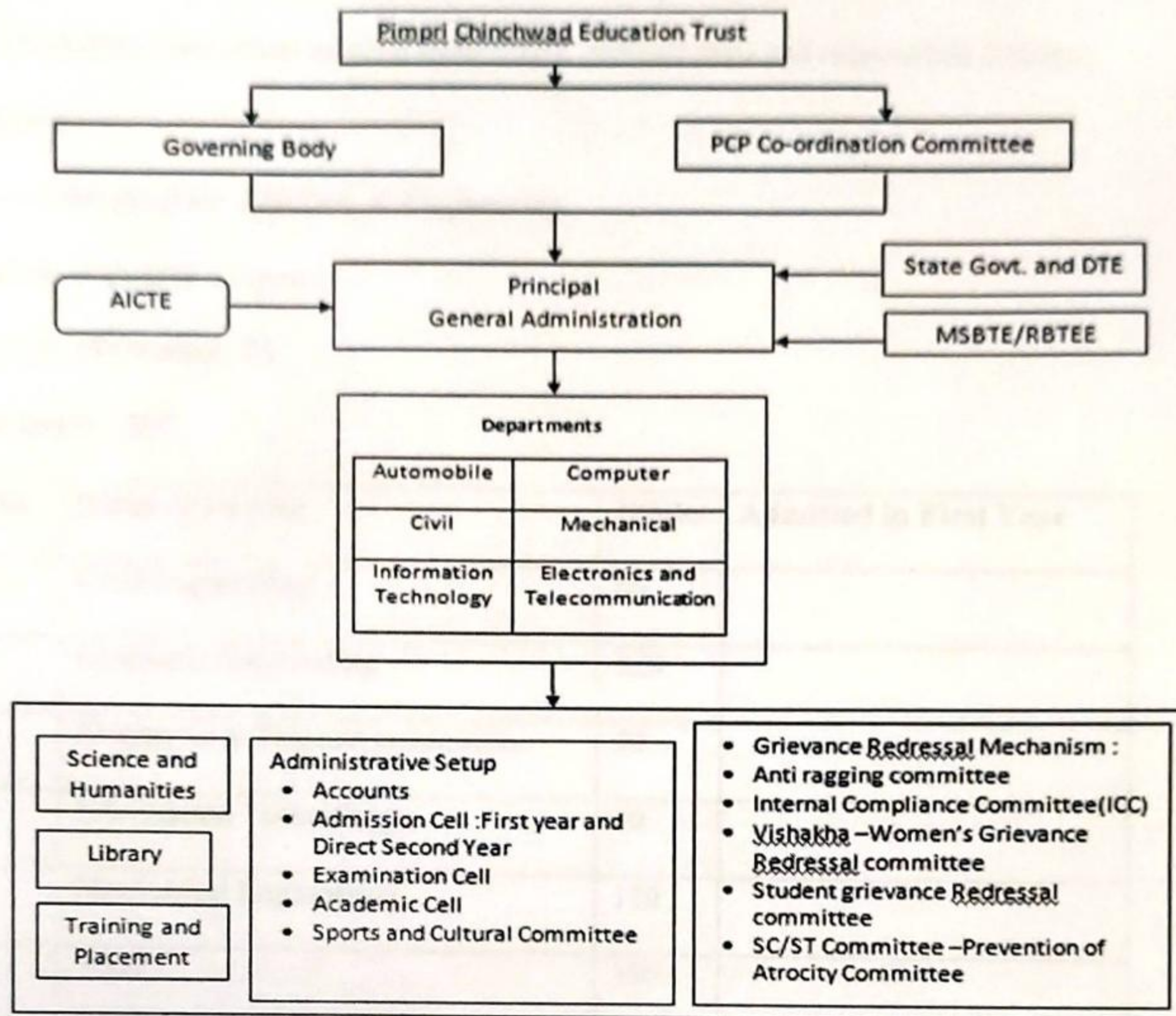


MANDATORY DISCLOSURE

1. Name of the Institute : Pimpri Chinchwad Polytechnic
2. Address including Telephone, Mobile and Email : Sector 26, Near Akurdi Railway Station
Akurdi, Pune- 411044
Tel. No. 020 -27658797,
Email : principal@pcpolytechnic.com
3. Name and Address of the Trust : Pimpri Chinchwad Education Trust
Address including Telephone, Mobile and Email : Sector 26, Near Akurdi Railway Station
Akurdi, Pune- 411044
Tel. No. 020 -27652297,
Email : principal@pcpolytechnic.com
4. Name of the Principal : Dr. V.S. Byakod
Address including Telephone, Mobile and Email : Virbhadra Nagar Baner
Pune- 411044
Tel. No. 020 -27652297, vidyabyakod@rediffmail.com
5. Governing Body :
 - 1) Shri. D.P. Landgesaheb Chairman, P.C.E.T.
 - 2) Smt. Padmatai Bhosale Vice Chairman P.C.E.T
 - 3) Shri. V.S. Kalbhorsaheb Secretary P.C.E.T.
 - 4) Shri. S.D. Garadesaheb Treasurer P.C.E.T.
 - 5) Shri. G.M. Desai Executive Director P.C.E.T.
 - 6) Shri. S.S. Kanetkar Member
 - 7) Prof. V.S. Byakod Member Secretary
 - 8) Mr. Shrikant Wadhokar Industrialist
 - 9) Mrs. Alka Kote Educationist
 - 10) DTE Nominee Member
 - 11) MSBTE Nominee Member
 - 12) Prof. B.V. Mane Member
 - 13) Mr. A.V. Raipure Member
 - 14) Mr. P.L. Deotale Member

Frequency of the meeting is once in a year

Organizational Chart



Vision of the Institute

Institute vision :

The institute envisages to be one among first top ten institutions and an autonomous institute in the state of Maharashtra offering demand driven skill development program inclusive of Diploma in Engineering and consistent high degree of professional development of students leading to successful career.

Institute mission :

- To educate and train students in Engineering and Technology domains.

- To prepare them for successful employment in industry / business, self-enterprise, higher education by providing quality system based teaching and learning processes.
- To identify themselves as good individuals, professionals and responsible citizens.

Program :

Name of the program: Diploma in Engineering

Duration of Course : 3 years

Total No. of Courses : 05

Total Intake : 390

Sr. No.	Name of Course	Intake	Admitted in First Year
1	Civil Engineering	60	
2	Computer Engineering	120	
3	Electronic & Telecommunication	30	
4	Information Technology	60	
5	Mechanical Engineering	120	
	Total	390	

Cutoff of admission of last three year are displayed on college website : www.pcpolytechnic.com

Fee structure is approved by Fee Regulating Authority:

Total Fees : Rs. 67,000/-

Tuition Fee: Rs. 59,982

Development fee 7,018/-

Scholarship Details

For General Category : EBC Economic Backward Class and Punjabrao Deshmukh

OBC/ST/VJ/NT/SC/SBC Post Matric Scholarship, Tuition & examination Fee

Faculty

Total Teaching Faculty : 49

Staff Student ratio : 1 : 20

Branch wise list of faculty is on website viz : www.pcpolytechnic.com

Infrastructure:

Sr.No.	Particulars	Details
1	Classrooms	21
2	Tutorial	2
3	Laboratories	36
4	Computer Center	1
5	Central Examination Center	1
6	Barrier free environment	Yes
7	Hostel Facility	40 seats for Boys 20 for Girls

PCP – Co-ordination Committee: This committee meets once in a year. The committee consists of the members from Trust, the Principal of the institute, HOD's, staff representative, two Class III and two Class IV representatives. The Trust takes the review of the various activities conducted by the institute, status of admission and result of that academic year and give their feedback and improvements expected by them. Their main focus is discipline which according to them should be maintained under any circumstances. This committee also discusses the different problems faced by the institute and the possible solutions.

Admission Cell: First Year and Direct Second Year

- Counseling at various Schools for SSC appearing students.
- Arranging School students visit to Polytechnic facilities.
- Guidance about the Centralized Admission Process of State Government.

- List of Essential documents to be kept ready for Admission Application registration.
- Facilitation Centre for Issue of Login kits with Admission Brochure.
- Assistance for submitting Online Admission forms to candidates.
- Assistance to update details during Grievance Redressal period.
- Assist Candidates to upload Institute and Course Options during CAP Rounds.
- Guidance to Students/Parents about Course details and Future prospects.
- Counseling the admission allotted students for document submission and payment of fees.
- Upload admitted student's data on DTE/ MSBTE/Pravesh Niyantran Samiti.
- Keep Documentation ready for Merit List verification.
- Complete the Document Verification and Merit List Approval as per DTE RO .

Examination Cell

- Enrollment form is filled from newly admitted students
- Certificate Of Backlog (COB) of Direct Second Year (DSY).
- Examination related guidelines are forwarded to concerned staff and students from time to time.
- Maintain details of learning disability (LD) students for awarding applicable concessions as per MSBTE norms .
- Record Keeping and Safety of Exam stationary and other related Inventory.
- Exam form filling of Regular and Ex-students.

Academic Cell:

- Preparation of Academic calendar and timetable
- Schedule of co-curricular activities ,guest lectures , industrial visits and seminars
- Internal academic monitoring , unit test , preparation of External monitoring , students counseling , Industrial projects .

Sports and cultural Committee:

- The Cultural Committee consists of the Principal, Cultural Chairman ,The General Secretary, Cultural Secretary and Ladies Representative .
- The committee meets as and when required to decide the various Cultural activities to be carried out in that year and the annual function.
- The sports committee comprises of a sports chairman and Sports secretary. Committees are formed for different sports.
- These committees comprise of one faculty and one nonteaching staff.
- Various sports events are organized by MSBTE under IEDSSA and students participate in these events at zonal Levels.

Internal Academic Monitoring Committee:

- The Academic Monitoring committee consists of the Principal, the Academic coordinator, and all Head's of department.
- The Committee monitors the working of the departments as per the DTE and MSBTE guidelines.
- Internal monitoring of the departments is done twice in the year by this committee.

Training and Placement :

- The training and placement committee consists of one faculty as the training and placement officer and one supporting Non-teaching staff .
- This committee takes care of all the placement activities and also has a Entrepreneurship Development cell .
- Various trainings are organized by this committee.

Grievance Redressal mechanism

A. The institute has a decentralized method of working with each staff member being held accountable for the assigned responsibilities.

Principal : Academic and administration of the institution

- Implement monitoring policies and decisions taken in the governing body . Guide various committees and cells for effective functioning.
- Approve academic calendar, hold HOD meetings , monitor admissions , academic and exam related activities.
- Monitor faculty performance , resolve issues (if any) to create conducive atmosphere .
- Ensure safety and security measures of institutional infrastructure and the resources.

Heads of then Departments/In charges : Academic and Administration of the Department

- The Head of the department is responsible for the smooth functioning of the department as per academic calendar
- Conduct academic co-curricular , extra curricular activities of the students of the departments .Monitoring the industry interaction for guest faculty , internship and project .
- Assign various responsibilities such as class teachers , mentors , co-curricular coordinators , Lab in charges to faculties and laboratory staff .The staff of the department report to the head from time to time with the results of assignments given to them.

Grievance Redressal Mechanism

Committees are formed for Grievance Redressal Mechanism and sexual harassment . These committees meet as per schedule decided in the planning. If any complaint is registered the committee takes the action immediately.

Anti Ragging Committee:

Committee is formed by the Principal and meeting is also arranged time to time. Banners are displayed in the campus regarding anti ragging and the names of committee members with their contact nos. and mail address.

Sr. No.	Name of Staff	Designation	Department
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01	Mr. B.V. Mane	Vice Principal	Science & Humanities
02	Mrs.S.L.Mortale	I/C HOD	Information Technology
03	Mr. S.R. Patil	Foreman	Workshop

Activities undertaken:

- Formation of committees by the Principal .
- Planning of meetings at the beginning of the semester
- Display of ragging prohibition notices on all departments notice boards
- Regular meetings are taken to resolve the problems

Women Grievance Redressal committee /Internal Complaints committee: The WGRC is formed in order to keep healthy working atmosphere among the faculty . This cell helps women faculty and students to record their complaint and solve their problems related to resources and personal grievance . The Women's welfare committee maintains a file which is kept with members of the committee. As soon as a complaint is registered the committee meets and decides on the course of action and implementation to solve the issue.

Sr. No	Name of the Staff	Designation
01	Prof.V.S.Byakod	Chairman
02	Mrs. V.S. Kharote Chavan	Member
03	Mrs. S.S. Jogdand	Member
04	Student representative	Student (2)

Major activities :

- Awareness of WGRC among the women student and staff of the polytechnic .
- Program on Self defence

- Program on health and hygiene
- Celebration of International Women's day

SC/ST (Prevention of Atrocities)Committee:

List of members :

Sr. No	Name of the Staff	Designation
01	Prof. V.S.Byakod	Chairman
02	Mrs. D.P Thete	Member
03	Mr. A.A. Marathe	Member

This cell is formed to ensure fair treatment to reserved category staff and students . Institutes overall ambience is extremely fair for all stake holders including students from economically weaker sections . Administration helps the students to fill the scholarship forms and complete other documentation to entitle their learning at concessional fees. Students are properly informed about different scholarship schemes , deadlines to avail the benefits .



Dr. V.S. Byakod
Principal