Bharatiya Vidya Bhavan's

SARDAR PATEL INSTITUTE OF TECHNOLOGY

Munshi Nagar, Andheri (W), Mumbai – 400 058.

STUDENT MANUAL

Contents

I. Campus Facilities …….. 2

II. Student Life ……5

III. Student Empowerment Policy …….7

IV. Anti-ragging regulatory measures ……20

V. Counselling services availability……23

VI. Code of conduct guidelines……24

VII. Mentor-Mentee program details…….29

VIII. Facilities for differently-abled students……...31

IX. Safety guidelines on campus……...32

X. Grievances redressal committee information……..33

XI. Student Council constitution and activities guidelines……35

XII. Guidelines for Constitution of all Committees and its Activities…….40

XIII. Awards and Recognition……...55

Campus Facilities

S.P.I.T. takes pride in providing a comprehensive array of resources and amenities to enhance the academic and overall experience of our students. From knowledge repositories to state-of-the-art technology incubation centres, our campus is equipped to meet the diverse needs of our academic community.

Let's explore the various facets of our campus facilities that contribute to a vibrant and conducive learning environment:

1. Library:

- The library serves as a Knowledge Resource Center for Engineering and Technology.
- The collection comprises over 24,000+ books, 8000+ e-books and subscriptions to periodicals.
- The library holds institutional membership with the British Council Library.
- Subscriptions include IEEE ASPP and ACM Digital Library.
- Access to NPTEL online lectures is provided through the Intranet.

2. Moodle:

- Moodle is the hosted course management software.
- It facilitates the online dissemination of course materials.
- Features such as news, blogs, forums, and online submissions are supported.

3. DSpace Server (Digital Repository):

- The DSpace Server serves as a digital repository for important documents.
- It is an open-source software with a keyword search feature.
- Centralised data storage is accessible on the institution's intranet.

4. Mail Server and Client:

- The mail server and client are managed through G Suite.
- It includes a web-based email client, chat facility, and Google Docs.
- Every faculty and student has an email ID on spit.ac.in.

5. Internet:

- The campus has round-the-clock Internet connectivity via leased lines.
- Redundant ISPs ensure seamless connectivity.
- The bandwidth is 150 MBPS, expandable to 200 MBPS.
- A dedicated Internet browsing centre in the library is open to students during office hours.

6. Incubation Centre:

- The institute boasts a state-of-the-art technology incubation centre affiliated with the Department of Science and Technology, Indian government.
- This centre supports nascent ventures by providing them with best-in-class infrastructure, cutting-edge technology access, seed capital to kickstart their journeys, access to a diverse talent pool for varied skill sets, mentorship programs for guidance, and comprehensive training opportunities to hone their entrepreneurial skills.

7. Lockers:

- Secure and organised lockers are available for students to store their belongings, eliminating the need to carry everything around campus and helping them manage their time efficiently.

8. Sports Facilities:

- The college offers excellent sports facilities, including a well-equipped gymkhana with carrom, chess, and table tennis tables.
- Fitness facilities
- Sports equipment like cricket bats, balls, helmets, etc., along with facilities for football, volleyball, cricket are also available.
- Additionally, Bhavan's Ground and a lawn tennis court are located nearby, along with a badminton facility nearby.
- The college even fields teams to participate in various inter-college competitions, providing students with opportunities to showcase their athletic talents**.**

9. Cafeteria

- Very high standards of hygiene and cleanliness are maintained in the canteen and connected services by the contractor and workers.
- The canteen operates during college hours on weekdays from 8:30 a.m. to 6:30 p.m.
- Breakfast is served from 8:30 a.m. to 11:30 a.m., and evening snacks will be available from 3:00 p.m. to 6:30 p.m.
- Tea, coffee, and dry items are available throughout the day.
- The canteen facilities cater to all students, faculty/staff members, and college visitors.
- The canteen has a weekly menu, including a minimum of three items daily for breakfast, with one being a Jain preparation.

10. Reading Room:

- A dedicated reading room with a quiet and conducive environment is available for students in classrooms 003
- Extended hours of operation allow students to study and focus beyond regular class schedules.
- Security measures are also in place to ensure a safe and secure study environment.

11. Green Area:

- Inviting students to unwind and connect, the Green Area serves as a comfortable indoor recreational space where they can gather, wait, or simply engage in leisure activities.
- Furnished with plush seating and cooling fans, the Green Area fosters a relaxed atmosphere for students to de-stress and socialise.
- Stay connected and productive with seamless Wi-Fi access throughout the Green Area.
- Convenient power outlets are readily available in the Green Area.
- The Green Area features a chalkboard and a small stage, perfect for impromptu performances or brainstorming sessions.

12. Common Rooms:

- Comfortable areas for relaxation and collaboration are different for Female students.
- Equipped with a changing room.
- Designed for informal discussions, group activities, and leisure.

13. Classrooms:

- Equipped with Smartboards for interactive learning.
- High-quality audio systems, including speakers, for clear communication.
- Supports various teaching methods, from traditional lectures to digital presentations.

14. Labs:

- State-of-the-art facilities for hands-on learning and research.
- A dedicated lab of Apple iMac machines for research and innovation
- Tools and environment for practical skills development and research & hands on learning

15. Idea Lab:

- Creative space for innovation and entrepreneurship.
- Well equipped with Hardware & Software to execute an idea from start to finish

Student Life

In the vibrant realm of student life at Sardar Patel Institute of Technology (S.P.I.T.), an array of events and activities converge to create a multifaceted experience that goes beyond the boundaries of traditional education. S.P.I.T. student's life is a tapestry woven with threads of cultural, academic, and social experiences. It promotes an inclusive and collaborative atmosphere and additionally offers practical insights, technical exposure, and opportunities for community engagement and holistic development of students.

Let's walk through S.P.I.T.'s student life, where each event contributes to the cultivation of holistic, well-rounded individuals, ready to embrace challenges beyond the classroom.

1. **Events Enriching Cultural Experience:**
    a. Garba Night, Freshers' Party, and The Techno-Cultural Fest- Oculus offers traditional and contemporary cultural experiences.
    b. Night Cycling promotes a healthy lifestyle and community engagement.

2. **Sports and Fitness Opportunities:**
    a. Agility & Smash It Up, SPoorthi, and Marathons emphasise sportsmanship and fitness.
    b. General Championships span multiple months, fostering healthy competition.

3. **Academic and Technical Exposure:**
    a. S.P.I.T. Hackathon, CodeExplore Contest, and Competitive Programming workshops showcase technical talents.
    b. E-Summit and Innovation Cup provide insights into entrepreneurship and innovative thinking.

4. **Social Responsibility and Awareness:**
    a. Initiatives like Food for Paws, Beach Cleaning, and Pad Project emphasise environmental consciousness and social responsibility.
    b. Women's Day Celebration, Girls Coding Contest, and the Case Study Competition address societal issues and empower individuals.

5. **Diverse Learning Opportunities:**
    a. Workshops like Illuminate, Code Housie, and C Workshop provide practical insights and coding skills.
    b. Code Housie and Girls Coding Contest cater to specific interests and encourage participation.

6. **Community Building and Networking:**
    a. Events like the S.M. Parekh Debate, Food Challenge, and Industrial Visit foster networking and industry exposure.
    b. Women's Day Celebration and Girls Coding Contest create platforms for inclusivity and diversity.

7. **Regular Campus Life Activities:**
    a. General Championships and Breakfast and Evening Snacks at the Canteen are regular features, enhancing day-to-day campus life.
    b. Night Cycling and Garba Night provide recreational breaks from academic routines.

8. **Culmination of Cultural and Technical Interests:**
    a. Events like SPoorthi, E-Summit, and Innovation Cup bring together cultural and technical aspects, catering to diverse interests.
    b. Code Housie and Girls Coding Contest cater to specific interests within the technical domain.

9. **Enhanced Learning Beyond Classroom:**
    a. Students participate in coding contests, workshops, and real-world problem-solving, enhancing their practical knowledge.
    b. The diverse range of events, including debates, hackathons, and cultural festivals, fosters an inclusive and collaborative atmosphere.
    c. Events like Illuminate, Code Housie, and Case Study Competition provide industry-relevant insights.

10. **Culmination of Social, Academic, and Technical Aspects:**
    a. The combination of events catering to cultural, social, academic, and technical aspects reflects a holistic approach to student life.
    b. Events such as the Food Challenge and Girls Coding Contest provide hands-on experience in entrepreneurship and coding.

This overview showcases the vibrant, multifaceted, and enriching student life at Sardar Patel Institute of Technology (S.P.I.T.).

Student Empowerment Policy

Students stand as the cornerstone of the Institute, and nurturing their holistic development remains our primary commitment. The Institute places significant importance on students' professional engagement, encouraging their active participation in conferences, competitions, hackathons, sports, and technology training. Recognizing the correlation between financial support and heightened student involvement, the provision of monetary assistance is considered, aiming to amplify their participation.

The institute's empowerment policy for students serves as a strategic framework to augment overall development and well-being. This policy strives to equip students with essential tools, resources, and opportunities, fostering success in academic, personal, and social spheres. The ultimate goal of this empowerment policy is to cultivate a supportive educational environment that empowers students to unleash their full potential, cultivate a lifelong learning mindset, and make positive contributions to society.

Seven specific policies have been devised to operationalize student empowerment. Every regular student is eligible to benefit from one or more empowerment schemes, with the total support capped at Rs.6000 per student per financial year, excluding Scheme No. 6.

The schemes are as follows :

1. Participation in Conferences, Seminars, Workshops, Exhibitions, Technical Festivals, etc. [Organised by Centrally funded institutions, State-funded institution, TEQIP-funded Institutions and other institutions in 200 brackets of ranking by NIRF]
2. Professional membership of Technical Societies such as IET, IEEE, CSI and ACM
3. Assistance for registering Patents, Copyrights, IPRs
4. Participation in external Technical Training Programs
5. Assistance for enrollment for the MOOC courses
6. Industrial Visits and Tours

Scheme-1 : Participation in Conferences, Seminars, Workshops, Exhibitions, Technical Festivals, etc. [Organised by Centrally funded institutions, State-funded institution, TEQIP-funded Institution and other institutions in the 200 bracket of ranking by NIRF]

Empowerment comes through Exposure:

- Students are encouraged to take part in:
    - **Technical Festivals** and **Competitions** such as **Tech-Fest, Mind-Spark,** etc.
    - **National Conferences**
    - **Seminars**
    - **Workshops**

- Students will greatly benefit from the numerous events and competitions that are offered to them. These experiences are necessary for an enriching engineering education.

- Any UG/PG/PhD student of the institute can avail of such assistance once in a year and a maximum of twice in his/her program of study.

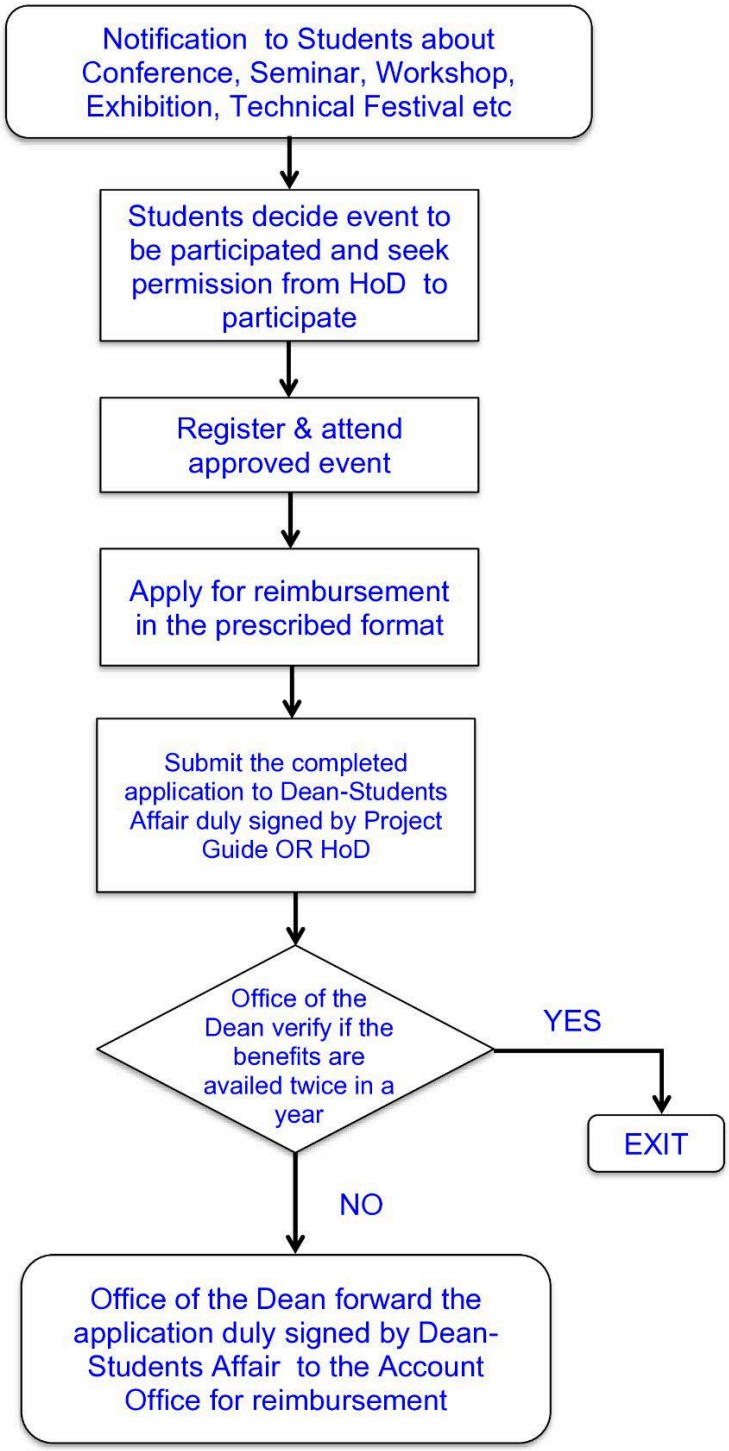
- **Note**: This assistance shall include registration fees, expenses towards food/stay/travelling, etc. limited to **Rs. 2000 per student per year** or actual expenditure incurred whatsoever is low.

- This assistance will be **provided only for those students** who are partaking in the events in the form of presenting papers, or projects, giving a technical talk, attending a technical quiz, participating in technical contests, etc.

- Students **need to apply in the prescribed format** along with the necessary documents viz. **participation certificate, receipts/tickets for the expenses** for this assistance after the event, duly recommended and **signed by the faculty coordinator/project guide/Supervisor** for the Dissertation/Research Guide to the HOD.

- The HOD needs to forward the application to the Dean SAER with the comments. The Dean SAER will study the documents and decide the amount to be reimbursed.

Flowchart to Apply for Financial support under Scheme-1



Scheme-2 : Professional membership of Technical Societies such as IET, IEEE, CSI and ACM

Empowerment comes through Collaboration:

- Recognizing the transformative power of collaboration, the Institute endeavours to foster maximum student engagement in the various activities organised by these esteemed professional societies within the technical field.
- The Institute understands the importance of students' active participation in such societies, comprehending the invaluable benefits it bestows upon their professional growth. In line with this, the Institute is committed to aiding students in the process of obtaining membership in these societies.
- Becoming a member of prestigious societies like IEEE and CSI opens up a realm of opportunities for students. It not only keeps them abreast of the latest technological advancements but also provides a platform for networking with peers globally. Furthermore, membership allows students to initiate collaborative efforts on research projects, benefiting from the insights of leading experts in the field.
- Take the initiative to explore and identify the technical society or societies that align with your specific interests. Embrace the manifold advantages that membership offers, ranging from access to cutting-edge technical publications and discounts on conferences to a wealth of educational resources and the chance to establish worldwide professional connections.

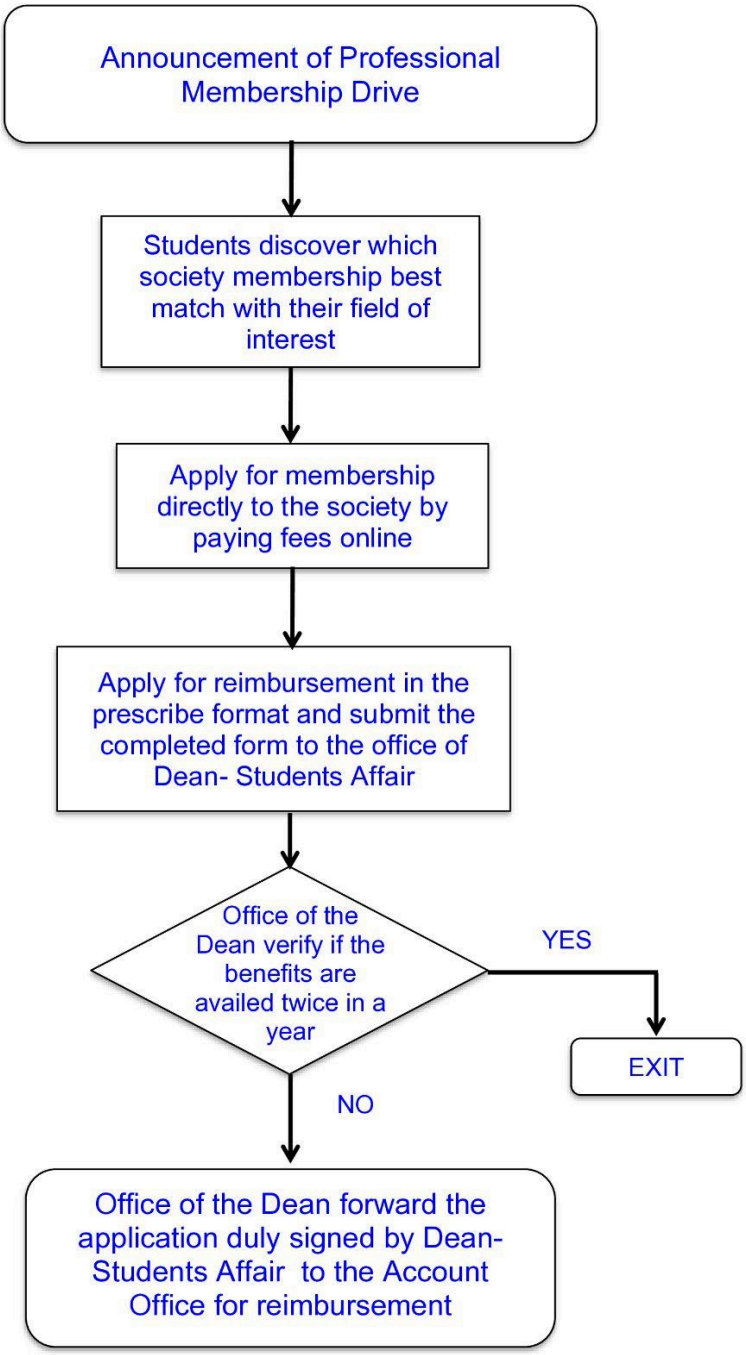
A partial refund of registration fees, capped at a maximum of Rs.1000/-, is offered by the institute. To avail of this reimbursement, students must initially pay the required fees and subsequently apply for the refund. This financial relief helps alleviate the burden on students while promoting participation in institute activities.

To avail of this benefit, students are required to initially pay the full registration fees and subsequently submit an application for reimbursement

Only one membership is permitted per year per student.

For students seeking approval for membership reimbursement, a recommendation from the Head of the Department (HOD) is a prerequisite. These recommended students will then forward their applications to the Dean of Student Affairs and Educational Research (Dean SAER) for the final approval.

Flowchart to Apply for Financial support under Scheme-2



Scheme-3: Assistance for registering Patents, Copyrights, IPRs

<u>Empowerment comes through Innovation:</u>

- In the realm of higher education, especially within technical institutions, the significance of Intellectual Property Rights (IPR) such as Design Patent, utility patent, copyright, trademarks are paramount. These legal protections have evolved into vital assets for fostering innovation and creativity. For any educational institute, incorporating IPR into its framework is pivotal.
- Innovation is often necessary for students to adapt and overcome the challenges of change. It fosters **growth, learning and inner strength.**
- Engaging in extensive projects is a channel through which students can collaboratively explore novel ideas. This collaborative effort is the central theme for the inception of startups, showcasing the practical applications of innovative thinking.

To facilitate the registration of new ideas and patents, the Institute offers 75% assistance towards the registration fees. This financial support aims to encourage innovation and protect intellectual property.

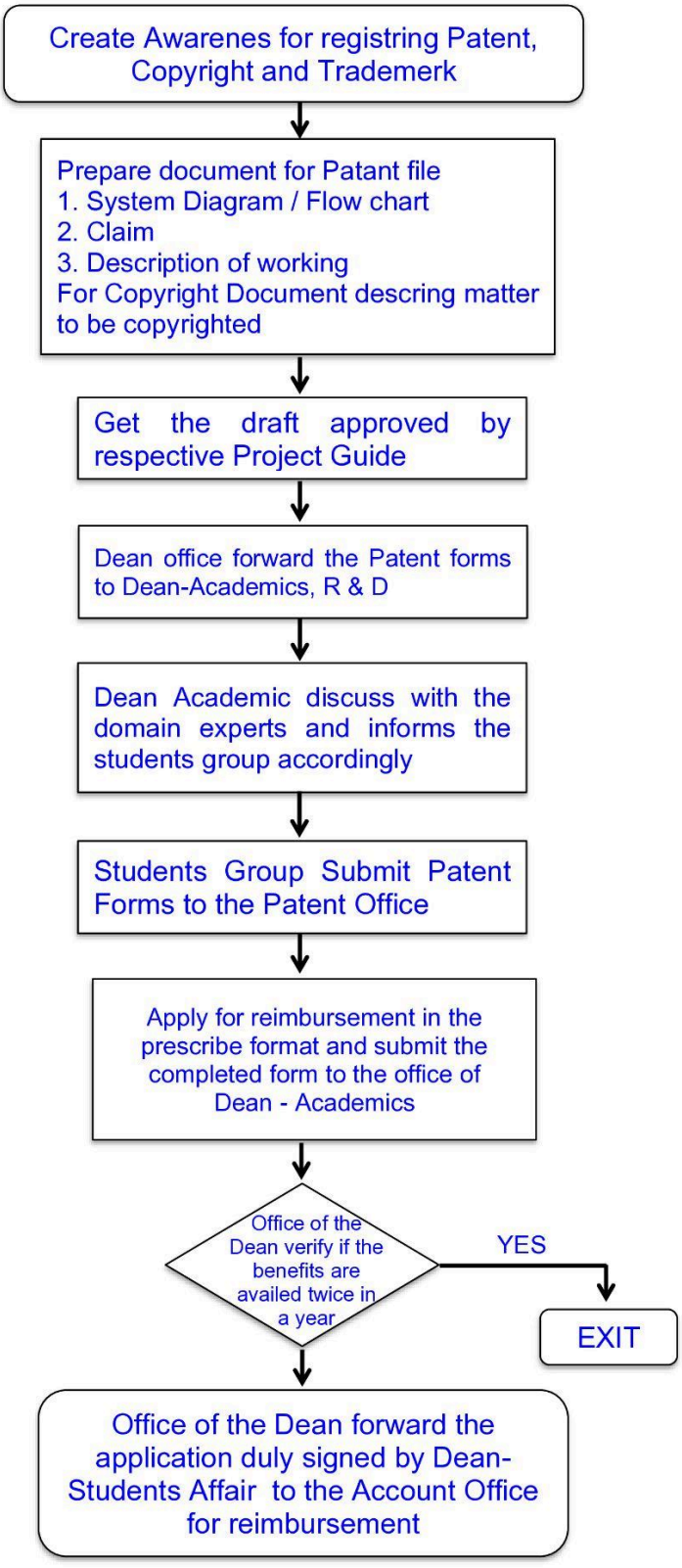
Students seeking this assistance must submit their applications through the Head of the Department and Dean SAER to the Dean- R&D. This application will then be taken through a comprehensive evaluation by the Institute-level committee.

The committee will consist of 5 members across the institute covering all domains of learning.

The committee will meet once every month and scrutinise these proposals scrupulously. Based on the merits of the proposal a decision will be taken whether to extend the financial support or not.

It is important to note that, in the case of a successful application, the patent will be registered in the name of the institute. The collaborative effort of the student or students and their respective guide or mentor will be acknowledged as the authors of the patent.

Flowchart to Apply for Financial support under Scheme-3



Scheme-4: Participation in external Technical Training Programs.

<u>Empowerment comes from Preparation:</u>

- Achieving success as an engineer in the current era of rapid technological advancement necessitates continuous learning and diligent preparation. The dynamic nature of technology demands engineers to stay abreast of the latest developments.

- The industry actively seeks skilled engineers to contribute to this ongoing advancement. Recognizing this, centrally funded institutions such as IITs and the Tech Industry regularly organise valuable training programs for students eager to enhance their skills.

- Students are encouraged to seize the opportunities presented by these training programs, leveraging them to expand their knowledge base. In a highly competitive and ever-evolving market space, participation in such initiatives enhances enterprise skills and sets individuals apart.

- It is noteworthy that financial support is available, covering 50% of the registration fees or Rs. 5000/-, whichever is lower, extending this benefit to every student once during their program of study.

- In addition to registration fees, 50% of expenses related to travel, food, and stay, or Rs. 500/- per day, whichever is lower, with a maximum limit of Rs. 2500, will also be extended. This provision aims to alleviate the financial burden associated with attending these external training programs, making them more accessible to a broader student community.

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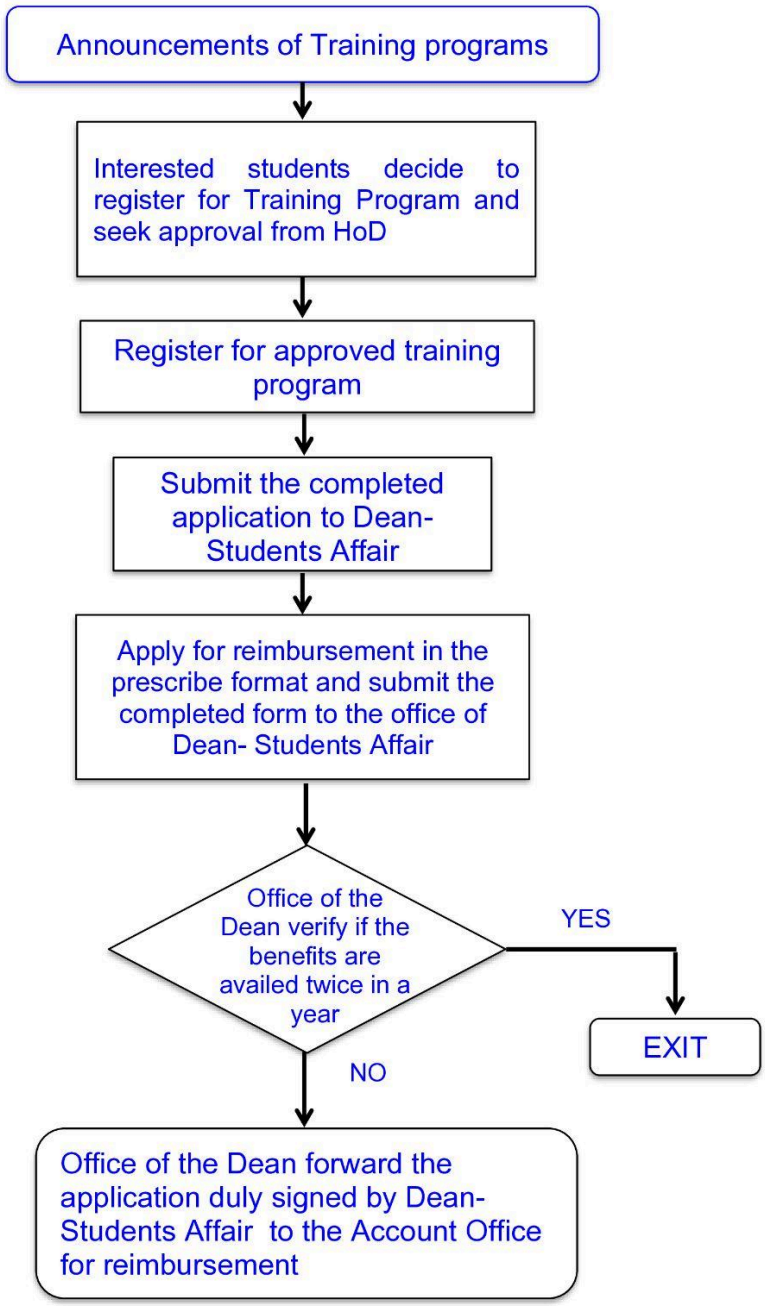
Flowchart to Apply for Financial support under Scheme-4



Scheme-5 : Assistance for enrollment for the MOOC courses.

<u>Empowerment comes from accessibility:</u>

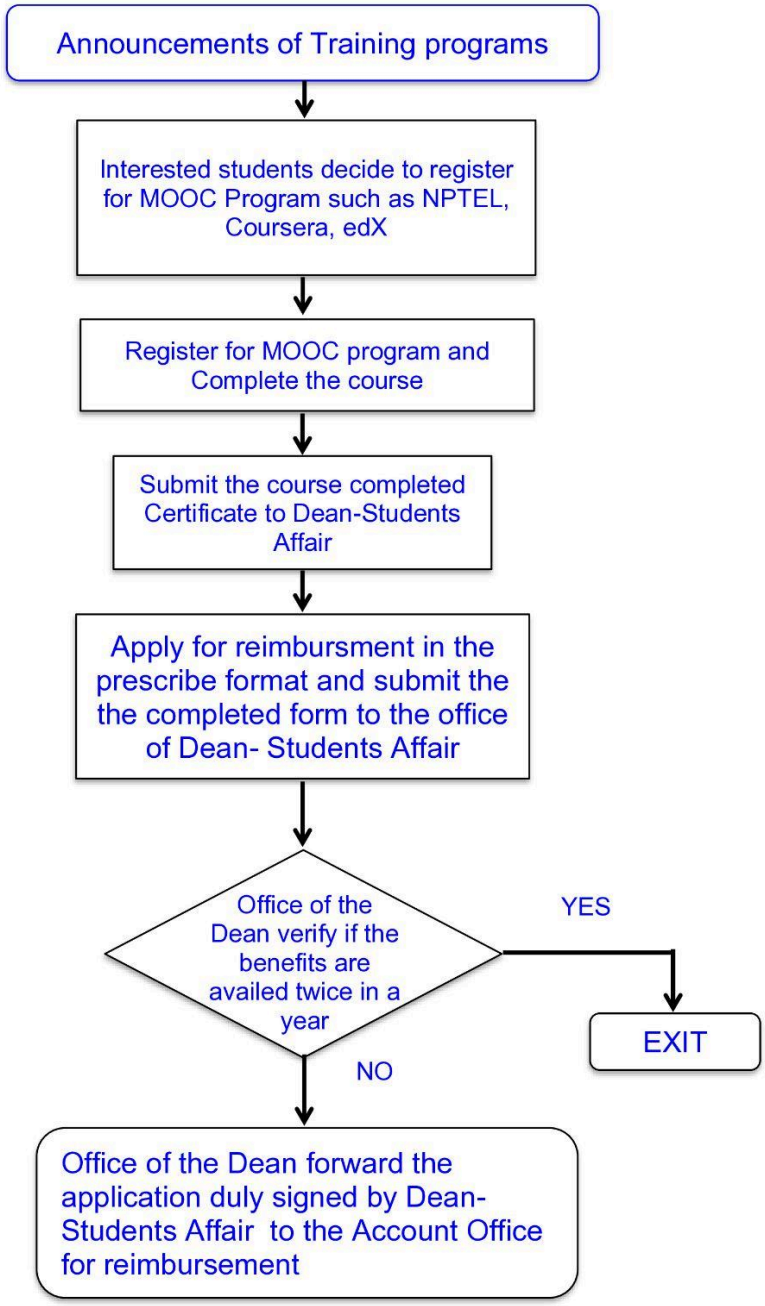
- The advent of the Internet has significantly transformed the educational landscape, giving rise to open learning platforms like NPTEL, Coursera, and edX. These platforms have become invaluable resources, providing extensive learning opportunities tailored to the needs of today's learners.

- One notable advantage is the ability for students to explore content beyond the confines of their prescribed syllabus. They can delve into courses that transcend traditional structures, embracing interdisciplinary studies from some of the world's most prestigious universities—all at their own pace.

- A noteworthy trend has emerged as institutions and universities increasingly acknowledge the value of credits earned through open learning platforms. Illustratively, the Indian Institutes of Technology (IITs) exemplify this shift by offering an impressive array of over 400 courses on their NPTEL/SWAYAM platform. This proactive approach encourages all institute students to register for these online courses, thereby expanding the bandwidth of their learning experiences.

- As part of this initiative, students are provided substantial support, equivalent to 75% of their registration fees or a maximum of Rs. 2,000/-, whichever is lower, for courses on platforms like NPTEL, edX, Coursera, and annually. Importantly, this financial assistance is capped at one course per semester per student, ensuring equitable access to the benefits of online learning. This strategic support underscores the commitment to fostering a culture of continuous learning within the academic community.

Flowchart to Apply for Financial support under Scheme-5



Scheme-6 : Industrial Visits and Tours

<u>Empowerment comes from Exploration:</u>

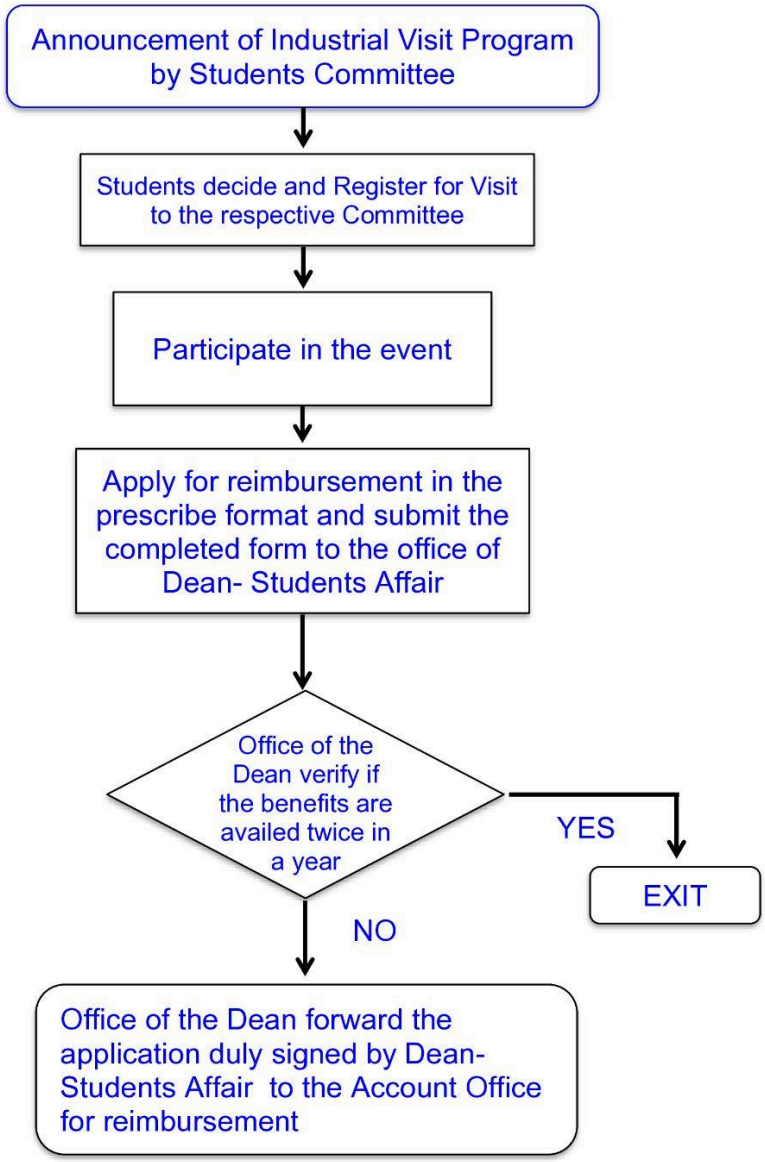
- In its pursuit of fostering meaningful engagement with industries, the Institute is committed to establishing robust connections on all fronts. AICTE, a staunch proponent of bridging the gap between academia and industry, emphasises the imperative of integrating Industry Internships, Industry Visits, and industry-sponsored real-life projects into the educational framework. These initiatives are designed to elevate the overall learning experience, equipping students with practical insights that extend beyond traditional classroom knowledge.

- To truly empower themselves, students are encouraged to embark on a journey of exploration across diverse domains, acquiring hands-on experience that serves as a distinguishing factor in a competitive landscape. Recognizing the significance of such exposure, each department is tasked with organising at least one industrial visit annually, providing students with direct exposure to real-world industrial settings.

- Moreover, every department is mandated to conduct a focused technical tour exclusively for postgraduate students each year. This initiative aims to delve deeper into specialised technical aspects, offering participants a nuanced understanding of their chosen field. The technical tour serves as a catalyst for in-depth exploration and a comprehensive grasp of advanced concepts.

- Financial support is a key enabler for these endeavours. For outstation industrial visits, students are eligible for a subsidy of Rs. 500 per day, facilitating their participation and ensuring that financial constraints do not impede their learning experiences. For more extensive industrial tours exceeding three days, an annual support of Rs. 2000 per student is allocated, covering various expenses such as travel, accommodation, food, and other incidental costs. This financial backing underscores the Institute's commitment to making exploration and empowerment accessible to all, irrespective of economic considerations.

Flowchart to Apply for Financial support under Scheme-6



Anti-ragging regulatory measures

At S.P.I.T. fostering a secure and respectful environment is paramount. Anti-ragging measures are crucial to ensure the well-being of students and maintain a healthy learning environment. Ragging, involving teasing or mistreatment of newcomers, can lead to physical and psychological harm, disrupting the educational experience. These measures aim to preserve dignity, promote respect, and uphold legal and ethical responsibilities. By preventing distractions, fostering a positive campus culture, and averting long-term consequences, institutions strive to create an atmosphere conducive to learning and personal growth. By choosing to be a part of our academic family, students pledge to adhere to these essential anti-ragging principles, fostering a culture of mutual respect and support.

1. Terms of Reference

UGC Regulations on Curbing Menace of Ragging in Higher Educational Institutions 2009

2. What Constitutes Ragging?

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

3. Measures for Prohibition of Ragging

- Ragging within the campus is strictly prohibited.
- No person including students/faculty members/staff shall participate, abet, or propagate ragging.
- Any person who contravenes the provisions listed above shall on conviction be punished as per these regulations:
  1. Penalties for Ragging:
     - offenders may face imprisonment for up to two years and a penalty of Rs. 10,000.
  2. Student Conviction:
     - Any student guilty of ragging shall be dismissed from the educational institution.
     - The dismissed student is barred from admission to any educational institution for five years from the date of order of such dismissal.

4. Measures for Curbing Ragging

1. Public declaration on the website/prospectus/handbook/prominent places that 'ragging is totally banned in the institute.'
2. The Anti-Ragging Regulations of UGC-2009 are available at the institute website.
3. The students and parents need to submit an anti-ragging affidavit along with the admission form at the time of joining the institute. The text for the affidavit can be downloaded from the Institute's website.
4. Publishing Anti Ragging Helpline numbers in the prospectus and on the website and its display at all prominent places.
5. Students allotted hostel accommodations are required to fill the hostel admission form and sign the undertaking regarding anti ragging.
6. Telephone numbers of the Anti- Ragging helpline, all the important functionaries in the institute, and members of the anti-ragging committee are available at the institute website.
7. Create awareness through posters among students, parents and guardians. Posters shall be displayed in all prominent places including hostels, cafeterias and common activity areas and entry points.
8. The Head of the Institute shall convene a meeting of various functionaries sensitising them regarding ragging. The minutes of the proceedings shall be prepared.
9. The Head of the Institute shall create awareness and explain the consequences of ragging in the orientation programme of freshers and assure them that measures of anti-ragging have been taken and advise them to report any unusual activity fearlessly.

5. Formation of Institute Anti-ragging Committee

The Institute anti ragging committee should comprise of the following members representing a diverse mix of membership in terms of designation and gender.

- Head of the Institute, Chairperson
- Dean of Students' Affairs, Member
- Police Representative, Member
- Representative of Non-Government Organization, Member
- Representative of Local Media, Member
- Representative of Parents, Member
- Representative of students belonging to fresher category and senior students, Member.
- Representative of non-teaching staff, Member
- Representatives of teaching staff, Member

The names and details of anti-ragging committee members are given in Annexure I.

6. Role and Responsibilities of the Anti-Ragging Committee

1. To ensure compliance with the provision of UGC regulation 2009 as well as the existing law concerning ragging at Institute level.
2. Establish, fund, and operate a toll-free Anti-Ragging helpline which could be accessed by students in distress.
3. Any distress message received at the Anti-Ragging helpline or complaint shall be simultaneously relayed to the head of the Institution, Warden of hostel and Nodal officer of affiliating University.
4. The head of the institution shall be obliged to act immediately in response to the complaint.
5. The telephone numbers of the Anti-Ragging helpline and all the important functionaries in the Institute, Head of the Institute, Faculty members, Members of the Anti-Ragging committee and Anti Ragging Squad, Warden of hostel and other relevant authorities shall be widely disseminated for access or to seek help in emergencies.
6. The committee should maintain an appropriate database to be created out of affidavits affirmed by students and parents and stored electronically by the institution and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
7. The committee shall make available the database to a non-government agency to build confidence in the public.

7. Procedure to Complaint against Ragging

1. In case of any ragging faced, directly reach out to the Chairperson of the Anti-Ragging Committee.

2. If a student, parent, guardian, or teacher files a written complaint of ragging:
    a. The head of the educational institution must conduct an inquiry within seven days.
    b. If the complaint is prima facie true, the accused student is suspended immediately.
    c. The complaint is forwarded to the police for further action.

3. If no substance is found in the complaint, the decision of the head of the institution is final.

By enrolling in S.P.I.T, students agree to abide by these anti-ragging regulatory measures.

Counselling Service

S.P.I.T. values each and every one of its students and strives to make their stay at the Institute productive and stress-free. In this regard, the Counsellor provides the space that enables students to lead a fulfilling life. The Counsellor provides individual counselling to students who approach the counsellor to seek professional help on tackling various concerns such as academic or adjustment concerns, any personal difficulties, or for personality development.

- All interactions between students and counsellors, such as counselling sessions and/or reports, are kept confidential and not shared with anybody. This information cannot be sought or obtained by anyone under RTI as it is a confidential document.
- We have one experienced Counsellor, available all day in her office. Students can walk into her cabin for a chat or to discuss any concerns.
- The name of the Counsellor, her days of availability, and contact details are given in Annexure II.

Establishing counselling Services

Establishing counselling services is essential for promoting the mental health and well-being of students, staff, and faculty within an educational institution.

Counselling Centre Structure:

- Our counsellor possesses diverse expertise, addressing a range of mental health concerns such as general counselling, crisis intervention, and specialised services.
- Our counselling services are readily accessible, with the counselling centre situated on the 8th Floor.
- We emphasise and uphold the utmost importance of confidentiality in counselling sessions, fostering trust and encouraging open communication.

Confidential Reporting and Feedback:

A. **Feedback Channels:**
    - We already have feedback mechanisms in place, allowing users to provide input on the effectiveness of counselling services and suggest improvements.

By adhering to these guidelines, SPIT aims to establish effective counselling services for the holistic well-being of students, staff, and faculty.

Code of Conduct and Discipline

Ensuring a thriving educational environment demands a shared commitment to principles that go beyond the classroom. Our institute's Code of Conduct is a cornerstone, outlining the expectations that cultivate a culture of respect, integrity, and responsibility. It serves as a compass, guiding each student towards ethical behaviour, and promoting a positive atmosphere for learning. Upholding these standards is not just a collective responsibility; it is an investment in the institute's reputation and the individual growth of each student. Through adherence to the code, we fortify our commitment to excellence, preparing students not only academically but ethically for the challenges they will encounter in their future endeavours.

1. **Students are expected to:**
   - 1.1. Practise high standards of academic and professional honesty and integrity.
   - 1.2. Respect the rights, privileges, and property of other members of the academic community as well as the Society

2. **Dress Code :**
   - 2.1. Please ensure that you dress in a decent manner
   - 2.2. Avoid wearing shorts and sleeveless clothing.
   - 2.3. For casual wear, please choose outfits that are suitable and respectful for the educational environment.

3. **Conduct:**
   - 3.1. Students should refrain from any conduct that could interfere with institute functions.
   - 3.2. Avoid activities that endanger the health, welfare, or safety of others.

4. **Code of Conduct:**
   - 4.1. Students must not engage in activities violating college rules and regulations.
   - 4.2. Maintain integrity and avoid any form of misconduct that could adversely affect the institute's standing.
   - 4.3. Disciplinary action will be taken against students found violating rules of conduct.

5. Forms of misconduct are as follows:

5.1. Violation of college rules, regulations, theft, or causing damage to college property, facilities/amenities as classrooms, library, internet, playgrounds, gymkhana, laboratories and classrooms and/or any harm to other students, faculty members, or other students' property

5.2. Non-possession or refusal to produce the college-issued Identity card on demand by authorities.

5.3. Use of abusive language, physical violence, bullying, threatening, or acts of discrimination based on gender, caste, religion, race, language, colour, sexual orientation, disabilities, endangering life, or personal safety.

5.4. Violations of rules and non-compliance with decisions related to Sexual Harassment, Internal Complaints Committee, Anti-Ragging, Grievance Redressal, and Unfair Means during examinations.

5.5. Consumption, sale, possession, or use of drugs,narcotics, tobacco, smoking, alcohol, weapons, or destructive devices against legal regulations.

5.6. Indulgence in gambling, forgery, or providing misleading/incorrect information.

5.7. Use of media or technology for academic, extracurricular, or promotional activities without proper permission.

5.8. Accessing, storing, viewing, transmitting, or circulating any pornographic or obscene material.

5.9. Involvement in any activity outside the campus which is punishable by the law of the land,

5.10. Any disruptive acts hampering the teaching-learning process on the campus.

5.11. Interaction with media representatives or inviting outside people to the campus without permission from the Institute authorities.

5.12. Answering for another student or marking proxy attendance at any official roll call.

5.13. Obstructing or Disrupting teaching, freedom of conduct, or any lawful activities on campus or during college-sponsored events.

5.14. Conducting events, seminars, tours, formation of organisations, societies, or fund collections without specific written permission. Use of the Institute’s name, logo, seal, and photographs in advertising or promotional material without authorization

.

6. Refrain from Academic Misconduct and Cheating, including but not limited to:

6.1. Copying during examinations, assignments, or copying thesis or manuscripts.
6.2. Allowing or facilitating copying, or writing a report or taking an examination for someone else.
6.3. Using unauthorised material, copying, or collaborating when not authorised.
6.4. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
6.5. Creating sources or citations that do not exist.
6.6. Altering previously evaluated work and resubmitting it for re-evaluation.
6.7. Forgery of another student's name on an assignment, report, research paper, thesis, or attendance sheet.

7. Refrain from Plagiarism of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the source.

7.1. Reproducing in whole or in part text/sentences from a report, book, thesis, publication, or from the internet.
7.2. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
7.3. Taking material from class-notes or incorporating material from the internet, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers, or thesis without proper attribution.
7.4. Self-plagiarism, which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
7.5. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
7.6. Paraphrasing or changing an author's words or style without citation.

8. Rules: Unfair Means Inquiry Committee:

The Unfair Means Inquiry Committee, formed under O.5050 of the University of Mumbai, operates in accordance with the university's statutory requirements. This committee serves as a recommendatory body, submitting its findings as a report to the relevant competent authority, which then takes action against students engaging in unfair means or malpractices during examinations.

“Unfair means” include the following acts or omissions by students during the examination period:

8.1. Possessing unfair means material and/or copying from it.

8.2. Transcribing any unauthorised material or making any other use of it.

8.3. Intimidating, using obscene language, threatening, or employing violence against invigilators or personnel on duty for the examination's conduct. This also includes leaving the examination hall without permission from the supervisor or causing disturbances in any manner during the examination proceedings.

8.4. Unauthorised communication with other examinees or anyone else inside or outside the examination hall.

8.5. Mutual/mass copying.

8.6. Smuggling in, either blank or written, or smuggling out of answer books as copying material.

8.7. Smuggling in blank or written answer books and forging the signature of the Jr. Supervisor.

8.8. Interfering with or counterfeiting the University/College/Institution seal, answer book, or office stationary used in the examinations.

8.9. Insertion of currency notes in the answer books or attempting to bribe any individuals involved in the examination's conduct.

8.10. Impersonation at the University/College/Institution examination.

8.11. Revealing identity in any form in the written answer or any other part of the answer book during the University, college, or institution examination.

8.12. Any other similar act/s and/or omission/s deemed as unfair means by the competent authority.

9. Violations of Code of Conduct :

9.1. Any student found committing or attempting the listed acts faces disciplinary action under this Code.

9.2. The college may take disciplinary action beyond the code for other appropriate circumstances.

9.3. Report suspected violations through proper channels, starting with the immediate superior. If not appropriate, escalate to higher management in the department or institute.

9.4. Submit reports/representations to the grievance redressal committee with information/evidence for necessary redressal.

9.5. Address problems through proper channels with the grievance committee. If unsatisfied, appeal to higher authorities like Deans/Principal.

9.6. Students witnessing code violations must report in real-time to Deans/Principal. Failure to do so may lead to equal disciplinary actions against the witness.

10. PUNISHMENT AND PENALTIES

10.1. Warning: Written reprimand for student misconduct.

10.2. Suspension: Termination of a student's presence on the College campus for a specified period.

10.3. Monetary Fines: Disciplinary action involving payment for misconduct, including restitution for property loss, injury, or damage.

10.4. Restriction of Privileges: Denial or deprivation of specific privileges, such as access to facilities, placement programs, or college events, for a defined period.

10.5. Withholding of Degree: Delaying the awarding of earned degrees for a defined period or until the completion of assigned disciplinary actions.

10.6. Dismissal: Extreme action permanently separating a student from the college campus without an opportunity for future enrollment.

10.7. Other Sanctions: Additional disciplinary actions as deemed appropriate by the Competent Authority.

10.8. **By being a member of SPIT, you agree to abide by this Code of Conduct and understand the consequences of any violations.**

Guidelines For Mentor-Mentee Program

Mentoring is an extremely crucial process through which the mentor can help the mentees to realise their potential and beyond in terms of goals, skill set, practical knowledge, confidence, social and ethical attitude. In the mentor mentee relationship, the mentor who is a more experienced individual helps guide the less experienced individual to identify and go beyond his potential.

For the Faculty mentor, the interaction with students is aimed at enhancing their academic and personal potential.

For the Alumni mentor, the interaction with students is aimed at enhancing their professional and personal potential.

The General Mentorship will be conducted for students studying in their second year of BTech and 1st year of MCA. The General Mentorship aims at creating a Supportive Relationship Model between the mentor and mentee.

In this relationship, the mentor during the initial interactions identifies key areas of concern (weaknesses) and potential (strengths) specific to the mentee and draws out guidelines to address the identified areas. Mentor also narrows down the learning areas and communicates them through suitable motivation technique.

The mentee is supposed to work on the suggested modifications around the areas identified by the mentor and showcase their enhanced performance while always trying to realize his/her full potential. By the gradual up-gradation, transformation is expected in terms of overall development in the mentee. The same are closely overseen by the mentor in assessing the mentee's performance. The transformation seen in the mentee is useful in assessing the mentor effectiveness as well.

Objectives:

1. Creating an Institute wide culture of caring, transparency and communication wherein we work towards developing the atmosphere of trust, empathy and well being
2. To help the students identify their improvement areas, realize their potential and help them become a better version of themselves
3. Help students achieve clarity towards their professional, personal and academic goals
4. To help the students get a bigger perspective of life and lay the foundation of lifelong learning

Stages of Mentoring:

Know your mentee:

The Mentor initiates the mentoring process in that the initial contact and ice-breaking is taken up. The general interaction consists of information on family background, educational history, place of stay, how the student commutes, his career aspirations, his likes, dislikes, interests etc.

1. As part of the first meeting, get to know the mentees and introduce yourself too
2. Give the mentee an assurance that they can reach out to the mentor anytime they want to discuss anything
3. Get a student information form filled

Relationship Cultivation:

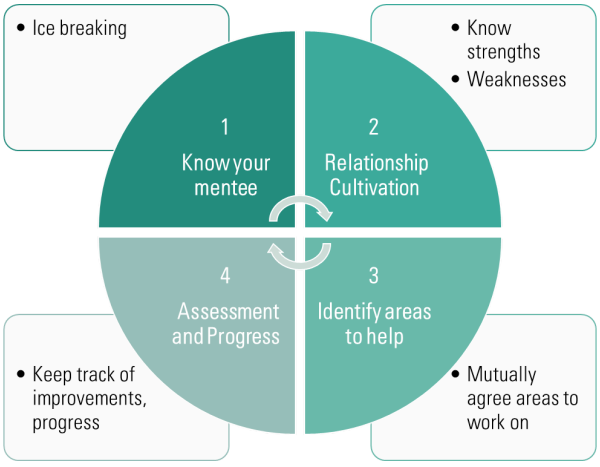
In the subsequent meetings, mentor can ask them about their personal/academic Strengths, Weaknesses, long term, short term goals of the mentee

Identify areas to help:

Based on the understanding that the mentor would have gathered, he identifies key areas for improvement and together they lay out route map for effectively dealing with the issues or weaknesses

Assessment and Progress:

1. The mentee can work on the improvements/modifications suggested by the mentor
2. The mentor can keep a track of the learning, improvements, transformations observed in the mentee
3. If the previously targeted improvements have been accomplished then through repetition of the process, new ones can be arrived at



Facilities for Differently Abled Students

To establish an inclusive academic environment, our goal is to provide accessible facilities and examination concessions for differently-abled students. By doing so, we aim to foster a campus culture that celebrates diversity, promotes equal educational opportunities, and ensures the success of every student, regardless of their abilities.

1. Ramp Accessibility:
The college is equipped with ramps at key locations, ensuring that differently-abled students, including those using wheelchairs, can easily access different parts of the campus without encountering physical barriers.

2. Accessible Restrooms:
Specially designed and accessible restrooms/toilets are available on campus, catering to the needs of differently-abled students, promoting independence and convenience.

3. Exam Concessions for Blind Students:
Blind students receive the necessary support during examinations through the provision of writers. Writers assist them in completing their exams, ensuring that their academic performance is not hindered by their visual impairment.

4. Exam Concessions for Partially Blind Students:
Partially blind students are provided with laptops during examinations. This accommodation enables them to access digital resources and materials more effectively, ensuring a fair examination experience.

5. General Exam Concessions:
Differently-abled students, including those with partial blindness, receive an additional 20 minutes per hour during exams i.e. 1 hour additional time on a 3 hour exam. This concession acknowledges the potential challenges they may face and allows them ample time to demonstrate their knowledge and skills.

To create a conducive and focused environment, differently-abled students are provided with a separate examination room. This helps minimise distractions and ensures that they can perform at their best during examinations.

In summary, the college has implemented a range of facilities and exam concessions to support differently-abled students, acknowledging their unique needs and fostering an inclusive learning environment. These measures aim to ensure that all students, regardless of their abilities, have equal opportunities to succeed academically.

Guidelines on Safety of Students on Campus

College is dedicated to ensuring a safe, secure, comfortable, and cohesive learning environment for all individuals associated with our college.

1. **Identity Cards:**
   a. College issued photo ID cards to all students, faculty, and staff.
   b. Individuals are instructed to display ID cards while on campus to enhance security.
2. **Physical Security:**
   a. Round-the-clock security is implemented at main entrances and throughout the college.
   b. CCTV surveillance is in place in all classrooms, labs, corridors and key locations for enhanced monitoring.
   c. Entry to the campus is allowed only with a valid Identity Card.
   d. Visitors are verified and registered through our security staff at entrance gates.
3. **Fire Fighting Arrangements:**
   a. Firefighting equipment is provided at accessible locations across the campus.
4. **Health and Medical:**
   a. Well-equipped first aid stations are established across the campus.
   b. Access to health services is provided, and health emergencies are tracked and responded to promptly.
   c. In event of medical emergency, ambulance is called and made available
5. **Mental Health Support:**
   a. Counselling services are offered to support students' mental health.
   b. Awareness campaigns are conducted to reduce mental health stigma.

By implementing these measures, we strive to create a secure and supportive environment that allows our students to focus on their academic and personal development.

Grievances Redressal Committee

As per the AICTE regulations 2012, The Grievance Redressal Committee (GRC) has been constituted. A Grievance Redressal Committee is crucial for resolving concerns and disputes within an organisation. Whether it's related to students, employees, or other stakeholders, having a structured process helps address issues promptly and fairly.

Objective

- To register and resolve the grievances of students, parents and others
- To address any problems like academic, institutional, miscellaneous, etc.
- To give proper justice for every filed grievance

Constitution of Committee

The committee comprises of the following members:

- Senior faculty members
- Registrar
- The names and details of committee members are given in Annexure III

Role and responsibilities of the committee

- Accept written grievances from students related to the system operation.
- Create and implement a mechanism to handle the reported grievances.
- Evaluate the grievances and assign them to relevant departments or personnel for investigation and resolution
- Maintain a transparent record of the grievance handling process

Nature of Complaints

The GRC will address the following complaints of aggrieved students:

- Making admissions contrary to merit determined with the declared admission policy of the Institute.
- Irregularity in the admission process adopted by the Institute.
- Refusing admission in accordance with the declared policy of the Institute.
- Withholding or refusing to return any document in the form of certificates of degree, diploma or any other awards or other document deposited with it by a person for the purpose of seeking admission in the Institute, with a view to induce or compel such a person to pay any fee or fees in respect of any course or programme of study, which the person does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the Institute.

- Breach of the policy for reservation in admission as may be applicable.
- Complaints of alleged discrimination by students from Scheduled Caste, Scheduled tribes, OBC, women, minority or disabled categories.
- Non-payment or delay in payment of scholarships to any students that the Institute is committed to, under the conditions imposed by AICTE, or by any other authority.
- Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the Institute.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non transparent or unfair evaluation practices.
- Harassment and victimization of students including sexual harassment.
- Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

Guidelines for Constitution of Student Council and its Activities

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For the welfare of the students two committees are formed, Student Welfare Council (SWC) and Student Council (SC). The roles and responsibilities of the two committees are described below.

1. Roles and responsibilities of Student Council

To coordinate the extracurricular activities, arranged by and for the students.

- To manage the funds allocated for all student welfare activities.
- To design and organise suitable activities for students' welfare.

2. Objectives of Student Council

- The primary objective of SC is to involve students in institution building using their constructive feedback through formal meetings and other communication channels.
- To inculcate among the students a sense of ownership of the institute and their role and responsibility in its growth and development and thereby making them responsible citizens.
- To create a forum where students can communicate and discuss their problems, concerns, difficulties and other issues, if any, with the administration of the institute.

3.Constitution of Student Welfare Council

The members of the SWC are the following faculty members.

- Dean of Students' Affairs
- Head of Gymkhana
- Representative Faculty members from each department

4. Constitution of Student Council

The SC comprises the following five positions to be selected from 2nd and 3rd year engineering students and students under MCA programme.

1. General Secretary
2. Cultural Secretary
3. Vice Cultural Secretary
4. Finance Secretary
5. Vice Finance Secretary
6. Sports Secretary
7. Vice Sports Secretary
8. Technical Head
9. Deputy Technical Head
10. Ladies Representative
11. Immediate Past General Secretary
12. Immediate Past Finance Secretary

a. Process of Selection of Student Council

Positions	General Secretary (GS) Cultural Secretary (CS) Finance Secretary (FS) Sports Secretary (SS) Technical Head (TH) Ladies Representative (LR)	Vice Cultural Secretary (VCS), Vice Finance Secretary (VFS), Vice Sports Secretary (VSS), Deputy Technical Head (DTH)
Selection Panel	Dean Student Affairs, Head of Gymkhana Faculty, Representative from each Department CE, CSE, EXTC, ASH	General Secretary, Cultural Secretary, Finance Secretary, Sports Secretary, Technical Head, Ladies Representative
Eligibility Criteria	B.Tech Third Year & MCA Second Year, All Branches, No active backlogs, No Defaulter in attendance, (Only Female Candidates can apply for LR Position)	B.Tech Second Year & MCA First Year, All Branches, No active backlogs, No Defaulter in attendance, (Only Female Candidates can apply for LR Position)

Announce Vacancies	Via Google form sent to all Eligible Students through Email	Through Google forms in College Groups and/or over email to all applicable students
Application Submission	General Student Details & Resume	General Student Details and a few basic Questions about the position they are applying for
Application Review	No shortlisting, All Eligible Candidates are Interviewed	Selection Panel does Screening based on Responses of Google Form
Interview of Applicants	offline Mode for all. Presentation+Interview for GS, CS only Interviews for FS, SS, TH, LR	offline Interview by Selection Panel
Declaration of Results	Over email to all students, faculty and staff	Through Email to all students, faculty and staff

***General Secretary of the past council holds the IPGS Position and is advisory to the student council**

5. Formation of Student Council

Members of the Student Council will be selected within 10 days of the commencement of the academic year. Till that time the SC of the previous year shall remain active as a caretaker council.

6. Term of Student Council

The term of the Student Council will be effective for the full academic year in which it has been selected.

7. Meeting of Student Council

Meetings of Student Council with members of SWC should be conducted as per the requirement. Minutes of the meeting should be prepared and filed for the record.

8. Activities of Student Council

Objective

To create and provide opportunity to the students to develop creativity, talents and spirit of participation.

Guidelines for Planning of Activities

- Plan a wide range of activities.
- Avoid duplication of similar events.

- Prepare an event calendar and plan of action along with the budget of all the activities under the Gymkhana budget allocated for the academic year, within fifteen days after the selection of Student Council.
- Present the proposed plan to members of SWC in the starting of the new academic year.
- After the approval of the proposed plan by members of SWC, prepare the list of last year sponsors and the additional sponsors if any and contact them for getting sponsorship.
- Take appropriate measures and decisions to plan the major events.
- Involve members of SWC for planning and scheduling of events.
- Planning of major events should be done well in advance.
- Prepare a report including various aspects of the festival organisation including the financial statements and submit to Head, Gymkhana.
- Hand over the charge to the newly selected body within the stipulated period without any delay.

Flagship Events of Students' Council :

The Student Council organises the following events.

a. **Freshers' Party:** Welcoming new students to the institute is marked by the organisation of the Freshers' Party, featuring cultural extravaganzas, pageants, and dance competitions. The event creates an atmosphere of friendly competition and camaraderie, leaving the newcomers eager to engage in future events.
b. **Garba Night:** To celebrate the vibrant cultural diversity within the college, S.P.I.T. hosts an annual Garba Night. The campus transforms into a lively spectacle with colourful lights and traditional Garba decor. Students, dressed in traditional attire, come together to dance to the rhythmic beats of Garba, creating a joyful and memorable atmosphere.
c. **Tech Event - S.P.I.T. Hackathon:** Throughout the academic year, S.P.I.T. hosts its flagship tech event, the S.P.I.T. Hackathon. Drawing participants from across the country, the hackathon showcases innovative projects and introduces new prize categories, enhancing the overall experience for tech enthusiasts.
d. **Intercollege Sports Festival - SPoorthi:** The annual Intercollegiate Sports festival, SPoorthi, unfolds, attracting participants from all corners. With a diverse array of sports events, SPoorthi not only celebrates athleticism but also fosters qualities of leadership, sportsmanship, and teamwork among all participants.
e. **General Championship:** S.P.I.T. The General Championship, organised over several months, is a vibrant platform for students to showcase their talents in technology, culture, and sports. This initiative by the Students' Council aims at fostering community spirit, healthy competition, and overall development among the students.
f. **Annual Fest - Oculus:** The annual festival, Oculus, spans multiple days and features a variety of events, including music performances, coding competitions, and sports activities. The festival's highlight often includes a friendly competition among branches, fostering a sense of unity and school spirit.

g. **S.P.I.T. Marathon:** Emphasising a commitment to sustainability, the college organises the Sustainathon, a marathon with a focus on zero-waste eco-friendly practices. The event attracts participants from the college and beyond, promoting environmental consciousness and community engagement.

h. **Annual Day:** Annual Day at S.P.I.T, celebrated in March or April, honours academic excellence and achievements in co-curricular and extra-curricular activities. The details about the awards are in the Awards and Recognition section.

i. **Farewell Function:** This is the last event of the Student Council.Council hosts a memorable Farewell Gala for departing final-year engineering and postgraduate students. The event includes heartfelt speeches, cultural performances, creating a nostalgic yet celebratory atmosphere. Mementos are distributed, and a shared dinner concludes the evening, fostering unity and fond memories.

The constitution of a Student Council and its activities play a crucial role in promoting student engagement, leadership development, and representation within educational institutions.

Guidelines for Constitution of All Committees and its Activities

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1. Entrepreneurship Cell (E-CELL):

1.1 Objectives of E-Cell:

To unleash the spirit of entrepreneurship among college students by conducting interactive speaker sessions,case study competitions,events and workshops.

1.2 Constitution of E-Cell:

- Chairperson
- Vice-Chairperson
- Technical Head
- Head of Events
- Head of Finance
- Head of PR
- Head of Marketing
- Head of Operations
- Head of Strategy
- Head of Creatives
- Head of Social Media

2. Computer Society of India (CSI):

2.1 Objectives of CSI:

To inspire a coding culture within the college community and strive to deliver enriching technical experiences via competitions, seminars and hackathons.

2.2 Constitution of CSI:

- Chairperson
- Vice-Chairperson
- Secretary
- Technical Head
- Head of Events
- Head of Finance
- Head of PR
- Head of Marketing
- Head of Operations
- Head of Strategy
- Head of Creatives
- Head of Social Media
- Community Leads

3. Institute of Electronics And Electrical Engineers (IEEE):

3.1 Objectives OF IEEE:

To advance the understanding and appreciation of IEEE's principles within the academic community. To elevate student engagement in coding and hardware disciplines , through structured workshops, events , seminars and webinars.

3.2 Constitution of IEEE:

- Chairperson
- Vice Chairperson
- Technical Head
- Secretary
- Deputy Secretary
- Head of Finance
- Events Head
- Head of Operations
- Technical Subordinate
- Head of Creatives
- Head of PR
- Head of Marketing

4. Sports Committee:

4.1 Objectives of Sports Committee:

Promoting sports events, physical activity, skill development, competition, community engagement, youth development, and personality development, while also fostering teamwork and sportsmanship

4.2 Constitution of Sports Committee:

- Sports Secretary
- Vice Sports Secretary
- Executive Head
- Finance Head
- Tournament Admin
- Marketing Head
- PR Head
- Logistics Head
- Creatives Head
- Social media head
- Technical head

5. Institution of Electronics and Telecommunication Engineers (IETE):

5.1 Objectives of IETE:

IETE intends to ignite student interest in hardware domains such as microprocessors, microcontrollers, telecommunications, and semiconductors. This will be accomplished through hands-on experiences such as workshops and company visits, in an age where software and coding are dominant.

5.2 Constitution of IETE:

- Chairperson
- Vice Chairperson
- General Secretary
- Marketing Head
- Technical Head
- Finance Head
- Operations Head
- Events Head
- PR Head
- Creatives Head
- Social Media Head

6. Rotaract Club:

6.1 Objectives of Rotaract Club:

Rotaract Club provides young adults with opportunities for personal and professional development, as well as to serve their communities and promote international understanding and peace.

6.2 Constitution OF Rotaract Club:

- President
- Vice-President
- Treasurer
- Secretary
- Joint-Secretary
- Sergeant-At-Arms
- I.P.P
- Digital Communications Head
- Marketing Head
- Public Relations Head
- Club Service
- Social Media Manager
- Professional Development
- Sports
- Community Service
- International Service

7. Enactus:

7.1 Objectives:

To empower students to create social impact through entrepreneurial projects, fostering positive change and sustainable development in communities.

7.2 Constitution of Enactus:

- President
- Vice President
- Vice President
- Joint Secretary
- Head of Operations

8. IEEE Women In Engineering (WIE):

8.1 Objectives:

To create a stage for women to network through workshops, seminars to enhance knowledge and to improve skills.

8.2 Constitution of WIE:

- Chairperson
- Vice Chairperson
- Head of Social Media
- Head of PR
- Head of Events
- Head of Events
- Head of Finance and Marketing
- Technical Head

9. SPark:

9.1 Objectives of SPark:

SPark is the official editorial committee of SPIT, primarily responsible for covering all the events of SPIT.

9.2 Constitution of SPark:

- Editor-in-Chief
- Managing Editor - Reporting
- Managing Editor - Columns
- Marketing & Finance Head
- Head of Photography
- Managing Editor - Operations
- Head of Creatives
- Tech Head

10. NISP (IR):

10. 1 Objectives of NISP:

To inculcate startup culture, promote student driven innovation and provide start-up policies at a college level.

10.2 Constitution of NISP:

- Chairperson
- Vice Chairperson
- Vice Chairperson
- Event Executive
- Technical Head
- Head of Finance
- Head of Marketing
- Head of PR
- Head of Creatives
- Head of Operations

11. Forum For Electronics And Telecommunication Students (FETS):

11.1 Objectives of FETS:

To foster collaboration and innovation within the department, ensuring the exchange of knowledge and ideas, and promoting professional development and excellence in the fields of electronics and telecommunications.

11.2 Constitution of FETS:

- Chairperson
- Vice Chairperson
- Secretary
- Technical head
- Head of Public Relations
- Head of Marketing
- Head of Finance
- Head of Events
- Head of Operations
- Head of Creatives

12. Forum For Aspiring Computer Engineers (FACE):

12.1 Objectives of FACE:

To cultivate a vibrant learning environment with engaging workshops, promoting holistic student development by technical expertise, life skills, and teamwork through diverse events. Our mission is to foster a well-rounded community.

12.2 Constitution of FACE:

- Chairperson
- Vice - Chairperson
- Executive Head
- Tech Head
- Finance Head

13. ACSES:

13.1 Objectives:

To provide opportunities in each and every field. Making the students nurture in each and every aspect by taking various events, bootcamps and activities.

13.2 Constitution of Enactus:

- Chairperson
- Vice chairperson
- Secretary
- Vice secretary
- Head of Events
- Head of Marketing
- Head of Public Relations
- Technical Head
- Head of Operations

14. Oculus:

14.1 Objectives:

Oculus is the official fest of SPIT, aiming to carry various cultural and technical events throughout the year.

14.2 Constitution of Oculus:

- Director of Domains
- Head of Tech
- HOD-PR
- HOD-Creatives
- HOD- Marketing
- HOD- Operations

15. IEEE CS:

15.1 Objectives:

IEEE CS SPIT focuses on empowering college students with technical excellence and knowledge sharing in computer science. We accomplish this through engaging coding contests and insightful speaker sessions, providing valuable opportunities for skill development and staying updated with industry trends.

15.2 Constitution of IEEE CS:

- Chairperson
- Vice Chairperson
- Technical Head
- Deputy Technical Head
- Head of Operation
- Head of Marketing
- Head of Finance
- Head of Events
- Head of Special Events
- Secretary
- Head of PR
- Head of Creatives

16. Students Developer Club SPIT:

16.1 Objectives:

To empower students with technical skills, encourage collaborative learning, and promote community engagement through workshops, projects, and other activities.

16.2 Constitution of Students Developer Club SPIT:

- Team Lead
- Tech Lead
- Secretary
- Tech Head
- Creative Lead
- Android/IOS Head
- Treasurer
- Creative Head
- Marketing Head

17. IEEE AESS

17.1 Objectives:

To foster a deepened comprehension and enthusiasm for IEEE Aerospace and Electronics Systems Society's core principles within the academic community. We aim to enhance student involvement in the fields of aerospace and electronics by offering meticulously planned workshops, impactful events, informative seminars, and webinars.

17.2 Constitution of IEEE AESS :

- Chairperson
- Vice Chairperson
- Secretary

18. Mudra:

18. 1 Objectives:

To provide a platform for artists to showcase their talents.

18.2 Constitution of Mudra:

- Cultural Secretary
- Vice Cultural Secretary
- Domain Head - Music
- Domain Head - Dance
- Domain Head - Fine Arts
- Domain Head - Drama
- Domain Head - Fashion

19. Drone Club:

19.1 Objectives:

To design and implement drone for various applications.

19.2 Constitution of Drone Club:

- Chairperson
- Vice chairperson
- Research Head

20. Astrophysics Club:

20.1 Objectives:

To promote research and fervour for Space Science and build teams for national and international competitions from SPIT and SPCE.

20.2 Constitution of Astrophysics Club:

- Chairperson
- Vice chairperson
- Research Head
- Events Head
- Outreach head

Selection Process of Committees:

Positions	**Supercore Members such as** Chairperson Vice-Chairperson President Vice-President Editor-in-Chief Secretary Joint-Secretary Executive Head Club Head	**Core Members such as** Event Head Tech Head Finance Head Creatives Head Operations Head Marketing Head PR Head
Selection Panel*	Previous Year Supercore Team Members	Supercore Members
Eligibility Criteria*	B.Tech Third Year, Second Year MCA First Year, Second Year No active backlogs No Defaulter in attendance	B.Tech Third Year, Second Year MCA First Year, Second Year No active backlogs No Defaulter in attendance
Announce Vacancies	Through Google forms in College Groups/ Over email to eligible candidates	Through Google forms in College Groups/ Over email to eligible candidates
Application Submission	General Student Details & Resume, Presentation on Plan of Action for upcoming year	General Student Details & Resume
Application Review	Shortlisting based on application submission	Shortlisting based on application submission
Interview of Applicants	Offline Mode for all. Presentation + Interview	Online / Offline mode. Interview only
Declaration of Results	Over email to all students, faculty and staff / through college WhatsApp groups	Over email to all students, faculty and staff / through college WhatsApp groups

***Note:** 1. The Selection Panel for Supercore members of Oculus are members of the Student Council.

2. For department level committees only the students within the department are eligible to apply.

a. Selection Process of Sub Committee:

Positions	Marketing Subcommittee PR Subcommittee Operations Subcommittee Creatives Subcommittee
Selection Panel	Marketing Head PR Head Operation Head Creative Head
Eligibility Criteria	B.Tech Direct Second Year, First Year MCA First Year
Announce Vacancies	Through Google forms in College Groups
Application Submission	General Student Details and a few basic Questions about the position they are applying for
Application Review	Shortlisting based on application submission
Interview of Applicants	online / offline Interview by Selection Panel
Declaration of Results	Over text messages in WhatsApp groups

Awards and Recognition

S.P.I.T. acknowledges and celebrates the achievements, efforts, and talents of students in various domains through various awards. The goal is to motivate and inspire students to excel in their studies, pursue personal growth, and contribute positively towards society.

1. **Best Outgoing Student**

   This award is presented to appreciate and encourage students who have done well holistically during their graduation tenure.

   Evaluation Criteria: The evaluation criteria for this award includes: consistency in academic performance, co-curricular participation, extracurricular participation, participation in social/voluntary/management work.

   Selection Process: Shortlisted candidates will be required to go through an interview and make a compelling presentation about their accomplishments before the selection panel to showcase their skills, accomplishments, and suitability as to why they should be considered for the title of "Best Outgoing Student" award.

   The evaluation weightage will be 20% for Academic performance, 20% for co-curricular, 20% for extra curricular and 10% for involvement in social work/volunteering or management activities, 30% weightage will be based on interview by the office of Dean and Principal.

   Announcement & Recognition: Once the selection process is complete, the winners of Best Outgoing Student (Male and Female) title will be announced and rewarded publicly during the Annual Day ceremony held in College.

   Eligibility and Nomination: Final year BTech and MCA students who wish to nominate themselves are requested to fill the below form with necessary information and supporting documents.

2. Academic Excellence Award (EXTC and COMP/CSE)

This award will be presented to the student who has consistent academic performance with co-curricular activities.

Evaluation Criteria: The evaluation criteria for this award is students who have secured 9 and above CGPA till their 6th Semester and have displayed application of their theoretical knowledge by participation/winning in co-curricular activities such as Hackathons, Technical Conferences, Project Competitions etc.

Selection Process: Shortlisted participants may have to undergo an interview round to assess subject understanding.

Announcement & Recognition: Once the selection process is complete, the winner of the Academic Excellence award title will be announced and rewarded publicly during the Annual Day ceremony held in college.

Nomination Phase: Final year BTech students who wish to nominate themselves are requested to fill the below form with necessary information and supporting documents.

3. Best Hardware Project

This award is presented to the final year project team to appreciate their success in applying their technical knowledge in developing a hardware or multidisciplinary project involving hardware and software.

Evaluation Criteria: The evaluation criteria for this award includes innovation, utility, creativity, craftsmanship, project documentation, presentation quality, IPR created, involvement in project competition and funding raised.

Selection Process: Teams that have nominated themselves may be required to demonstrate their project to a selection panel.

Announcement & Recognition: Once the selection process is complete, the winning team will be announced and rewarded publicly during the Annual Day ceremony held in college.

Nomination Phase: Final year students from both BTech who wish to nominate their team are requested to fill the below form with necessary information and supporting documents if any.

4. **Best Software Project**

This award is presented to the final year project team to appreciate their success in applying their technical knowledge in developing software projects.

Evaluation Criteria: The evaluation criteria for this award includes functionality, utility, performance, scalability, security, innovation, code quality, documentation, IPR created, involvement in project competition and funding raised if any.

Selection Process: Teams that have nominated themselves may be required to demonstrate their project to a selection panel.

Announcement & Recognition: Once the selection process is complete, the winning team will be announced and rewarded publicly during the Annual Day ceremony held in college.

Nomination Phase: Final year students from both BTech who wish to nominate their team are requested to fill the below form with necessary information and supporting documents if any.

5. **Student Entrepreneur of the year**

This award is presented to students who showcase their entrepreneurial skills through their registered startup venture.

Evaluation Criteria: The evaluation criteria for this award includes assessment of business idea, market potential, revenue generation, customer traction, scalability, sustainability and funding raised if any.

Selection Process: Students who have nominated themselves will be required to go through an interview and make a compelling presentation of their business idea and business numbers.

Announcement & Recognition: Once the selection process is complete, the winning student/students will be announced and rewarded publicly during the Annual Day ceremony held in college.

Nomination Phase: Students of any year who wish to nominate themselves are requested to fill the below form with necessary information and supporting documents if any.