflect the objectives of mentorship, methodology, roles and responsibilities of mentor, mentees and parents. The Strengths, Weaknesses, Opportunities and Challenges of Mentees should be observed in the dairy and counsel the students to improve their overall personality.



  
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**Belagavi**





## **Internal Quality Assurance Cell (IQAC) Policy**

### **1. Introduction**

The Internal Quality Assurance Cell (IQAC) of Jain College of Engineering, Belagavi, is established to ensure continuous improvement in the quality of education imparted, academic programs, and overall functioning of the institution. The IQAC serves as a facilitative and participative mechanism for quality enhancement, monitoring, and evaluation. IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Ensure relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- Setup credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.

### **2. Vision**

- To establish Jain College of Engineering as a center of excellence in engineering education, research, and innovation.
- To foster a culture of continuous improvement, academic excellence, and holistic development.

### **3. Mission**

- To uphold the highest standards of academic quality and integrity.
- To provide a conducive environment for teaching, learning, research, and innovation.
- To nurture and empower students to become globally competent engineers and responsible citizens.

### **4. Objectives of IQAC**

- Develop and implement policies, procedures, and systems to ensure quality enhancement across all academic and administrative activities.
- Facilitate the creation of a learner-centric environment conducive to academic excellence, innovation, and research.
- Promote a culture of self-assessment, feedback, and continuous improvement among faculty, staff, and students.

- Enhance institutional effectiveness, accountability, and transparency through systematic monitoring and evaluation.
- Foster collaboration and networking with relevant stakeholders for the advancement of the institution and society.

#### **5. Functions of IQAC**

- Formulate and review quality policies, objectives, and action plans aligned with the institutional goals and statutory requirements.
- Develop mechanisms for academic and administrative audit, feedback, and performance appraisal.
- Coordinate internal and external quality assurance processes, including accreditation and assessment.
- Organize workshops, seminars, and training programs on quality assurance, pedagogy, and research methodology.
- Facilitate the development and implementation of innovative teaching-learning practices, curriculum design, and student assessment strategies.
- Monitor and evaluate the effectiveness of various programs, initiatives, and support services.
- Compile and disseminate best practices, success stories, and lessons learned for knowledge sharing and benchmarking.
- Prepare annual quality assurance reports and submit them to relevant authorities for review and feedback.

#### **6. Composition of IQAC**

- Chairperson: Principal/Head of Institution
- Members:
  - Senior faculty members representing different departments
  - Administrative staff
  - Student representatives
  - External experts from academia, industry, and community
- Coordinator: Nominated faculty member responsible for coordinating IQAC activities and liaising with stakeholders.

#### **7. Meetings and Reporting**

- The IQAC shall convene regular meetings, at least once every quarter, to review progress, address challenges, and plan future actions.
- Minutes of the meetings, including decisions taken and action points identified, shall be documented and circulated to all stakeholders.
- An annual quality assurance report shall be prepared and submitted to the appropriate authorities, highlighting achievements, areas for improvement, and action plans for the coming year.





**8. Resources and Support**

- The institution shall allocate necessary resources, infrastructure, and support to ensure the effective functioning of the IQAC.
- Faculty, staff, and students shall be encouraged and supported in actively participating in quality enhancement activities and initiatives.

**9. Continuous Improvement**

- The IQAC shall engage in regular self-assessment, feedback collection, and review mechanisms to identify areas for improvement and take corrective actions.
- Continuous learning, innovation, and adaptability shall be encouraged to meet the evolving needs and challenges in the education sector.


**10. Review and Revision**

- The IQAC policy shall be periodically reviewed and revised in line with changing requirements, emerging trends, and feedback received from stakeholders.

**11. Compliance and Implementation**

- All departments, units, and individuals within the institution shall comply with the IQAC policy and actively contribute to its effective implementation.
- A culture of quality consciousness and collective responsibility shall be fostered across the institution.



  
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## **Consultancy Projects and Works Policy**

### **Overview**

The purpose of this Standard Operating Procedures (SOPs) is to delineate the structure and process followed by the Office of Dean (R&D) to review Consultancy (Project and Industry) proposals, issuance of Endorsement letter to Principal Investigator (PI), Co- Principal Investigator(s) (Co-PIs) and other members of the project proposal and record keeping of the awarded, ongoing and completed consultancy.

### **Definitions of consultancy projects**

#### **1. Consultancy Projects**

A request received from the industry for carrying out an investigation /research/design referred to/by the Director/ Dean(R and D)/Head of the Department to suitable faculty members for providing a solution to a problem is termed as a consultancy project.

#### **2. Department Consultancy Project**

A project may be taken up as a Departmental Consultancy Project by the concerned department. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of the faculty member. Normally, Consultancy Project involving multi-disciplinary/ interdepartmental inputs or requiring use of extensive institutional facilities, likewise projects which are expected to run for a long period may be considered by a department to be taken up as *Departmental Consultancy Project*.

#### **3. Individual Consultancy Project**

All Consultancy Projects taken up by a faculty member on behalf of Department / Institute will be treated as Individual Consultancy Projects.

### **Types of consultancy projects**

#### **Type-I Consultancy Projects**

Consultancy Projects which do not require laboratory facilities of the Departments/Institute will be classified as Type-I Consultancy Projects.





## Type-II Consultancy Projects (involving lab facility, etc)

Consultancy Projects involving use of laboratory facilities of the Departments /Institute will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, calibration of equipment/ instruments and testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project.

### Norms for accepting consultancy projects

Consultancy projects above Rs.2lakhs shall be accepted only after approval through proper channel. All consultancy projects to be taken up by various departments of the institute shall be examined from the point of view of its S&T content and its likely benefit to the academic and R&D activities at the Institute, which can in turn, influence the quality and standard of the academic work at JCE. For this purpose, every project proposal would be examined and approved by an Institute Level Committee before it is accepted for being conducted as Type-I or Type-II project.

### CONSULTANCY COMMITTEE

| Sl. No. | Name                         | Designation | Signature |
|---------|------------------------------|-------------|-----------|
| 1       | Dr. J. Shivakumar            | Chairman    | .         |
| 2       | Prof. Shashank U. Vanakudari | Convener    |           |
| 3       | Dr. Sanjeev Sangami          | Member      |           |
| 4       | Dr. B. V. Hubballi           | Member      |           |
| 5       | Dr. Sreedhar Babu            | Member      |           |
| 6       | Dr. Uttam Patil              | Member      |           |
| 7       | Dr. S. Rohitraj              | Member      |           |
| 8       | Dr. Shivakumar M. A.         | Member      |           |
| 9       | Dr. Manuprasad B. K.         | Member      |           |
| 10      | Prof. Vinaykumar Bagali      | Member      |           |
| 11      | Dr.Venkataraman Chitturi     | Member      |           |

The Faculty Member (s) proposing to take up the consultancy project will be invitee(s) at the Meeting, and they will be required to make a presentation on the proposal. In case of testing work, concerned faculty may present the case.



## Economics involved in consultancy works

Individuals or Departments may take up consultancy work after intimation and approval of Consultancy committee through the Head of the concerned Department. Principal and respective HODs will sign the report of Departmental Consultancy Projects and the Principal Investigator will sign the report of the individual Consultancy project.

1. All fees/charges in connection with consultancy projects should be received in the name of the *Principal and Director, Jain College of Engineering Belagavi to be deposited in the account's office of the institution*. The Chairman and Convener of the committee shall disburse consultancy fund into staff performed the work, Research and Development Fund, Staff Development Fund, Departmental Development Fund, appropriately as per guidelines provided later. Principal's approval shall be obtained wherever necessary, in case of deviations.
2. For Projects involving only site visits for consultation work and/or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs.1000/-per man day for academic staff including the days spent on travel.
3. For technical and other non-academic staff, making only site visits outside the scope of an ongoing consultancy project, fees may be charged on per day basis at a minimum of Rupees 300/-per man day.
4. Each Consultancy project will be classified either as Type I or Type II, and will not be bifurcated, in case of multi-disciplinary/ inter departmental Projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments.
5. For Individual Consultancy/Department Consultancy work, faculty and staff members proceeding out of station for consultancy work with the permission of HOD, will be treated on duty. However, consultancy must not hamper the academic schedule/services to be given to the students.
6. It is recognized that the consultancy leads to increased knowledge and capabilities of the faculty member concerned. Therefore, each such consultant





must be given free time of at least one day per week to conduct such assignments by adjusting the academic schedule. HODs shall be empowered to approve project leave/adjust academic schedule. Academics and economics of the returns should always be the points of concern.

7. There will be no limit on the total remuneration to be received from Consultancy Projects during any financial year by a faculty and other academic staff. However, institutional academic assignments and income tax rules of the Government shall be followed.
8. **Institute Over head Charges (IOC):** Institute shall charge a fixed percentage of the Consultancy Project / Sponsored Project amount as Institute Overhead Charges (IOC). The IOC shall in turn be distributed into several funds to be maintained by the institute for specific purposes.
9. **R&D Fund (RDF):** A part of the IOC shall be credited to a new fund called as R & D Fund (RDF). This will be operated by Dean (R &D) with the approval of Director. The RDF shall be used only for supporting R&D activities of the institute.
10. **Staff Development Fund (SDF):** A part of the IOC shall be credited to already existing Staff Development Fund (SDF). The Staff Development Fund shall be used for the general welfare of faculty/ staff of the Institute including meeting contingency requirements of faculty/staff or their family members. A suitable scheme to administer the fund shall be worked out by a committee appointed by the Director.
11. **Department Development Fund (DDF):** A part of the IOC shall be credited to the Department Development Fund (DDF) of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its development activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like



- a. TA/DA and Registration fee in part/full for attending a conference in India or abroad and for making exploratory visits for sponsored Research/Consultancy work.
- b. Departmental membership fee of professional societies.
- c. Purchase of professional books, journals, stationary, computer stationery, software, or data storage medium.
- d. Equipment /Air conditioner facilities for laboratories and phone/fax facilities in the office.
- e. Up gradation or purchase of laptop or desktop computer and related peripherals for use by the faculty members of the department.
- f. Purchase of office and laboratory furniture.
- g. Providing seed money for holding conferences /workshops and seminars entrepreneurial activities, etc.

A separate DDF Account will be maintained by each department. The budget for utilizing DDF will be approved by the professorial committee of the department headed by the Head of concerned department.

All income/proceeds/ receipts from various heads of account/activities of/for the department shall be credited to this account and this account will be operated by concerned Head of the Department.

## **Distribution of funds**

### **[a] Consultancy Type-I:**

After consent and acceptance of the project, the project amount should be received in the name of Principal and Director, Jain College of Engineering Belagavi. It shall be deposited in the account's office. The distribution of this amount should be done by the Principal and Director as per the below guidelines:

- Total fee received from client =X
- Amount of Institute Overhead Charges =0.25xX
- Amount distributed among the people involved in the work
- Principal Investigator = 50% of X





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(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

- Supporting staff (in case of testing and visits) = 13% of X
- HOD's Share (as signing authority) = 6% of X
- The principal's share (as signing authority) = 4% of X
- Accountants = 2% of X

## [b]Consultancy Type-II:

After consent and acceptance of the project, the project amount should be received in the name of Principal and Director, Jain College of Engineering Belagavi. It shall be deposited in the account's office. The distribution of this amount should be done by the Principal and Director as per the below guidelines:

- Total fee received from client = X
- Amount of Institute Overhead Charges =  $0.4 \times X$
- Amount distributed among the people involved in the work
- Principal Investigator = 30% of X
- Supporting staff (in case of testing and visits) = 18% of X
- HOD's Share (as signing authority) = 6% of X
- The Principal's share (as signing authority) = 4% of X
- Accountants = 2% of X

The report/s shall be signed by PI, HOD and Principal. Service tax (at prevailing rates) shall be charged extra.

The software products developed by a faculty member/s, research worker will be shared between the institute and the individual as per the norms of **TYPE-I** Consultancy project. If a student is involved in developing a software, he/she will be paid due share.



  
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## **SOP for Grievance Redressal Committee**

**Definition of Grievances:** A feeling of dislike over something believed to be wrong or unfair.

**Meaning of Grievance Redressal:** is a management- and governance-related process used commonly in India. While the term "Grievance Redressal" primarily covers the receipt and processing of complaints from citizens and consumers, a wider definition includes actions taken on any issue raised by them to avail services more effectively. In context to students, the students grievance redressal includes receiving feedback from students regarding any wrong or unfair means or an any act of disliking and further resolving the problem with the help of concerned nominated staff.

### **Preface:**

To address the grievances of the students, parents and others, as per as per the directions of UGC, New Delhi regarding "UGC (Redressal of Grievances of Students) Regulations, 2023" the establishment of processes for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in Jain College of Engineering, Belagavi. Grievance Redressal Committee suggests solutions to the students problems in an impartial manner involving the respective nominated members, maintaining utmost confidentiality. The students with grievances if any may approach Grievance Redressal Committee to submit his/her grievances either through contacting on call or writing or through other means like suggestion box/feedback etc.

### **Objectives:**

The objective of the Grievance Redressal Cell is to develop a sense of responsible and accountable attitude among the students community to preserve congenial atmosphere in the institute. A Grievance Redressal Cell is framed to address the students problems/grievances with the following objectives:

1. To maintain pleasant and free atmosphere in the College
2. Foster cordial Student-Student relationship and Student teacher relationship.
3. To provide easy access to students grievances to have them addressed.
4. To ensure indiscriminate and impartial response to any party under grievance.
5. To create awareness among students of the college to respect the rights of each one in the institution.



**Composition of the Committee:**

- The committee shall comprise of Principal, HODs, senior Faculty members and student representatives.
- Principal of the college shall be the Chairperson of the committee.
- The student representatives nominated by HoDs are forwarded to the Chairman for approval.

**Scope of the Grievances:** is confined to the following matters:

- Academic Matters – Problems associated with attendance, assessment, marks, and other examination related matters etc.
- Financial Matters – Problems associated with charging of fees and scholarships
- Administration Matters – Problems associated with basic amenities, sanitation
- Transportation related Matters.

**Grievance Receiving Mode:**

- Any student with genuine grievance can approach the Grievance Redressal committee by writing a letter with relevant documents.
- The grievance may be reported in person by meeting the Chairperson of the Committee
- The grievances may be dropped in the suggestion box placed in the prominent placed in the institute
- The nominated members may be contacted to submit the grievances on call.
- Online submission of Grievance through Google form on Institute Website/Feedbacks.

**Inclusions:** Grievance Redressal Committee addresses only the following problems received from students

- Academic matter pertaining to Teaching-Learning activities
- Student-teacher, student - student relationships.
- Internal evaluation and award of internal assessment marks.
- Complaint related to library and IT services.
- Grievances related to water, electricity, safety, security, etc.
- Grievance related to transport facilities.
- Grievances related to selection / participation in sports and cultural activities.
- Grievances related to behaviour of office staff/Non-Teaching Staff.
- Grievances related to delay in issuance of records and documents from office / Department.

**Grievance Redressal Mechanism:** The mechanism of Grievance redressal is explained as below.

- Student with any grievance reports his problem to the Grievance Redressal committee with necessary supporting documents via above mentioned means.
- Meeting is convened on the suitable date including all the committee members.
- The meeting may be called within the duration depending upon the severity of the problem to be addressed.
- The presence of student's parent is required in the meeting.
- The committee resolves the student's problem in the Grievance Redressal Committee meeting .
- The decision will be conveyed to the concerned student amicably.
- Minutes of the meeting is prepared and circulated to all the committee members for attesting their signature.

The grievance redressal mechanism is also illustrated in the below flow chart.

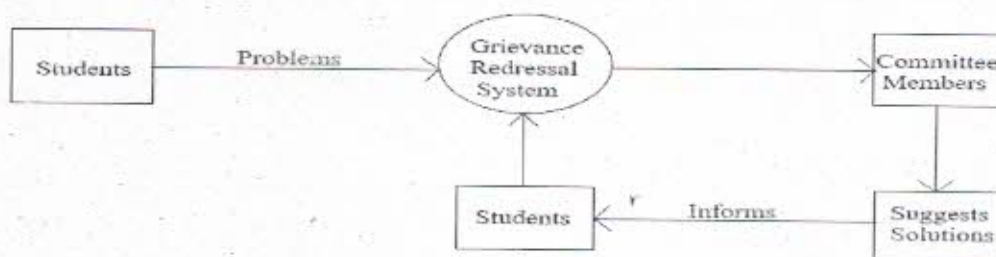


Fig 1. Mechanism of Grievance Redressal


**Organization wide awareness:** Awareness is created among students by

- The boards displayed among prominent places in college.
- Through college website.
- Through meetings convened regularly.

In view of the above, Jain College of Engineering aims to:

- Ensure congenial and impartial Student-Teacher relationship
- Assures healthy atmosphere in the working environment including all academic, official and service related activities in the college campus.
- Provide a convenient way for the students to solve their reported problems.



  
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## **SOP For Anti Ragging Committee**

### **Purpose:**

1. Creating ragging free atmosphere in and outside the campus.
2. Creating awareness among students regarding acts and punitive measures pertaining to ragging activities.
3. Creating a cordial relation among students for fulfilling the mission and objectives of the organization.

### **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 any other student, indulging in rowdy or undisciplined 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?**

1. 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.
2. Financial extortion or act of forceful expenditure.
3. Rowdy/undisciplined activities, which cause or are likely to cause annoyance, hardship, physical/psychological harm or fear or apprehension in any student.
4. Forcing a student to do an act, which generates sense of shame, torment or embarrassment affecting his/her physique or psyche?
5. Any act which prevents/disturbs/disrupts regular academic activities assignment to a student.
6. 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.
7. 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.



## Scope:

1. To uphold and comply with the directives of the Supreme Court of India/ AICTE New Delhi and be vigilant on any act amounting to ragging and due sequel.
2. To publicize widely students among the prevalent directives and the actions that could be initiated against those indulging in ragging.
3. To consider the complaints received from the students and conduct due fact finding and submit an unbiased report to the Anti- Ragging Committee, with punitive measures recommended for the offenders, as deemed appropriate.
4. To oversee the procedure of obtaining undertaking from the students, in accordance with the provisions and stipulated guidelines
5. To conduct programs such as role play, awareness shows, video shows prohibiting ragging and orient the students towards the universal concept of zero tolerance for ragging.
6. To provide students the contact details of the person(s) identified to receive complaints/distress calls.
7. To offer counseling services and create awareness among the students.
8. To take all necessary measures for curbing the dreadful menace of ragging both within and outside the Campus.

## Responsibility:

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the dedicated Anti-Ragging Squad in curbing the menace of ragging in the institution.

Anti-Ragging Squad would be deployed to make surprise visits in sensitive areas, including canteen, and other places that has the potential of prompting ragging and shall be empowered to inspect such places.

## Procedures:

### Online affidavits

As per the directives of the apex commission, UGC norms it is mandatory for every student and his/her parents to submit an anti-ragging affidavit during the time of admission.

All the relevant contact details of the students would be collected from the affidavits and documented accordingly as per the order of the AICTE.

This is essentially a five-step procedure

Step 1: Need to Log on to [www.ANTIRAGGING.in](http://www.ANTIRAGGING.in) Click on the button called – Online affidavits.

Step 2: Fill in the information as desired and submit the completed form.

Step 3: On successful completion, you will receive affidavits, both for Students and



Parents, through E mail.

Step 4: Need to create an email id before you log in. In case if your parents do not have an e mail/Mobile/ Landline Phone number you can give the details of those whom you trust. If you make a mistake while submitting the form you can start afresh and submit the information again. Providing correct details is the pre-requisite for effective redressal of complaints to the office of the Dean/Principal/Director related to ragging for necessary filing of records and facilitate easy retrieval of the same.

Step 5: Take a print out of the document and get it signed by the students and parents and submit the same.

### **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 here in as under:

The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established as per the recommendations of the Anti-Ragging Squad.

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:

1. Suspension from attending classes and academic privileges.
2. Withholding / withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



  
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## **SOP for an Internal College Complaints Committee**

### **1. Introduction**

The Internal Complaints Committee (ICCC) for girls in colleges is established in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The purpose of this SOP is to provide a structured framework for addressing complaints of sexual harassment and other forms of gender-based discrimination within the college campus.

### **2. Composition of the Committee**

The ICCC shall be composed of the following members:

- Chairperson: A senior faculty member or administrative staff member.
- Members: Faculty members representing various departments, one NGO representative, and student representatives.
- External Member: Legal expert or gender rights advocate (optional but recommended).

### **3. Roles and Responsibilities**

#### **Chairperson:**

- Convene meetings of the ICC as necessary.
- Ensure compliance with legal requirements and procedural fairness.
- Oversee the investigation process and ensure timely resolution of complaints.

#### **Members:**

- Participate actively in the investigation process.
- Maintain confidentiality at all stages of the proceedings.
- Provide support to the complainant and respondent throughout the process.

#### **External Member:**

- Provide expert guidance on legal and gender-related issues.
- Ensure impartiality and fairness in the proceedings.
- Review investigation reports and recommendations.





#### **4. Procedure for Filing Complaints**

- Complaints can be filed in writing or orally to any member of the ICCC.
- The complainant shall be provided with a complaint form to document the details of the incident.
- Complaints must be filed within [specify timeframe] of the occurrence of the incident.

#### **5. Investigation Process**

- Upon receipt of a complaint, the ICCC shall initiate an investigation.
- The investigation shall be conducted in a fair, impartial, and confidential manner.
- The ICCC may interview witnesses, collect evidence, and seek expert opinions as necessary.
- Both the complainant and respondent shall have the opportunity to present their case and provide evidence.
- The ICCC shall submit a report of its findings and recommendations to the college authorities.

#### **6. Remedial Measures**

If the ICCC determines that harassment has occurred, it shall recommend appropriate disciplinary action against the respondent. Remedial measures may include counselling, training, transfer of the respondent, or termination of employment. The ICCC shall also provide support and assistance to the complainant, including access to counselling services and protection from retaliation.

#### **7. Awareness and Training**

The ICCC shall organize regular awareness programs and training sessions on sexual harassment and gender sensitization for students and faculty members. Training shall focus on prevention, identification, and reporting of sexual harassment incidents.



### **8. Confidentiality**

All information related to complaints and investigations shall be treated with the utmost confidentiality. The identity of the complainant, respondent, and witnesses shall be protected throughout the process.

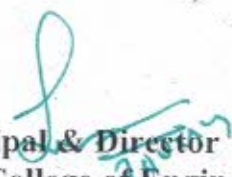
### **9. Review and Monitoring**

The ICC shall conduct periodic reviews of its procedures and effectiveness. Feedback from stakeholders shall be solicited to identify areas for improvement. The college authorities shall monitor the implementation of the SOP and ensure compliance with legal requirements.

### **10. Conclusion**

This SOP outlines the procedures for addressing complaints of sexual harassment and gender-based discrimination within the college campus. The ICC is committed to creating a safe and inclusive environment for all students and faculty members.



  
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## **Universal Human Values (UHV) policy**

Universal Human Values (UHV) policy at Jain College of Engineering, Belagavi involves outlining the principles, objectives, functions, and strategies for promoting and integrating universal human values into the academic and extracurricular activities of the institution.

### **1. Introduction**

The Universal Human Values (UHV) Cell at Jain College of Engineering, Belagavi, is established to foster the holistic development of students by promoting and integrating universal human values into the academic, social, and ethical fabric of the institution. The UHV Cell endeavors to instill a sense of social responsibility, empathy, integrity, and ethical behavior among students, faculty, and staff members.

### **2. Vision**

- To cultivate a culture of compassion, respect, empathy, and integrity among all members of the Jain College of Engineering community, thereby contributing to the overall well-being of society.

### **3. Mission**

- To integrate universal human values into the academic curriculum and co-curricular activities.
- To provide opportunities for personal growth, character development, and ethical leadership.
- To foster a sense of social responsibility and community engagement.
- To promote an inclusive and harmonious campus environment where diversity is celebrated and respected.

### **4. Objectives of the UHV Cell**

- To create awareness about universal human values and their importance in personal, professional, and societal contexts.
- To develop educational programs, workshops, seminars, and initiatives aimed at promoting universal human values.
- To facilitate dialogue, reflection, and introspection on ethical dilemmas, moral principles, and social justice issues.
- To collaborate with internal and external stakeholders, including students, faculty, alumni, community organizations, and industry partners, to advance the mission of the UHV Cell.
- To assess and evaluate the effectiveness of UHV initiatives and interventions and implement continuous improvement measures.



## 5. Functions of the UHV Cell

- Design and implement a comprehensive plan for integrating universal human values into the academic curriculum and pedagogy.
- Organize seminars, workshops, guest lectures, and interactive sessions on topics related to ethics, morality, empathy, compassion, and social responsibility.
- Facilitate community service projects, volunteer opportunities, and outreach programs to promote civic engagement and social impact.
- Provide counseling, mentorship, and support services to students, faculty, and staff members on ethical dilemmas and personal development.
- Establish partnerships with NGOs, government agencies, and civil society organizations to address social issues and contribute to sustainable development goals.
- Collaborate with industry partners to promote ethical business practices, corporate social responsibility, and sustainable development initiatives.

## 6. Composition of the UHV Cell

- Chairperson: Appointed by the institution's administration, preferably a senior faculty member with a background in ethics, philosophy, or related fields.
- Members: Representatives from different academic departments, student body, alumni association, and community organizations.
- Coordinator: Nominated faculty member responsible for coordinating the activities of the UHV Cell and liaising with stakeholders.

## 7. Meetings and Reporting

- The UHV Cell shall convene regular meetings, at least once every quarter, to review progress, plan activities, and address emerging issues.
- Minutes of the meetings, including decisions taken and action points identified, shall be documented and circulated to all stakeholders.
- An annual report highlighting the achievements, challenges, and future plans of the UHV Cell shall be prepared and submitted to the institution's administration.

## 8. Resources and Support

- The institution shall allocate necessary resources, infrastructure, and support to ensure the effective functioning of the UHV Cell.
- Faculty, staff, and students shall be encouraged and supported in actively participating in UHV initiatives and activities.





### **9. Continuous Improvement**

- The UHV Cell shall engage in regular self-assessment, feedback collection, and review mechanisms to identify areas for improvement and take corrective actions.
- Continuous learning, innovation, and collaboration shall be encouraged to enhance the impact and reach of UHV initiatives.


### **10. Review and Revision**

- The UHV Cell policy shall be periodically reviewed and revised in line with changing needs, emerging trends, and feedback received from stakeholders.

### **11. Compliance and Implementation**

- All departments, units, and individuals within the institution shall comply with the UHV Cell policy and actively contribute to its effective implementation.
- A culture of values-based leadership, integrity, and empathy shall be fostered across the institution.



  
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## **Student Engagement Cell Policy**

### **Objective:**

SEC activities will have an impact and be an integral part of a student's journey, offering a myriad of benefits beyond the classroom. It helps students on personal development, encompassing emotional intelligence, life skills, and academic success. They explore the historical context, psychological theories, real-world examples, statistics, expert opinions, and future implications to provide a holistic understanding of their pivotal role.

Extracurricular activities encompass a wide range of pursuits undertaken outside of regular academic coursework. These activities are typically organized by the 9 different affinity clubs under SEC and are voluntary in nature.

Extracurricular activities are not merely a supplement to education; they are an integral part of personal development. From enhancing emotional intelligence to improving academic success, these activities play a pivotal role in shaping well-rounded individuals.

The activities under SEC play in personal development. By fostering skills, character, and resilience, these activities contribute significantly to the growth of students, both in and out of the classroom

### **Composition and tenure of the committee**

Student Engagement Cell brings students together based on their interests and build relations. The cell is the combination of 9 affinity clubs namely

1. Fine Arts Club
2. Sports club
3. Cultural Club
4. Media Club
5. Orators Club
6. Career Guidance cell
7. TEDx Club
8. Energy Swaraj Club
9. Ek Bharat Shresth Bharat club.

Various Events and Competitions are conducted through these clubs.





The student Engagement Cell is run by the students represented by the five office bearers namely

1. Student President (7<sup>th</sup> sem)
2. Student Secretary (7<sup>th</sup> sem)
3. Student Treasurer (7<sup>th</sup> sem)
4. Student Vice president (5<sup>th</sup> sem)
5. Student Joint Secretary (5<sup>th</sup> sem)

Apart from these office bearers, each club is led by the Student Club Coordinators as well as Staff coordinators. Each of the above members has been elected/nominated through a well-defined process.

All the activities and competitions are organised and coordinated by the student office bearers and club coordinators under the guidance of the staff coordinators

### **Scope of sec**

Participating in extracurricular activities offers students plenty of different benefits. Extracurriculars promote learning outside the classroom and offer kids a chance to learn everything from specific skills to broader truths about life outside the classroom

- Develops Life Skills
- Makes Student Future Ready
- Boosts Self-Esteem
- Improves Mental and Physical Well-Being
- Provides Respite from Academics:
- It Inculcates a Sense of Self-Discipline

### **Working mechanism of sec**

Student Engagement cell is most active cell of the college. It is of the students, by the students and for the student. The activities are planned and scheduled on every Saturday after 1.15pm. The student club coordinators under the guidance of faculty advisors plan events on Saturday for the students of entire college.

Care is taken so that no more than 2 events overlap on same Saturday. Maximum only 12 clubs can schedule events on each Saturday.

SEC also encourages the students good at extracurricular activities to participate in inter college events organised by other colleges in various places of the state and off the state. As a token of Appreciation, the registration amount is refunded back to the students who participate and secure prize in the events.



## Benefits:

1. They help students explore their passions and career interests.
2. They help in Development of soft skills
3. The students learn to Work in a team
4. The students develop Leadership Qualities
5. Students develop real-life skills and engage with diverse group of people by participating in events
6. Participation in extracurriculars is linked to higher academic performance.
7. Students will be able to develop a sense of responsibility towards the society and in turn contribute back to the society

## Nominations of office bearers

The procedure to elect the Office Bearers ie President, Vice president, Secretary, Joint secretary and Treasurer is as follows,

1. All the students who want to be a part of Office Bearers need to apply for the various posts through the circular & google form for the same.
2. Eligibility criteria is mentioned in the notice where in the students should be academically strong along with the some achievements in extra curricular and having leadership skills
3. An Interview is scheduled for the students who are eligible after the scrutiny . The interview consists of Written test (Quiz) as well as Personal interview in presence of a panel members like JCE administrator, Dean Examination & SEC coordinator.
4. Based on the performance in the interview the 5 Office bearers are elected for the academic year.
5. The faculty club coordinators elect the respective student club coordinators based on their academic as well as interest for the club & club events.

## The role of the student council

- To enhance communication between students, management, and staff
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them





## **The work of the student council**

- Working with the staff, Management and fellow students
- Communicating and consulting with all of the students in the college
- Participation and involvement of students in SEC activities
- Planning and managing SEC activities for the academic year
- Managing and accounting, funds raised by SEC
- Encourage club-activities

## **Roles and responsibilities of student council members**

### **President**

- Provide leadership and direction to SEC
- Administer, enforce, and abide by the rules set by college
- Attend all official meetings and events.
- Preside over all meetings in consultation with SEC faculty coordinator
- Assist with the scheduling and preparation of agendas and minutes.
- Motivate students to participate in activities.
- Be the official spokesperson for the Student Engagement Cell
- Maintain regular contact with the club activities/SEC activities/inter-collegiate activities
- Be the bridge between existing and Alumni students
- Keeping a student notice-board in the college where information on the SEC's activities is posted
- Announcing upcoming events
- Upload photos and videos on Google drive and share link
- Approves all SEC communication in, coordination with SEC faculty coordinator
- Ensure completion of the SEC annual report by the stated deadline.

### **Vice President**

- Assist the President in all the activities and when the President is absent from a meeting, assume the role of the President for that meeting.
- Administer, enforce, and abide by the rules set by college
- Attend all official meetings and events.
- Assist with the scheduling and preparation of agendas and minutes.
- Motivate students to participate in activities.
- Provide information for e-newsletters, social media
- Keeping a student notice-board in the college where information on the SEC's activities is posted



**Secretary**

- Attend all official meetings and events.
- Prepare and distribute agendas for each meeting.
- Record and compile minutes at every meeting.
- Prepare and distribute minutes from the previous meeting.
- Maintain an accurate file of all meetings, events and conferences.
- Coordinate with students of all department
- Active participation in promotion and organization of event.

**Treasurer**

- Assist the president and other members in preparing program budget.
- Collect and maintain account of every event registration amount.
- Maintain all financial records of SEC.
- Pay all SEC bills on time.
- Prepare and submit account statement post event.
- Prepare every event report.

**Webmaster**

- Develop and maintain SEC webpage on college website and social media sites.
- Make video of every event and upload on youtube channel in coordination with SEC faculty coordinator.



  
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## **Entrepreneurship Development Cell Policy**

### **1. Introduction:**

The Entrepreneurship Development (ED) Cell at Jain College of Engineering, Belagavi, aims to foster an entrepreneurial ecosystem within the college community. The ED Cell provides guidance, resources, and support to students interested in pursuing entrepreneurial ventures.

### **2. Objectives:**

1. To imbibe importance of innovation, collaboration, and leadership.
2. To bridge the gap between the established entrepreneurs and budding entrepreneurs.
3. To promote entrepreneurship culture within the institute.
4. To identify and provide support and guidance to budding entrepreneurs within the institution.

### **3. Membership:**

- The membership of the ED Cell is open to all students of Jain College of Engineering who have an interest in entrepreneurship.
- Members are expected to actively participate in ED Cell activities and contribute positively to the entrepreneurial ecosystem.

### **4. Activities:**

The ED Cell shall undertake the following activities:

- Organizing workshops, seminars, and guest lectures on entrepreneurship, innovation, and startup management.
- Facilitating mentorship programs connecting students with experienced entrepreneurs, industry professionals, and investors.
- Providing resources such as co-working space, library facilities, and access to funding opportunities.
- Conducting business plan competitions, and startup boot camps to encourage ideation and innovation.
- Establishing partnerships with industry organizations, incubators, and accelerators to provide additional support to student startups.



## 5. Governance:

- The ED Cell shall be governed by a faculty advisor appointed by the college administration.
- A student coordinator and a team of student members shall assist the faculty advisor in organizing and executing ED Cell activities.
- The faculty advisor shall oversee the functioning of the ED Cell and ensure compliance with college policies and regulations.

## 6. Funding:

- The college administration shall allocate funds for the operation of the ED Cell, including organizing events, procuring resources, and supporting student startups.
- The ED Cell may also seek external funding through sponsorships, grants, and partnerships with industry stakeholders.

## 7. Evaluation:

- The performance of the ED Cell shall be evaluated periodically by the college administration based on predefined metrics such as student engagement, startup success rate, and impact on the entrepreneurial ecosystem.
- Feedback from members, mentors, and external stakeholders shall be collected and utilized for continuous improvement.

## 8. Amendment:

- This policy may be amended by the college administration with the approval of relevant stakeholders to better serve the objectives of the Entrepreneurship Development Cell.

## 9. Dispute Resolution:

- Any disputes arising in the interpretation or implementation of this policy shall be resolved through mutual discussions between the concerned parties.

## 10. Adoption:

- This policy shall come into effect upon approval by the college administration and shall be communicated to all stakeholders for compliance.





## Standard Operating Procedure

### Introduction

Entrepreneurship has become critical to revitalizing and supporting any nation's and the world's economies. Because young innovative minds, particularly students, are such an important component of establishing an entrepreneurial environment, making the most of their resources is critical. The majority of the students of Jain College of Engineering come from rural, semi-urban and urban areas with agricultural and business backgrounds. The college must foster the spirit of self-employment, according to the findings. Entrepreneurship Development Cell [EDC] is attempting to reframe their perceptions of job options.

### Objectives:

1. To imbibe importance of innovation, collaboration, and leadership.
2. To bridge the gap between the established entrepreneurs and budding entrepreneurs.
3. To promote entrepreneurship culture within the institute.
4. To identify and provide support and guidance to budding entrepreneurs within the institution.

### Constitution of EDC:

| S.No | Designation                   | No. of members |
|------|-------------------------------|----------------|
| 1    | Chairman – Principal          | 1              |
| 2    | Convener –Assistant Professor | 1              |
| 3    | Faculty members               | 8              |
| 4    | Student representative        | 1              |

### Schedule of meetings:

- At the start of the academic year, the committee would meet formally to prepare the year's activities.
- At the end of the academic year, a meeting would be held to discuss the events enabled and the committee's progress.
- Depending on the need or in emergency situations, the committee would meet formally and informally as many times as necessary.
- Informal meeting minutes do not need to be kept.
- Prior to the start of each event, the committee would convene to review overall planning as well as individual roles and responsibilities.



## **Responsibility of the Convener:**

- The Convener is in charge of convening meetings and setting an agenda for discussion before conducting every meeting.
- The Convener is also in charge of ensuring that each member has submitted and kept track of all required papers.
- To write and distribute the meeting's minutes.


## **Working of the committee:**

- The committee needs to prepare the planning and scheduling of event for the academic year. (Tentative dates to be included in the academic calendar of the college).
- The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- Circulars for the student members, mentioning the event/activity/seminar, date, time and venue will need to be prepared circulated once approval is given by the Principal.
- The procedure to organize events is as follows:
  - Obtain formal permission from the College authorities to arrange programme.
  - Motivate students to enroll to the programme.
  - Decide date, time and agenda of the programme.
  - Inform members of faculty and students about the event.
  - Prepare invitations/brochures etc.
  - Arrange the venue and logistics if needed.
  - Invite speaker/resource persons for the event.
  - Arrange mementos for guests and certificates for the participants.

## **Documents to be maintained by the committee:**

- Copy of Strategic Perspective Plans submitted.
- File the minutes of meeting for every formal meeting.
- Circular from Principal/IQAC/HODs related to the cell.
- Brochures/Invitations, if any.
- Report on every event/activity conducted
- Student enrolment in activity/attendance.
- Photographs of the event.
- Certificate issued, if any.



  
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### **About JCE Alumni Association (JCEAA)**

JCE Alumni Association (JCEAA) is a registered association under Karnataka Societies Registration Act, 1960 bearing Registration No. *DRBG/SOR/484/2023-2024*. The members of the association are actively involved in the development of the institute by providing support through financial means and/or other activities.

- **Vision** :To create a global community of all JCE Alumni's through commitment, value, and support to empower their future
- **Mission** :To foster and strengthen ties and create a mutually beneficial relationship between Alumni and their Alma Mater

#### **Importance of Alumni Association**

- Alumni Association provides networking opportunities to present students who can connect with established professionals to seek help with their career goals.
- Alumni associations can provide a helping hand to present students through their skills and experience. These include mentoring/advising, academic support, and capacity-building programs.
- Alumni who want to give back to their community and institute can support students with financial assistance such as donations and scholarships.
- Alumni can encourage existing students to become prospective alumni in future, by participating and volunteering in different events organized by the association.
- Students who are active members of the alumni council or clubs develop useful social and managerial skills that can help them later in their professional lives.

#### **Standard Operating Procedure**

**Purpose:** The purpose of this SOP is to establish guidelines for managing the association effectively and efficiently.

**Scope:** This SOP applies to all personnel involved in Managing the alumni association, including Coordinators and members of the association.



**Standard Operating Procedure for JCE Alumni Association**

1. All students of Jain College of Engineering who complete the degree for which they are enrolled become the Member of JCEAA.
2. A membership fee of Rs. 200/- is collected during the admission of Final Year.
3. A separate Bank Account is to be maintained for JCEAA.
4. The funds collected should be utilized only for the benefit of the Alumni.
5. The Principal of Jain College of Engineering is the President of the JCE Alumni Association.
6. The President has the power to appoint the Secretary, Joint Secretary, Treasurer and Board Members
7. Two Board Meetings have to be organized in one academic year by the secretary of the association under the Chairmanship of the President.
8. A meeting for deliberation over any agenda regarding developmental activities of alumni can be arranged by the permission of the President.
9. All members of the association are expected to work towards the welfare of the alumni and should not seek personal benefits.

**JCE ALUMNI ASSOCIATION BOARD MEMBERS**

| Sl.No. | Name of the Member        | Designation     |
|--------|---------------------------|-----------------|
| 1      | Dr. J.Shivakumar          | President       |
| 2      | Prof. Amey A. Kelkar      | Secretary       |
| 3      | Prof. Rajendra Jotawar    | Joint Secretary |
| 4      | Prof. Shashank Vanakudari | Treasurer       |
| 5      | Dr. Praveen Y. Chitti     | Member          |
| 6      | Dr. B.V.Hubballi          | Member          |
| 7      | Dr. S. Rohitraj           | Member          |
| 8      | Dr. Salma Shahpure        | Member          |
| 9      | Prof. Laxmi Brungi        | Member          |
| 10     | Prof. Raghunandan Oza     | Member          |



  
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