



## FACULTY-STUDENT MENTOR PROGRAM

The objective of the program is:

1. To take an interest in developing student's career and well-being.
2. To have an interpersonal as well as a professional relationship with the students.
3. To advance academic and professional goals in the directions most desired by individual students.
4. To oversee the student activities e.g. performance in the classes, academic progress, participation in co-curricular and extra-curricular activities, skill development, psychological behaviour etc.
5. To parent the students as per the vision and mission of the University/ School in concurrence with achieving individual objective too.

## AVAILING LEAVE

1. Please find the attached leave application form (*ADYPU/SOE/101*). This application will only be used for availing leaves.
2. The application form should be filled completely and necessary documents should be attached in original. Mention all your academic courses and get the approval from all the course faculties and your faculty mentors prior to get the approval from the Head, School of Engineering. Submit the original approved application along with the attachments to the respective faculty mentor.
3. Leave applied on commemorative days, University/School event days and scheduled examination days will not be sanctioned. No special consideration on these days if leave availed without approval.
4. **Casual Leave (CL):** All CLs have to be applied in advance. Applying CL after availing it may not be considered. The approval from all the course faculties is mandatory to avail the CL.
6. **Medical Leave / Emergency Leave: (ML/EL):** All MLs are to be accompanied with an original medical certificate from any registered Indian medical practitioner. All ELs should be submitted with proper documents. The signature of parents/local guardian and their contact details is compulsory in availing ML/EL. ML/EL may be applied after availing it.
7. **Station Leaving on Duty (SLOD):** SLODs include leave owing to participation in symposium/ conference/ seminar/ inter college events / other relevant student activities. All SLODs have to be applied in advance accompanied with the approved Form No. *ADYPU/SOE/102 and* Form No. *ADYPU/SOE/103*.
8. **Leave applied through email will not be considered. However, information can**



be shared through email.

**Note:**

1. As per the university norms, 75% of the attendance is compulsory to appear for the university examination
2. The approved leave doesn't mean your attendance entry in ERP. Your approved leaves will be added at the end of the semester during preparation of the eligibility list.

**Upload Approved ML and SLOD Applications**

1. Fill required application forms (101 / 102 / 103) and attach required documents with it.
2. Fill the hard-copy of the application signed from the Head of the School.
3. Upload only approved Medical Leave (ML) and On-Duty Leave (SLOD) on <https://goo.gl/forms/23ozaKM6Qlrct4eM2>
4. Scan approved form No. ADYPU/SOE/101, convert to pdf of size < 1MB.
5. Don't upload any attachments or forms.
6. Submit the hard-copy to your respective faculty mentor for record.

**ELIGIBILITY FOR EVALUATION [ No. ADYPU/ SOE / HOD / 2018 / M / 051; 16 Oct 2018 ]**

In accordance with the University student regulation; attendance and fees are the mandatory eligible criteria for appearing evaluation. Hence, following regulations are imposed on all the students of School of Engineering with immediate effect.

**1. Attendance:**

Students having attendance **less than 65%** will not be allowed for the evaluation just before the End Term evaluation.

#E1 : Attendance will be calculated for late joining students from their date of joining.

#E2 : Attendance will be available with respective faculty mentors month-wise.

#E3 : Approved leave on Medical / Student activity/ Academic Work will be considered in this case.

#E4 : No casual leave (Approved / Not Approved) will be considered in this regard.

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**2. Fees:**

Clear the pending fees for the semester on time failing which the student will not be allowed for regular academics (lectures and evaluations).



## STUDENT CLUBS

Students are invited to join the following clubs. Please contact the faculty-in-charge for details.

<b>SN</b>	<b>Clubs</b>	<b>Faculty-in-charge</b>
1.	Student Technical Activity Club (STAC)	Dr. Biswajeet Champaty
2.	GreenTech	Dr. Debirupa Hore
3.	Biofile	Dr. Aiswarya Dash
4.	Mathelets	Prof. Shital Solanki

## INTERNATIONAL IMMERSION PROGRAM

ADYPU has collaborated with the following Foreign Universities to promote student exchange program, semester abroad program and summer programs. Students can participate in those programs. Information regarding the same will be communicated time to time.

1.	Coventry University	UK
2.	Northumbria University	England
3.	New York Institute of Technology (NYIT)	New York
4.	Queens College	USA
5.	University of South Carolina	USA
6.	University of South Carolina Aiken	USA
7.	Strate School of Design	France
8.	University of Central Lancashire	England
9.	Kookmin University	South Korea
10.	Tel-aviv University	Israel
11.	Sripatum University	Thailand
12.	Shenkar College of Engineering, Design	Israel
13.	WuFeng University	Taiwan
14.	Holon Institute of Technology	Israel
15.	Chonburi Technological College	Thailand
16.	Stefan cel Mare University of Suceava	Romania



## STUDENT SERVICES DIVISION

1. Assistance with Fees related issues such as providing with bank loan letters, Fee schedules and any fee related concerns.
2. Assisting students with on campus accommodation and providing alternatives if need be.
3. Motivating and assisting students wanting to be a part of cultural activities
4. In case the student finds it difficult to approach a professor or unsure how to approach the Professor, can help the student to approach the Professor accordingly.
5. Helping to cope up with personal issues, which are impacting individual studies and making sure you get the counselling to overcome the problem.
6. In case having difficulties adjusting with peers or facing any issues, the division will help students to overcome and resolve it accordingly.
7. Will assist students in case the student is unwell. Making sure they are guided to the medical help they require.
8. Issuing of Bonafide, TC and Migration
9. Exit interview if the student is permanently withdrawing from a program.

Contact:

**Ms. Priya Abraham**, Head- Student Services Division

Email: [priya.abraham@adypu.edu.in](mailto:priya.abraham@adypu.edu.in)

Phone : 020-67077942

## STUDENT COMMITTEES

Committees	Chairman	Contact
Student Grievance & Redressal Committee	Dr. Biswajeet Champaty	biswajeet.champaty@adypu.edu.in
Disciplinary & Anti-ragging Committee	Dr. Makarand Joshi	makarand.joshi@adypu.edu.in
Student Services Division	Ms. Priya Abraham	priya.abraham@adypu.edu.in

Related complains /queries may be directly submitted to the chairman of the committee.



## STANDARD OPERATING PROCEDURES FOR MEDICAL ASSISTANCE

In the event of any student / staff taking ill, following process to be followed:

### Step I:

1. Inform Ms. Priya Abraham, Contact Number: 9890199634 / 020-67077942 OR
2. Your School Co-coordinator OR
3. Head of School

### Step II:

If the patient is in a position to walk

1. Move the patient to the Dental School OPD
2. Contact Dr. Apte - 9730034907 who is present in the Dental college from 9:30- 3:00 pm (Monday- Friday)

### Step III:

In case the patient is immobile kindly contact the following people who can administer first aid:

- 1 Mr. Ajay Lall -9762863222, 8698299995 who resides in the campus premises available 24x7
- 2 Nurse on call during the day, Ms. Manisha -9975160237
- 3 Nurse on call during the night, Ms. Leena Gedam - 9503013248

### Step IV:

Post treatment, patient can be moved to the Infirmary located in the Boys Hostel ie “Manju Bldg”, Ground floor next to the hostel office.

### Step V:

In critical cases, patient can be moved to the below mentioned Hospitals after receipt of due instruction from the above mentioned people as given in Step 1

- 1 Inlaks & Budhrani Hospital,  
Line no.1, 7-9, Koregaon Park,  
Pune – 411001.  
Ambulance help line: 020-66099717  
Contact person for enquiry: Mr. Milind Jadhav
- 2 Orchid Hospital  
L-Square, Porwal Road, Sr.No. - 282/3/3, Off. Dhanori Jakat Naka,, Lohgaon, Pune,  
Maharashtra 411047  
Ambulance contact: Mr. Sachin: 7030605757, Mr. Vishal: 9373474938  
Contact person for enquiry: Ms. Afsana Chougule
- 3 For all such patients, kindly collect the hospital intimation letter from the respective people mentioned in Step 1.



## ADVISORY NOTE

At Ajeenkya University we take pride in providing a safe and fair environment so that each and every person studying and working here develops to their full potential. To help us in this effort, we need your support in maintaining a positive culture. To achieve this aim kindly bear in mind a few simple principles during your interactions with each other.

**Mutual Respect:** Your class mates and faculty come from diverse social and economic backgrounds. While having fun and making jokes is an integral part of University life, be aware that people have different levels of sensitivity when it comes to jokes or remarks based on their gender, religion, caste, skin tone, body shape, language skills, place of birth and so on. Remember someone with a real sense of humor has the ability to laugh at themselves rather than laugh at someone else's expense.

**Privacy:** We value your right to privacy as adults and urge you to understand and respect boundaries of others. A glance at today's headlines will tell you how frequently personal information is spread causing harm to someone's personal and professional reputation and also their emotional and psychological well-being. Do not share and do not forward visual verbal or written information. Perhaps you might not know, but this is a criminal offence under the information technology act with the consequent damage to your professional career. For eg: Accessing other mobile, computer etc will land you in jail as per Section 43-A IT Act.

**Physical harm:** Regardless of the provocation, anyone who resorts to physical violence or verbal abuse on or outside campus is not appropriate behavior. It harms the relationship and brings the person to disrepute. Over and above this, it is also a criminal offence. If the aggrieved party lodges a police complaint, it could result into a possibility of a jail sentence, financial fine, and permanent blot on your character resulting into denial of job opportunities and not getting the passport or visa and much more.

**Safety & Dignity of Women:** All women shall be treated with dignity. Any obscene act, remark, gestures, communication verbal or written is an offence under section 354 IPC. Please ensure at all time, the dignity of women is upheld and your behavior should be reflective of that.

To summarize, we urge you to foster and maintain an atmosphere of mutual trust and respect in the university which would be conducive to your intellectual and all round development. Should you require any clarification regarding these issues kindly contact the student services division or your faculty.





## KNOW YOUR FACULTIES

1.	Dr. Aiswarya Dash	aiswarya.dash@adypu.edu.in	soe@adypu.edu.in
2.	Dr. Anand Khandwekar	anand.khandwekar@adypu.edu.in	
3.	Dr. Biswa Prasun Chatterji	biswaprasun.chatterji@adypu.edu.in	
4.	Dr. Biswajeet Champaty	biswajeet.champaty@adypu.edu.in	
5.	Dr. Debirupa Hore	debirupa.hore@adypu.edu.in	
6.	Prof. Ganesh Pokale	ganesh.pokale@adypu.edu.in	
7.	Dr. Preeti Singh	preeti.singh@adypu.edu.in	
8.	Prof. Manish Pandit	manish.pandit@adypu.edu.in	
9.	Dr. Rakesh Afre	rakesh.afre@adypu.edu.in	
10.	Prof. Shital Solanki	shital.solanki@adypu.edu.in	
11.	Dr. Sachin M. Rajas	sachin.rajas@adypu.edu.in	
12.	Prof. Sneha Sarode	sneha.sarode@adypu.edu.in	
13.	Prof. Neha Vekhande	neha.vekhande@adypu.edu.in	
14.	Prof. Uttam Kumar	uttam.kumar@adypu.edu.in	
15.	Prof. Abhijit Powar	abhijit.p@inurture.co.in	soit@adypu.edu.in
16.	Prof. Shabnam Sharma	shabnam.s@inurture.co.in	
17.	Dr. Amol Kasture	amol.b@inurture.co.in	
18.	Prof. Nitin Kamble	nitin.k@inurture.co.in	
19.	Prof. Vijay Gaike	vijay.g@inurture.co.in	
20.	Prof. Altaf Shah	altaf.shah@inurture.co.in	
21.	Prof. Siddharth Nanda	siddharth.n@inurture.co.in	
22.	Prof. Chandrashekhar Kumbhar	chandrashekhar.k@inurture.co.in	
23.	Prof. Amit Vajpayee	amit.v@inurture.co.in	



24.	Prof. Apurva Kandilkar	apurva.kandelkar@inurture.co.in
25.	Prof. Shailvi Maurya	shailvi.m@inurture.co.in
26.	Prof. Monali Bacchav	monali.b@inurture.co.in
27.	Prof. Sneha Ambhore	sneha.a@inurture.co.in
28.	Prof. Parmeshwari Aland	parmeshwari.v@inurture.co.in
29.	Prof. Rohini Deshmane	rohini.d@inurture.co.in
30.	prof. Deepti Dave	deepti.d@inurture.co.in
31.	Prof. Rajeshwari Gundla	rajeshwari.g@inurture.co.in
32.	Prof. Nirupma Singh	nirupma.s@inurture.co.in
33.	Prof. Jyotsna Jadhav	jyotsna.j@inurture.co.in
34.	Prof. Writuparna Dey	writuparna.d@inurture.co.in
35.	Prof. Payal Taksande	payal.t@inurture.co.in
36.	Prof. Mary George	mary.c@inurture.co.in
37.	Prof. Ashish Sheje	ashish.sheje@inurture.co.in
38.	Prof. Kamal Srivastava	kamal.s@inurture.co.in
39.	Prof. Anoop Bable	anoop.bable@inurture.co.in
40.	Prof. Ankur Binjwe	ankur.b@inurture.co.in