

Sanjivani Rural Education Society's

Sanjivani College of Engineering, Kopargaon

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopargaon, Dist. Ahilyanagar (MS), India



Approved by AICTE, No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994
Accredited by NAAC with 'A' Grade, ISO 9001 : 2015 Certified

Affiliation ID No. PU/AN/Engg. 026/(1983)

Phone : +91 9130191301, 8975800800

Website: www.sanjivanicoe.org.in e-mail: principalcoe@sanjivani.org.in

SANJIVANI COLLEGE OF ENGINEERING, KOPARGAON

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

LEADERSHIP DEVELOPMENT CENTRE (LDC)

POLICY FOR RECOGNITION, MONITORING AND DOCUMENTATION OF EXTERNAL FACULTY DEVELOPMENT PROGRAMMES FOR RANKING, ACCREDITATION AND QUALITY FRAMEWORKS

1. Policy Statement

Sanjivani College of Engineering, Kopargaon recognizes continuous faculty learning and professional development as an essential component of academic quality, institutional leadership and continuous improvement. The Leadership Development Centre (LDC) shall facilitate, recognize, monitor and document eligible external Faculty Development Programmes (FDPs), training programmes and structured professional-development courses undertaken by faculty members for institutional development and for evidence requirements of different ranking, accreditation, assessment and quality frameworks, as and when required.

2. Objectives

- To establish a uniform institutional mechanism for recognition of eligible external FDPs and professional-development programmes.
- To promote continuous upskilling, reskilling, pedagogical development, research capability, leadership and emerging-technology competencies among faculty.
- To maintain verifiable, cycle-wise and department-wise evidence of faculty development activities.
- To connect faculty development, wherever applicable, with institutional needs, student feedback/TLFQ, curriculum requirements, research priorities, accreditation observations and strategic goals.
- To enable reliable reporting under ranking, accreditation and quality-assurance frameworks without misrepresenting externally conducted programmes as programmes conducted by the Institute.

3. Scope and Eligible Programmes

This policy applies to regular faculty members participating in structured programmes offered by recognized national/international academic, regulatory, professional or industry bodies. Eligible programmes may include:

- NPTEL/SWAYAM courses and FDPs, including 04-week, 08-week and 12-week programmes, subject to successful completion/certification.
- AICTE Quality Improvement Programme (QIP), AICTE Training and Learning (ATAL) Academy programmes and other AICTE-recognized FDPs.
- CEEE programmes/FDPs, including structured 05-week programmes wherever applicable.

Sanjivani Rural Education Society's

Sanjivani College of Engineering, Kopergaon

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopergaon, Dist. Ahilyanagar (MS), India



Approved by AICTE, No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994
Accredited by NAAC with 'A' Grade, ISO 9001 : 2015 Certified

Affiliation ID No. PU/AN/Engg. 026/(1983)

Phone : +91 9130191301, 8975800800

Website: www.sanjivanicoe.org.in e-mail: principalcoe@sanjivani.org.in

- FDPs/STTPs/refresher programmes offered by IITs, IISc, NITs, universities, recognized institutions, professional bodies and credible industry/academic organizations.
- Other structured programmes approved by the competent institutional authority based on relevance, duration, learning outcomes and documentary evidence.

4. Recognition Principles

Recognition under LDC shall mean that the programme is institutionally acknowledged, facilitated and/or monitored and documented as part of the faculty professional-development framework. Recognition shall not imply that Sanjivani College of Engineering conducted an externally offered programme.

- The programme shall have identifiable learning objectives, duration, provider and completion requirements.
- The faculty member shall submit authentic participation/completion evidence.
- The programme should be relevant to teaching-learning, curriculum, research, innovation, technology, leadership, governance, quality assurance or institutional priorities.
- For framework-specific claims, the programme shall additionally satisfy the exact duration, linkage, outcome and evidence conditions prescribed by that framework.
- Where a ranking/accreditation framework requires an FDP arising from TLFQ/student feedback or a specific institutional need, only programmes having a documented linkage to that requirement shall be reported under that indicator.

IMPLEMENTATION, MONITORING AND DOCUMENTATION

5. Institutional Process

Stage	Responsibility	Key Activity	Evidence
Need Identification	LDC / Dean Academics / HoD / Coordinator	Identify faculty-development needs from feedback, curriculum, emerging areas, accreditation/ranking or strategic requirements.	TLFQ/feedback analysis, minutes, academic plan, framework requirement
Nomination / Enrollment	Faculty / HoD / Coordinator	Nominate, communicate or record enrollment in eligible external programme.	Circular/email, nomination, registration proof
Participation	Faculty Member	Complete prescribed learning	Attendance/LMS record, assignments, examination evidence

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopergaon, Dist. Ahmednagar (MS), India

Sanjivani Rural Education Society's

Sanjivani College of Engineering, Kopergaon

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopergaon, Dist. Ahilyanagar (MS), India



Approved by AICTE, No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994
Accredited by NAAC with 'A' Grade, ISO 9001 : 2015 Certified

Affiliation ID No. PU/AN/Engg. 026/(1983)

Phone : +91 9130191301, 8975800800

Website: www.sanjivanicoe.org.in e-mail: principalcoe@sanjivani.org.in

		activities and assessment.	
Certification	Faculty Member / Coordinator	Submit completion certificate/result.	Certificate, score/grade/result
Implementation	Faculty Member / HoD	Apply relevant learning in teaching, laboratory, research, curriculum or institutional activity.	FDP report, lesson/resource, activity evidence
Consolidation	NPTEL/CEEE/Concerned Coordinator	Prepare cycle-wise, course-wise and department-wise summary.	Coordinator summary and verified database
Verification	Dean Academics & LDC Coordinator	Verify eligibility and framework-specific evidence.	Verified report/checklist
Institutional Approval	Director / Competent Authority	Approve institutional reporting wherever required.	Signed declaration/report/minutes

6. Mandatory Documentation

- Programme announcement/circular, nomination or enrollment record, wherever available.
- Course/FDP title, provider, duration, dates and mode.
- Registration/enrollment proof and completion certificate/result/grade.
- Faculty-wise prescribed FDP report highlighting learning, relevance, implementation and impact.
- Department-wise and institute-level consolidated summary prepared by the concerned coordinator.
- Evidence of classroom/laboratory/research/curriculum implementation wherever claimed.
- TLFQ/feedback analysis, minutes and action taken report wherever the FDP is claimed as feedback-driven.
- Photographs/screenshots, attendance, participant list and dissemination evidence wherever applicable.
- Framework-specific declaration, mapping sheet or supporting documentation required at the time of ranking/accreditation submission.

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopergaon, Dist. Ahmednagar (MS), India

Sanjivani Rural Education Society's

Sanjivani College of Engineering, Kopargaon

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopargaon, Dist. Ahilyanagar (MS), India



Approved by AICTE, No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994
Accredited by NAAC with 'A' Grade, ISO 9001 : 2015 Certified

Affiliation ID No. PU/AN/Engg. 026/(1983)

Phone : +91 9130191301, 8975800800

Website: www.sanjivanicoe.org.in e-mail: principalcoe@sanjivani.org.in

7. Classification and Reporting

The LDC shall maintain a master register/database containing faculty name, department, programme title, provider, duration, dates, category, completion status, score/grade, certificate reference, relevance, implementation evidence and the ranking/accreditation framework(s) for which the evidence may be applicable. A single programme may support more than one framework only when the respective eligibility requirements are independently satisfied.

8. Framework-Specific Applicability

This policy provides an institutional umbrella for documentation. It shall not override the definitions or evidence requirements prescribed by any external agency. Before submission, the Dean Academics/LDC Coordinator and concerned institutional ranking/accreditation coordinator shall verify the latest applicable guidelines. Evidence may be used for QS I-GAUGE, NIRF, NAAC, NBA, autonomous-institute quality processes, institutional rankings, audits or other recognized frameworks, as and when applicable and permissible.

GOVERNANCE, REVIEW AND COMPLIANCE

9. Roles and Responsibilities

- Faculty Member: enroll, participate, complete the programme, submit authentic evidence and document implementation/outcomes.
- Head of Department: verify relevance, facilitate participation and confirm departmental implementation/evidence.
- NPTEL/CEEE/Concerned Coordinator: maintain enrollment, completion and certification records and submit cycle-wise consolidated summaries.
- Dean Academics & LDC Coordinator: administer this policy, verify eligibility, maintain institutional consolidation and ensure framework-specific mapping.
- Director: provide institutional approval and oversight for LDC reporting and declarations.

10. Quality and Compliance Safeguards

- No programme shall be counted merely on the basis of registration; successful completion/participation evidence shall be required according to the claim being made.
- Duration shall be reported exactly as certified by the offering organization; equivalent weeks/hours shall not be artificially created.
- Externally offered FDPs shall be identified as external programmes recognized/monitored by LDC, not as Institute-conducted FDPs.
- Duplicate counting shall be avoided within the same indicator/reporting cycle unless the external framework expressly permits it.
- Personal or unverifiable claims shall not be included in institutional submissions.
- Where an agency changes its criteria, the latest official framework requirements shall prevail over this policy for that submission.

Sanjivani Rural Education Society's
Sanjivani College of Engineering, Kopargaon

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)

At. Sahajanandnagar, Post. Shingnapur - 423 603, Tal. Kopargaon, Dist. Ahilyanagar (MS), India



Approved by AICTE, No. FMS. 45/B-II/RC(BB)/93/14136 Dt. 17-1-1994
Accredited by NAAC with 'A' Grade, ISO 9001 : 2015 Certified

Affiliation ID No. PU/AN/Engg. 026/(1983)

Phone : +91 9130191301, 8975800800

Website: www.sanjivanicoe.org.in e-mail: principalcoe@sanjivani.org.in

11. Record Retention

The LDC/Dean Academics Office shall maintain soft-copy and/or hard-copy records of declarations, coordinator summaries, certificates, reports, minutes, feedback linkage and implementation evidence for the period required by the applicable ranking/accreditation framework and institutional record-retention practices.

12. Review and Amendment

This policy shall be reviewed periodically and may be amended by the competent authority to align with changes in ranking, accreditation, regulatory and institutional quality requirements. Operational formats, evidence checklists and programme categories may be updated from time to time without altering the intent of the policy.

13. Effective Date

This policy shall come into effect from the date of approval and shall be applicable to eligible faculty-development records considered under LDC for institutional quality, ranking and accreditation purposes, subject to the requirements of the concerned framework.

Approved by:

Dr. A. B. Pawar (Dean Academics)
Learning and Development Center



Director
Sanjivani College of Engineering
Kopargaon