



Shri. Gopinath Mahadeo Vedak Pratishthan's
G. M. Vedak Institute of Technology, Tala
College of Engineering



Approved by AICTE & DTE Recognized by the govt. of Maharashtra & affiliated to University of Mumbai

STUDENT HANDBOOK

This Student Handbook Belongs to:

Name: _____

Class and Branch: _____ Institute Registration No.: _____

Permanent Address: _____

City: _____ Pin Code: _____ State: _____

Telephone (with STD Code): _____ Student's Mobile No.: _____

Student's Email Address: _____

CONTENTS

Sr. No. Particulars

1. Message from the Principal
2. Academic Rules and regulations for students
3. Code of conduct for faculties (teaching and administrative)
4. Information, Rules and Regulations of Library
5. Training and Placement Cell
6. Anti- Ragging Policy
7. Hostel Rules and Regulations
8. Women's Grievance Redressal Cell
9. Examination Committee
10. SC\ST Committee
11. Important Office Contacts

1. Message From The Principal

G.M. Vedak Institute of Technology, Tala established in 2011, with the aim of providing quality technical education to the students who aspire to become skilled engineers. And it is striving to impart quality education to strengthen technical base in the country. The institute recognized the need of the hour and setup strong institution to educate the youth, to make them aware of the rights as well as what they can be and what they can do for the nation. It is a fast growing technical institution in the Kokan region. At G.M.V.I.T, we provide a warm, caring, stimulating and challenging environment in which our students learn and develop. We aim to develop value every student in our care and it is our aim to provide the best possible environment in which students can succeed. We provide an environment, which enriches the intellectual, spiritual, emotional and physical development of the students in an atmosphere that is happy and nurturing.

We believe in strong Industry-Institution Interaction through expert talks, seminars, workshops, industrial projects and technical visits. We seek to inculcate a passion for learning in our students that would make them use their knowledge and skills for the betterment of the society. Under the able guidance of the trustees, a dedicated team of teachers, administrative staff and a management with great vision, form a unified team making endeavors to transform the young ones into professional technocrats having knowledge, energy, strength, and create a catalytic force to metamorphose the social fabric.

The college teaching staff is selected one, highly experienced, skilled and devoted to their assigned work. The college is having well updated Library where all type of engineering course books and different magazines, Journals, E-Journal facility are available and students can update their day to day technical and general knowledge. From this facility students can also prepare for the GATE and other competitive Examination. Our staff is fully devoted and abides to make our engineering students efficient/sound/suitable and shaping their career as a better engineers of modern developing India which will be accepted at Global level.

I wish you a very happy and academically rewarding student life at G.M.V.I.T and hope that you will lay the foundation for a bright and rewarding career.

Dr. Dilip N. Jaiswal
Principal
Ph.D. (Electronics & Communication Engineering)

2. Academic Rules and Regulations for Students

1. This Student Handbook is applicable to all students of FE, SE, TE, BE admitted to college.
2. The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain stick discipline.
3. Every student shall be regular and punctual in attending classes, practical, tutorials and participate fully in all learning and assessment activities.
4. All admitted students are subject to the discipline and control of the Academic authorities. The students are required to strictly adhere to the rules and regulations that are framed from time to time by the college. In case of breach of discipline, Principal or the constituted authorities of the institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the institute.
5. Property of the college needs to be carefully handled and looked after so that the students who follow can enjoy the high standards of environment built up by the trust. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the college or hostel shall be punishable with penal action and student might be liable for expulsion from the institute.
6. Students are advised to take care of their Identity Cards and should wear it on campus at all times. Every student shall carry his/ her identity card and shall produce it whenever asked for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued at a some minimal fine. Instructions on the Identity Card should be read and followed by all students.
7. Students should not organize for any picnic outside without written permission from the Principal.
8. Ragging is prohibited vide Maharashtra State “Anti-Ragging Act, 1999” as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Academy and hostel shall be immediately expelled from the Academy and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.
9. Smoking, drinking alcohol and use of drugs within the premises of the Academy and hostel as well as outside the campus is strictly prohibited.
10. Students shall behave in a disciplined manner and follow all the instructions issued by the Principal from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the college. Every student should endeavor to hold the high ideals, the reputation and the prestige of the college.
11. No student shall take the law into his / her own hands, whatever the circumstances may be. Any violence by the student on any other person will be viewed seriously and dealt with severely. Students should present any difficulty or grievance directly to the Principal. The decision of the institute authorities in these matters shall be final.

12. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.
13. Students are required to be aware of all notices that are put up on the Notice Boards.
14. Students are required to appear for all the tests conducted by the college and submit term work as per prescribed timeline.
15. Students are required to maintain a minimum attendance of 75% in each subject as per the norms of University of Mumbai.
16. No student shall be permitted to take the University Examination unless he/she has paid all his/ her dues and his/her progress and his/her conduct and attendance is found satisfactory.
17. Industrial visits and educational tours, as and when arranged by the college are compulsory for every student. The student will have to bear the full cost of such visits/ tours.
18. The Principal reserves the right to debar, any student, for non-payment of the fees/dues.
19. Use of mobile phones by the students during the classes / practical's / exam / in library/ other official functions is strictly prohibited.
20. Student will always behave in such a manner that pride of his / her own, his / her family and college will be always maintained with high dignity.
21. Students should fill the exam forms and pay the exam fees in the prescribed time span only as notified from time to time.
22. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
23. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Principal. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
24. The Management/ Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

3. Code of Conduct for Faculties

1. Staff members should display the highest possible standards of professional behavior that is required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues by providing support, help and guidance as required.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
6. Staff members should attend training programs arranged by University and AICTE.
7. Staff members should attend their place of work punctually.
8. Staff members should make alternate arrangement of their lectures / work before going to any type of leave.
9. Staff members should not go outside of college during college hours without prior permission of principal.
10. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.
11. They should act in fair, courteous and mature manner to students, colleagues and other stakeholders.
12. Endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality
13. Maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc
14. Taking responsibility for the behavior and conduct of students in the classroom and sharing such responsibility elsewhere on the premises.
15. Being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
16. Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
17. Institute reserves right to change any rule at any time without intimation.

4. Library Information, Rules and Regulations

1. Library Collection

- Total title 2703 and Total Volume 102111
- Donated Books 902
- Student Project Report 120 & CD/DVD 78
- Total Journals 24 (National 06 and International 18)
- Total E-journal – 01(J-GATE)
- Daily News Paper 08

2. Library Timing

- Library Timing 9:00am to 6:00pm (on Working days)
- Reading Room evening time 5:30pm to 11:00pm.

3. Membership

- All Students, Faculty members, and non-teaching staff of GMVIT are eligible for membership however proper application procedure has to be followed.
- Visiting faculty may use GMVIT college library on the recommendation of Principal and Registrar.

4. Number of books allowed

• Student

Total Books against a valid library card for the period of 10 days from the date of Issue, renewal is permitted provide there is no demand from other and enough store Available.

• Faculty member of GMVIT

A faculty can borrow books as per cadre professor 6 on proper request and books must be returned after the end of semester positively (Books may be renewed for longer period if there is no demand)

• Non-Teaching staff of GMVIT

The non-teaching staff of GMVIT can borrow one or two books at a time and should be returned or renewed every month during the academic year.

• Reservation of Books

Students and faculty members can reserve the books based on proper request but reference books are available for in campus use only.

• Fine /Penalty

Fine of Rs. 2 per day per volume will be charged from a student for the books is not returned within due date.

For lost and damaged books double the amount of book may be applicable readers are requested to use and handle the book with proper care.

1. Reference Materials

- The following categories of materials shall not be issued but will be made available for Xerox only on staff member's name.

Books treated as reference by the library

- i) One available copy of books/hand book.
- ii) Journals

- iii) Project report
- iv) University question paper
- v) News paper
- vi) College programs photos

2. Reading Hall Rules

- Timing 5:30pm to 11:pm (everyday day including holidays)
- Student must carry identity card along with them while utilizing library and reading hall facility.
- Eatable are not allowed in library
- Mobile phones are strictly prohibited in the library premises.
- All members /Readers are required to maintain silence and discipline in the library.
- In order to utilize books from the library in reading hall, deposit I-card along with book card at the circulation counter.
- The library / institute reserve the right to suspend the membership of any member found misbehaving abusing the library staff.
- Any infringement of library rules may lead to the withdrawal of membership privileges.
- The member caught tearing pages/strafing of books will be suspended not only library but also from the Institute.

Library rules may be amended or altered as and when found necessary Ragging, smoking and any unlawful act is strictly banned in library, Hostels and college campus if found guilty he/she may be expelled from Institute.

5. Training and Placement Cell

The purpose of the **Training and Placement** is to guide students to choose right career and to give knowledge, skill and aptitude and meet the manpower requirements of the Industry.

Central Training and Placement Officer as head and the Departmental Training and Placement Officers as coordinators facilitate the Training and Placement Function at GMVIT.

The following are to aim to accomplish tasks in every academic year:

- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with Human Resources Department of companies and TPO's to promote our institute.
- Collecting feedback from employers where our students are selected.
- To assist students for industrial training at the end of fourth and sixth semester.
- To assist employers to achieve their hiring goals.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni and the employment community.
- To assist students in obtaining placement in reputed companies.

Career Guidance:

3. Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
4. Inform students about the available job opportunities in government sectors and off campus drives.
5. Giving Motivational Talks.
6. Conducting Psychometric Test.
7. Conducting Expectation Management Workshops.

Training& Development:

Keeping in view the industry requirements, the training curriculum is designed for preparing the students as entry level Graduate Engineer Trainees.

- Personality Development
- Communication Skills & Vocabulary
- Resume Preparation& Email Writing
- Group Discussion
- Interview Skills
- Aptitude Training & Practice Tests

Placement:

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills.

This activity focuses upon the personality development to make the students reliable, with positive attitude and right decision-making.

- Guiding for preparation.
- Arranging mock Interviews.
- Communicating with Alumni for available openings.
- Communicating with industry for campus interviews.
- Arranging/Conducting campus recruitment drive as well as off campus drives.

ANTI-RAGGING COMMITTEE

Following **Anti Ragging Committee** is constituted to overlook, supervise anti ragging activities of college. The committee will guide the students as per requirement. The committee members are directed to report to the principal on activities regularly.

Sr. No	Name of Member	Designation in Committee	Contact Number
1	Dr. D. N. Jaiswal (Principal)	Chairman	9022802204
2	Prof. V. D. Pathan (ASH Dept.)	Member	7350380386
3	Prof. Y. R. Galinde (Civil. HOD)	Member	7756929294
4	Prof. K. R. Metha (Comp. HOD)	Member	9420298558
5	Prof. A. R. Ghadage (Mech. HOD)	Member	8600269416
6	Prof. S. E. Gawali (Comp. Dept.)	Member	9420645703
7	Miss. Priya Thigale	Member-Girls Hostel Representative	8983568214
8	Mr. Manas Upadhye	Member-Student Representative	9527529546
9	Ms. Dhairya Vastaraj	Member-Student Representative	7054985504
10	PI Tala Police station	Member	2140269033

The scope and aims of the committee to accomplish the following

- Monitoring discipline regularly
- Organize periodic meetings with students and hostel wardens.
- Regular feedback and suggestions to Principal for improvement of discipline.
- Organize surprise visits to hostels and other places.
- In case of fresher admitted to a hostel it shall be the responsibility of the Teacher In-charge of the group to co-ordinate with the members of Hostel and to make surprise visits to rooms in the hostel where the members of the group are lodged. Fresher's should be lodged in a separate hostel block wherever possible and where such facilities are not available, the teacher shall ensure that seniors' access to fresher's accommodation is strictly monitoring by wardens, Security Guards and Staff.

7. Hostel Rules and Regulations

- Discipline of highest order is to be maintained everywhere
- Day scholars are not permitted to enter the hostel without prior permission from the warden.
- Smoking or use of liquor or any other intoxicant or playing cards is strictly prohibited.
- The guilty will be expelled from the hostel with immediate effect.
- Attendance will be taken every night and kept for record.
- The girl students should enter the hostel before 8.00 p.m. and the gent's hostel inmates should enter before 9.00 p.m. late comers will not be allowed to the hostel.
- Prior permission should be obtained from hostel authorities for entering visitors/guest in the hostel.
- They are expected to maintain order and discipline.
- In case of any health problems it should be intimated to Warden & Registrar in the college.
- Fine will be charged for the breakages such as Tube light fittings, fans, stools, window glasses etc.
- Visiting hours for parents & guardian on working days are between 5.00 p.m. to 6.30 p.m. and on holidays between 10 a.m. to 6.00 p.m.
- The visitors for girl students should produce visitors ID card , and only then they will be allowed to see their wards.
- Students are not allowed to go home every week end.
- They are allowed to go home only twice in a semester after submitting the requisition letter from their parents in written form; phone calls or telegram shall not be entertained in this regards.
- Violating the hostel rules will invite the severe punishment to the extent of being expelled from the hostel without any intimation to their parents.
- The hostel is meant to be home away from home for students. The inmates of the hostel are expected to be mutually friendly and co-operative with their fellow students.
- Complaint from/Registrar to be provided to students. Any cleanliness matter brought to the notice of the Campus Administrator/Rector.
- Ragging: Ragging in any form is Banned. It is cognizable offence and violation will invite action as per law of the land in addition to rustication from the institute. Being a silent spectator and not reporting/stopping other including in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Rector/Registrar/Principal/Administrator/security personnel directly at any time of the day/night.

WOMEN EMPOWERMENT CELL / COMMITTEE

For gender equality & gender justice in all its intervention & practices Woman Empowerment Cell was established under the Act No. 20 of 1990 of Govt. of India under the able surveillance of the principal of G. M. Vedak Institute of Technology, Tala. The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievance at the college.

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints. The Cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. TO facilitate speedy delivery of justice, meetings are organized regularly. The counseling cell processes oral and written complaints.

Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.

Objectives:

- To resolve issues pertaining to girls'/women's sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

Discipline:

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of membership.

Complaint and Redressal mechanism:

- After knowing grievance of students, class Mentor discusses it with the HOD and then an appropriate solution is found out. If not solved at this level then grievance is taken up to the Principal and legal advisor.
- The complainant shall be summoned to hear complaints (if necessary).

- After hearing of complaints, the committee shall take appropriate decision.

Woman Empowerment cell has been constituted as per the following.

Sr. No.	Name of the Member	Designation in Committee	Contact No.
1	Prof. S. B. More (Comp. Dept)	Chairman	9881590660
2	Prof. Y. R. Galinde (HOD Civil)	Member	7756929294
3	Prof. K. R. Metha (HOD Comp)	Member	9420298558
4	Prof. S. K. Thakur (Comp Dept)	Member	7507366741
5	Prof. P. N. Kaninde (ASH Dept)	Member	9307672764
6	Mrs. P. P. Mahadik	Non-teaching Member	7249698310
7	Mrs. Surekha Dandekar Mapara	NGO Member	9423094337
8	Mrs. S. V. Aakhade	Lady constable, Tala Police station	9545247835

Examination Committee

The Examination committee is an apex body of the Institute which is headed by Controller of Examinations and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

Objective:

To plan, arrange, conduct, evaluate, prepare and display results of examinations to be conducted as per the university structure and award degree certificates.

Roles and Responsibilities:

- a. Responsible for the due custody of the records pertaining to his/her work.
- b. Control of Examination shall have administrative control over the members working under him/her.
- c. Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- d. To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- e. Any other duties assigned by the Principal.

Monitoring Mechanism:

Class Test

- a. Internal Assessment I and II shall be a compulsory test of 1 hour duration of 20 marks. Tests can be taken either by online or offline mode as per situation demand. One/two papers per day shall be scheduled.
- b. Average of class test I and class test II will be considered as final internal assessment mark.

The Exam Committee – Class Test

- a. Shall prepare Class Test Time-Table at least 2 weeks before the Class Tests and shall display it on the Notice Board/ Website (Staff/Students). It shall also put up a notice one week before the Class Tests, regarding details of submission of question papers to Senior Supervisors. A copy of the notice shall be kept in the Exam Cell.
- b. Shall display notice regarding rules for SS/JS and rules for students. A copy of each shall be kept in the Exam Cell.

- c. Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference.
- d. Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available.
- e. Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.

University Oral/Practical Exams:

- a. The respective HODs shall submit names of minimum of 2 and maximum of 5 Internal and External Examiners for each subject to the Controller of Examinations.
- b. The Departmental Exam Coordinators shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements for refreshments/lunch and remuneration.
- c. Breakfast, Tea/coffee and Lunch shall be arranged in the College canteen as per the directives from the management.
- d. The HODs shall ensure that the External Examiner is punctual.
- e. If External Examiner is found to be not competent or habitually coming late, he/she may not be included in the future Examination Panel.
- f. At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Departmental Exam Coordinator.
- g. Each faculty shall submit to the Departmental Exam Coordinators the term work sheets with all necessary signatures. This shall be done at least 2 days in advance of the advised date announced by the University.
- h. It is the duty of faculty to ensure that they complete first our college assessment (Practical/Oral) before committing to dates as an External Examiner elsewhere.
- i. No faculty is allowed to be an External Examiner before the official end of term as announced by University of Mumbai. No leave (any kind) shall be sanctioned for this purpose.
- j. Each Departmental Coordinator shall enter the Oral / Practical marks into the software available with the Exam Cell. This shall be completed before the assigned date of the University of Mumbai. A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

Term Work:

- a. The properly filled and signed Term Work sheets shall be submitted by each Departmental Exam Coordinator to the Exam Cell before the date advised by the University.
- b. The Term Work marks shall be entered by Departmental Exam Coordinator into the software available in the Exam Cell. This has to be completed before the assigned

date by the University. A printout of the same shall be taken by the Exam Cell. After due verification, the faculty member shall sign on the TW / Oral / Practical sheets.

University Exam:

- a. The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
- b. The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees in the Exam Cell.
- c. The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
- d. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board and Blocks.
- e. Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty allocated to them. Hence they shall give their vacation preference dates to the Exam Committee in the format provided.
- f. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice Board.
- g. All Departmental Exam Coordinators should collect requirement for theory exam from respective faculties and submit to the exam cell before beginning of examination.
- h. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- i. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of supervisors. A report of same shall be submitted to the Principal.
- j. The respective HODs shall submit names of Examiners for assessment and moderation for each subject to the COE.
- k. The Exam cell in consultation with the COE shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- l. The CAP and OSM In-charge shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- m. The COE along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
- n. All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website. A copy of the same shall be sent to the respective HODs.

- o. Under the guidance of the COE, the Exam Cell shall analyse the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs and the Principal.

Revaluation:

- a. After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy/revaluation of their answer sheets.
- b. Accordingly, students shall apply for the revaluation/photocopy to the Exam Cell. But before applying for same, they shall pay the revaluation/photocopying fees at Exam Cell. Subsequently, the Exam Cell shall issue the forms.
- c. The duly filled in form shall be submitted to the Exam Cell along.
- d. In case of First and Final years, the Exam Cell shall send forms along with the payment to the University.
- e. In the case of SE and TE, the Exam Cell shall initiate the revaluation process internally.
- f. The result of re-valuation (for SE & TE) shall be put up on the Notice Board/College Website. For FE & BE, the students shall receive the result directly from the University.
- g. Students who are ineligible to attend the next class and have applied for re- valuation, can seek admission to the next class by paying a fee of Rs.500/- , before declaration of the result of revaluation.
- h. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

Constitution of Committee:

Chairman	Principal
Member Coordinator	Controller of Examination
Members	<ol style="list-style-type: none"> 1. One member from Mechanical department 2. One member from Civil department 3. One member from Computer department 4. One member form ASH department

Meeting:

- a. The committee shall meet at least two times in a semester (As and when necessary meeting should be conducted).
- b. The member coordinator, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- c. It shall be circulated to all Members of the Committee one day before or on the day of the meeting.
- d. All the decisions should be taken on the basis of university rules and regulations.

- e. After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Committee Members:

Sr. No.	Name of the Member	Designation in Committee	Contact No.
01	Dr. D.N Jaiswal (Principal)	Chairman	9022802204
02	Prof. P. M. Autade (In-charge Controller of Examination)	Coordinator	9762271407
03	Prof. D. P. Hipparkar (Civil Dept.)	Member	8446644095
04	Prof. A. V. Garole (Comp. Dept)	Member	7798825889
05	Prof. P. M. Autade (Mech Dept)	Member	8830027074
06	Prof. K. P. Risbud (ASH Dept)	Member	8087898571

SC/ST COMMITTEE

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The Cell is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

SC/ST committee cell has been constituted as per the following:

Sr No.	Name	Designation in Committee	Contact number
1	Prof. S. E. Gawali (Comp. Dept.)	Chairman	9420645703
2	Prof. S. B. More (Comp. Dept)	Member	9881590660
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 Functional Organizational Structure

