

LTISS
PRIYADARSHINI COLLEGE OF ENGINEERING, NAGPUR
ACADEMIC POLICY 2016- 2017

Date: 25/4/2016

1. ACADEMIC CALENDAR:

Academic calendar is a document of sacrosanct nature. It is prepared by Dean (Academics) in consultation with HoD(s) and senior faculty. The Academic calendar is a fundamental building block which will be strictly adhered to. In the beginning of the academic session the students will be apprised of academic calendar and same will be uploaded on college website and shall be displayed on notice boards and at strategic locations. Only head of the institute has exclusive right to incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances.

2. TEACHING LEARNING PROCESS:

The student centric teaching learning process aim at using state of the art teaching aids, conducive teaching learning ambience, proactive approach to ensure overall academic welfare of the students and attainment of vision and mission of the programs and that of institute at large.

(i)Teaching of a course will confine to the study scheme as prescribed by RTM Nagpur University Nagpur from time to time. A course will have four/six teaching units comprise of theory, practical and tutorial as the case may be.

- Hod(s)/Dean(Acd)/Principal should allocate the subjects to the faculty well in advance and in a transparent manner.
- Subject's teachers are expected to prepare a subject file as per defined format provided.
- Updated Subject File should have, Latest Syllabus, Program Outcomes, Program specific outcomes and Course Outcomes (PEOs, PSOs & COs),Teaching Plan and execution dates, Lesson Plan, Academic calendar and its implementation, Time table, CAT_I & CAT_II Questions, Assignments, University Question papers, Sessional exams question papers, Questions bank, Teaching notes (Hard Copy), University Question Papers Solutions, Session question papers solutions, Advanced topics planned and execution details, List of Books available in the library, Journals Concerned with the Subject (If Any).

(ii) The course teacher will prepare teaching plan, lesson plan, and tutorial plan as per policies and guidelines of the Institute and Department so as to give justice to every component of the course.

- Teaching learning deliverables will also include periodic assignment to the students on the component of the syllabus taught.
- Make up classes shall be arranged for academically weak students of the class.
- The course teacher will teach some components which are beyond syllabus in nature but it is absolutely essential to keep the students aware of modern technological / business know-how.
- The teaching/learning process should make use of case based teaching methodology, teaching and learning through real life business/technological issues, visits to industry, and industrial consultancies etc.
- Teacher's subject Notes /PPT are to be available to the students at all time.
- Laboratory incharge will prepare the teaching plan for practical in coordination with subject Teacher.

(iii)To complement the conventional teaching methods, the department should also emphasize on following innovative teaching learning methods.

- Expert lectures are to be organized for various subjects for improving the know-how in the subject. Use of CDs containing video lectures of expert from IITs (NPTEL) for some of the subjects. Questions from competitive examination are to be included in subject Questions Bank.
- The use of ICT (Information and Communication Technology) is an essential tool of modern teaching/ learning process which the students and the teachers should make use of.
- Visit of subject teacher with students to the related industry for practical exposure of subject. More Industrial Visits, Industrial Tour, Training programs and Guest Lectures are to be arranged to give students additional contents and bridge the gap between syllabus and latest development in field of Engineering.
- Conferences, Workshops, seminars and tech fests are to be organized to update the knowledge of students. Seminars by the students on latest topics. Technical workshops on topics like Embedded system, EDA Tools, Robotics, PLC SCADA, latest idea etc.
- Online study group for critical subjects can be formed. Advanced topics are to be taught by every faculty and are included in teaching plan of each subject.
- Practical demonstration for the subjects which are not having practical in the university scheme. Technical quiz/Surprise test based on syllabus of some of the core subjects may be conducted.
- LCD/OHP presentation of the subject, Result analysis and action taken, Innovation in Teaching – Learning, Collaborative Learning Records, Real world examples, Assisting weak students and efforts taken for them, Assisting bright students and efforts taken for them, Subject related Training programs should also be maintained by subject teachers.
- For the preparation of GATE classes are to be conducted by senior faculty.

(iv) Academic Records.

- Attendance register should be maintained by subject teachers. Proper and timely entry of Topic code of Theory subject, tutorial Executed , Attendance of students, CAT_I , CAT_II, Sessional marks / Assignment Grade/marks .
- Syllabus Coverage status fortnightly submitted matches with submitted records. Record of Extra classes / Makeup classes recorded to cover-up the syllabus, Average Attendance at the end of the month displayed and action taken, List of Students below 40% attendance Subject wise and action taken, Extra class for topic beyond syllabus and recorded, signature of Teachers / HOD /Dean (Acad) / V.P./Principal.
- Students having low attendance records should be displayed on notice board and communicated to parents also. Teacher-Guardian should counsel the students and also informs the parent regarding progress of the student.
- Tutorials are to be conducted unit-wise for numerical and design based subjects to improve analytical skills.

(v) Student evaluation methods.

- Methods of student evaluation/ assessment shall consist of direct and indirect evaluation methods. While direct method comprise of all internal examinations, practical/laboratory sessions the indirect assessment shall comprise of feedback from employers and student exit interview.
 - Objective is to evaluate the student performance and to find whether the COs are attained for the particular subject and POs and PSOs are attained for the program.
 - Direct Assessment consist of internal assessment and University Exam assessment methods Internal Assessment comprise of assessment of CAT-1, CAT-2, Assignment 1 , Assignment 2 and Sessional Examination. Attainment level is set for each subject and depending on the percentage of students achieving the attainment of the CO the attainment level (1, 2 or 3) is decided.
- 1) Attainment level is set University exam performance of the students for each subject and depending on the percentage of students achieving the attainment of the CO the attainment level (1, 2 or 3) is decided.

- Indirect Assessment, Indirect Assessment is used to calculate the attainment of POs and PSOs. It comprise of
 - 1)Main Project Assessment
 - 2)Mini Project Assessment
 - 3)Curricular and Extra Curricular activities
 - 4)Alumni feedback
 - 5)Exit Survey
 - 6)Employers feedback
 - 7)Industrial Training

3. Quality improvement initiative through laboratory experiments

(i) It is said that a person cannot become a good engineer without practical knowledge. Hence the department must always focus on the good conduction of practical of subjects.

- Every department has minimum ten laboratories to enhance the practical exposure of the students. Every laboratory is well equipped with the state of art equipments and well supporting staff as per RTM Nagpur University Syllabus.
- It is compulsory for every laboratory to have Laboratory Manuals/machine manuals for each experiment. For laboratory work, manuals are to be made available to the students.
- The standard operating procedure of the lab should be displayed on a strategic place.
- List of experiments conducted in labs has to be displayed on the flex boards. Minimum 10-12 experiments from the university practical list to be included or as per the syllabus.
- Innovations in practical have to be done. All subjects' in-charges taking practical have to introduce at least few innovative and cutting edge practical.
- Practical Teaching plan has to be prepared by laboratory In charge in coordination with subject teacher.

(ii) To govern the quality of practical the department has a standard operating procedure which is as follows.

- Every student has to attend the laboratory in practical slot provided in the time table in prescribed batch.
- At the beginning, a professor instruct the students about experiment, which they will perform. He also prompts to take help from manuals and Laboratory assistant.
- Subject Teacher and Laboratory Assistant take one sample reading before students as a demonstration for further clarification.
- Students should perform the experiments and can check their results with the subject teacher. If he finds it to be correct he allows him/her to write an experiment in Practical Journal. Student then confronts with Viva-Voce and faculty gives the grade and marks accordingly.
- Practical Journals should be checked regularly. Students are not to be allowed for practical performance if any students fail to complete the practical journal of last practical conducted.

(iii) Additional Measures by Department.

- Department should encourage the students to develop new experimental set-ups for research work.
- For security purpose, laboratory has a log book, where every person has to sign before entry.
- To have greater accuracy in experiment the department continuously does the calibrations of equipments by appropriate agencies.
- A regular maintenance scheduled has generally followed by the department to keep the equipments fit for use.
- Every laboratory maintains daily housekeeping and also maintains the record of it to maintain the ambience conducive for learning.
- The department also cares for those students who were absent in regular practical slots by organizing their practical's in extra hours.

- Taking feedback from students about the conduction of practicals.

4. POLICY ON CONTINUOUS ASSESSMENT

- Policy on continual assessment focuses on the PDCA (PLAN, DO, CHECK, ACTION) approach where in the students shall be offered a window of equal opportunity to improve their performance on a continual basis.
- Direct evaluation method will comprise of internal examinations designed to check and report the periodic performance of the student in internal examinations held progressively during the semester. Direct evaluation method will comprise of two class assessment tests (CATs), two assignments and one session end examination.
- Syllabus for the test will be minimum one unit. CAT-I and CAT-II will be conducted at department level for 20 Marks. The students are required to solve two questions out of 10 questions or as per the subject requirement decided by HoD(s).
- Weightage to CAT-I is 2 and CAT-II is 2 out of 20 internal marks. Sessional examination will be based on complete syllabus prescribed by RTMNU. Sessional examination will be conducted as per university question paper pattern at College level and will have weightage of 8 marks out of 20 internal marks.
- The schedule of the CAT- I, CAT-II , Assignment_I , Assignment_II and sessional examination will be mentioned in the academic calendar and modus operandi of the same shall be finally decided by Heads of Departments in consultation with the office of the Principal and Dean (Academics). Examination program of the CAT will be announced and displayed in advance by the departments.
- The subject teacher shall announce in advance and display the unit of syllabus to be covered as well as the questions bank. For CAT-I and CAT-II, daily one paper of one hour duration will be conducted at 4.30 to 5.30 (In the last lecture) without hampering the regular scheduled classes on the same day.
- Sessional examination will be conducted at the end of semester as per academic calendar as per university pattern at college level. Session-end examination will be conducted simultaneously for all programs at the end of semester for which the time table will be displayed.
- Student who will remain absent in examination will be subjected to Make up test /Re-examination as per the procedure decided by HOD. This provision is made for situation in which the absence is due to reason of illness, death of a near kin, attending of state or national level competitive exam, placement activities and other circumstances beyond control of the student. Students those who are already appeared for these examination and Interested to improve the performance can also eligible for these tests.
- To avail of this provision, the student is required to apply to the HOD with recommendation from course coordinator with relevant documents. It is the discretion of the HOD and course coordinator to consider application and decide the mode of examination. No student can avail of this provision for all examinations in any one course in a Semester.
- Two assignments will be given to students. Grades A and B may be awarded on the basis of writing and oral examination. Grade A consider of 2 marks and B for 1 mark. Syllabus not covered in CAT-I and CAT-II (Questions not covered in CAT exams.) will be consider for assignments or as per department policy so that maximum attainment is achieved.
- Students will follow academic calendar for the display of assignment and for submission. The assignments should be submitted in Long Exercise Book separately for maintaining the uniformity. The list of students not submitting the assignments should be notified immediately. The marks obtained by the students in the assignments should be notified to the students as specified in the academic calendar.
- All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets, summary of marks sheets, and display of marks should be properly maintained for academic monitoring. Result of the semester examinations should be analyzed subject wise by the departments within 8 days of the declaration of the results and the concise report in the prescribed formats should be sent to Dean (academic) on or before 10th day of declaration of the result. Records of the students appearing for GATE should be maintained and the results should be analyzed to know the success rate and the performance of the students. The concise report should be sent to the Dean (academic) latest by the 10th day of declaration of the result in the prescribed format. Same for GRE, TOEFL, MAT, GMAT

and other competitive examinations. A copy of the Time Tables (Teaching and Test Examination) for each Semester course/First Year should be sent to the office of the Dean Academics. AEC report should be sent to Dean Academics as per schedule.

5. Analysis of Attendance

- **For odd semesters:** The analysis of attendance shall be made at the end of every month from the start of the odd session. The parents of the students attending less than 60% of theory classes in average shall be informed about the possibility of their wards of getting detained from keeping the term for want of attendance as per university norms. Subsequently, after the last date of teaching, the final analysis for the respective semesters for the granting of terms shall be made within 8 days of the last teaching day.
- **For even semesters:** The analysis of attendance shall be made at the end of every month from the start of the Even Session. The parents of the students attending less than 60% of theory classes in average shall be informed about the possibility of their wards of getting detained from keeping the term for want of attendance as per university norms. Subsequently, after the last date of teaching, the final analysis for the respective semesters for the granting of terms shall be made within 8 days of the last teaching day. Provisional detention list of the students having less than 60% at the end of a particular session shall be prepared and displayed. The concerned students and their parents be called and made aware of the possible detention of their ward. The final decision on the detention of the students or otherwise shall be taken in consultation with the Principal. Students encouraging for extra classes for the improvement to meet the university norms.
- **Policy on Grant of Attendance :** Students as functionaries/participants/executive in charges in inter/intra collegiate events may be granted attendance for the limited period during which they were preoccupied in their roles as functionaries.
- Minimum 75 % attendance is expected to appear in the tests and sessional examination. HoD(s) can permit the students having attendance 50 %. Attendance will be granted for the period of the related activity/event. The concerned Deans / HoD(s)/Professor in charge of the activity/event shall mention the period for which the attendance be granted.
- The students are required to submit the relevant certificates, pertaining to the cases eligible for the grant of attendance, obtained from the competent authority from within the campus or outside the campus to the Head of the departments. The relevant applications along with certificates in this respect must be submitted to the Head within Eight days of the completion of the activity or even mentioning the dates for which the attendance is to be granted.
- The Head of department shall verify the authenticity and appropriateness of the certificates, compile the applications, prepare the data regarding grant of attendance and circulate it to all the concerned teachers.
- The student will be eligible for getting the benefit of grant of attendance on above ground only if he/she attends 50% classes, in average, engaged by all the teachers for all the subjects in given semester.
- **Regarding the Fine Collection from the Students:** Every student is expected to report to college on first day of opening as per commencements date declared. If students have not reported to college for first 10 days he/she has to pay fine Rs. 50/- per day. Class teachers of all semesters have to collect the fine from the students. Class teachers have to inform about the total fine collected to HOD and collected amount should be deposited in forum account by forum account in charge. At the end of the session if he/she maintains 75% attendance, fine should be refunded.
- **Regarding Non Eligible Students:** Do not maintain any academic record for the Students who are not eligible for admission. (Do not check the journals, CATs copies of such students and don't take their attendance. Faculties have to ensure non-eligible students should not claim their record regarding completion of term work like, signing on the journal, attendance, CAT_I marks copy etc. Concerned Academic monitoring in charges will have to verify the same.)

6. Evaluation Guidelines /pointers

- The distribution of 20 marks for the assessment of internal marks of subjects having Theory papers is as follows:

Sr. No.		Marks Weightage
	Class Assessment Test_I (CAT_I)	2
	Assignments_I	2
	Class Assessment Test_II (CAT_II)	2
	Assignments_II	2
	Sessional Examination	8
	Teacher Assessment	4
	Total	20

In Teacher assessment analysis , teacher should conduct various academic activities like surprise test, objective type test on the questions based on UPSC, IES,etc examination, students seminar, Quiz, open book test, etc. for the attainment of maximum Cos.

- The distribution of 25 marks for the assessment of internal marks of subjects having practical's is as follows:

S. No.	Category	Sub-division (If any)	M a r k s Weightage
	Journal	Journal writ-up (Aim , Theory, Instruments Required, Observation Table, Level Diagram , Calculations, Conclusion), submission on date, Assessment on Time.	10
	Practical Exam	Conduction of Internal practical exam, conducted by Internal examiner.	05
	Viva-Voce	Viva on practical	05
	Teacher Assessment	Attendance/Regularity/Punctuality/Discipline/Attitude/ Behavior. Innovative learning Aptitude etc.	05
		Total	25

7. ACADEMIC MONITORING SYSTEM

(I) Commencement of Classes: The date of commencement of classes is to be communicated to the students and their parents.

For students through Notice on Notice Board – displayed the notice one month before the start of classes. Message through Whatapps, way2sms or telephonically communicated to the students and parents– one week prior to the class commencement.

(II) Load Distribution: The teaching load (theory and practicals) is appropriately shared between the faculty members as per the designation. The load distribution sheet is signed duly by all the faculty members.

(III) Academic Calendar: The college academic calendar is provided by the Dean Academics. The academic

calendar is to be discussed for the departmental implementation by conducting meeting in the department.

(IV)Time Table: Time table is created as per the instructions from Dean Academics. The time table is distributed well in advanced to the faculty members and displayed on Notice Board for the students.

(V)Student Monitoring

- The reporting of the students is taken for the first ten days to ensure regularity of the students. If a student fails to report for the majority of days, the Teacher Guardians is required to enquirer for his / her absenteeism. The genuineness of absenteeism is confirmed from their parents. If required fine should be imposed by hod(s).
- All faculties are directed to inform the student about criteria of CAT and Sessional Examination. Class I/C and all subject teachers of particular semester should all together to visit in class room and explain this information.
- The individual student attendance is to be checked every month. Also, the attendance is communicated to the parents by teacher guardian. For the first month, a list of student having poor attendance is communicated to the students and they are advised to improve the attendance. For the next month, the letter to the parents is communicated for the students having poor attendance and the students are warned to improve the same. Also, remedial classes are arranged for such students.
- Continuous evaluation process is followed for the practical sessions.

(VI) Teaching Monitoring

- Teaching Plan is prepared by individual faculty for the allotted subject. The faculty members are instructed to update the engaged dates in the teaching plan weekly and is communicated to the students.
- Lesson Plan is to be prepared for each lecture topic and should be available in the class during coverage of the topic.
- **Class Incharges** will keep academic record of all faculties which include the syllabus coverage, conduction of classes, strength and other academic related issues. The submission of the record should be done fortnightly to HoD for his observations and suggestions for improvements.
- AEC report is filled fortnightly for all the subjects which includes the lecture engaged and syllabus coverage. The faculty members are asked for the reason for less lectures engaged / syllabus coverage or discrepancies' if any. The faculty members are asked for remedial actions required to cover the discrepancies.
- Updated academic documents like (Lesson Plan, Tutorial Plan, and Subject file) T.G. files, attendance register will be checked by departmental Academic Monitoring Team or by the Dean (Acd) team.

(VII) Academically Weak Students

- The connotation of academically weak student is such a student who could not keep the pace with the class room teaching hence needs extra attention so as to bring the population of academically weak students at par with the rest of the students of the class. **Remedial classes** are one of the tools to be made use of as remedy to remove academic weakness of the students.
- Result analysis of CAT-I examination will surface the population of academically weak students. Remedial/ extra classes should be conducted for such population with appropriate focus on the subject/ topic codes in which the students are found to be weak.
- The schedule for the same shall be prepared by the departments as per the academic calendar of that semester.
- A student securing less than 40% marks (rounded off to higher integer) in a test examination shall be considered to be academically weak.

(VIII) Academically Bright Students

- Those students who are ahead of the learning curve and requires advanced technical and managerial know-how to position themselves on a highest pedestal of career. Such students have all calibers to push the limits and achieve something extra ordinary. However it is important that they need cutting edge and break through clues from the teachers and the institute without which their exceptional caliber and intelligence will remain precariously unexploited. Hence it is our attempt to take some extra time out of our routine which can be humanly invested into such students.
- However it is important to note that PCE as a college do not have an iota of discriminating attitude towards our students. We value all our students on equal platform with all human values.

Following activities may be planned for bright students

a. Academic Activities for Bright Students

- a. Extra class for topic beyond syllabus:
- b. Involving students in RPS / MDROP / Research projects etc.
- c. International Research paper reading and discussion or seminar on the topic
- d. Sending research papers in conference / Journals
- e. Preparing the students for GATE / IES/IFS etc. examination.
- f. Fabrication or development of Lab new experimental set up
- g. Subject related Training programmes
- h. Subject related classes using Akash Tablets / ICT etc.
- i. Live demonstrations of Machines / Workshops etc.

b. Other Activities for Bright Students:

- a. Personal discussion on advanced topic/solving individual problem either on syllabus/advanced topic/ project.
- b. Sharing of PPT/internet web link/animations in computer lab /cabin or you have mailed /uploaded on college website/personal webpage:
- c. NPTL lectures of I.I.T/N.I.T professors arranging in seminar room/cabin/computer lab
- d. Training in remote center
- e. Discussing the GATE/I.E.S./Competitive exams Papers
- f. Fabrication or development of Lab experimental set up beyond syllabus
- g. Arranging topic based / subject based visit to industry for these students
- h. Having interaction with alumni who are working in particular area in which the student is interested.
- i. Library interaction with bright students.
- j. Formation of study group/journal club.

- k. Some bright students are interested to work on topics, many times which are interdisciplinary; i.e initiative may be taken as an example.
 - l. Mock interview and topic related to industry visiting for campus recruitment should be conducted with video recording/hard copy.
 - m. Nominating this bright student as mentor for student group.
 - n. Interaction with students through Model /poster competition.
 - o. Meeting with Field Experts / Industrialist / Faculty / HoD / Dean Academic/Principal
 - p. Informing / Discussion of Mission/vision/PEO (dept as well as Institute).
- Department should have a mechanism for suggestions and action plan to implement it.

8. MEETINGS OF STAKEHOLDERS OF THE PROGRAM

- Our program has identified Parents, Student, Alumni, Industry, Faculty, Employer, Management etc. as valued stake holders. A regular meeting is expected with them.
- One of the primary objectives of meeting is to make the stakeholders aware of vision and mission of the departments/ institute and to inform them about all the policies/programs/events of the institutes regularly.
- An endeavor shall be made in the meeting to develop and maintain meaningful relations with the stakeholders so as to rope-in them into the specific scheme of objectives of the institute.
- In the meeting their suggestions will be noted and action plan to be prepared to implement it.
- Every Department should organize one or two Meetings in a year for all the stake holders. Meetings can be scheduled in the beginning / middle / end of semester or end of academic session depending on the requirements. The dates of the meeting will be decided by hod(s) of the department or as per academic calendar if it is mentioned.
- The report of the meeting indicating the brief minutes of the meetings; the time bound actions proposed by the department; the actions expected to be taken at the central level should be submitted to the Principal within a week after meet. The action plan in this respect should be subsequently prepared by the Head in Consultation with the Principal / Dean(s). The same should be implemented scrupulously and the records to be maintained.
- Attendance record, Feedback format, Action taken reports should be uniformly maintained by the departments in the prescribed Formats.
- **The principal/Dean academics will be kept informed about the meets .No notice shall be issued in this respect unless specific information is needed by dean academics.**

9. STUDENTS AND FACULTY FEEDBACK

Students have most prominent role in the program .Students feedback is considered to introduce innovative teaching and learning methodologies. Students input will help in program to introduce the elective courses to meet current trends.

(a) Students Feedback of Faculty Teaching Learning

Faculty feedback in the standard formats will be conducted by Dean Academics LTJSS once in a semester. Remark on feedback will convey to HOD and HOD has asked for the corrective action against faculty. Corrective report and action taken will be communicated to Principal.

Student's feedback in the standard formats or mechanism developed by hod(s) will be conducted once in a semester by the departments approximately one month after teaching.

(b) Student Exit Feedback

Students' exit feedback shall be conducted for the final semester students in the standard formats by the departments. The feedback analysis will be carried out and the brief report regarding the corrective action taken at the department level and action to be taken at the central level will be submitted to Principal/Dean (Academics) .At the end of the academic session the feedbacks taken in

last academic session shall be evaluated in order to determine whether the required improvement found to have occurred after the actions taken on the basis of the last academic session feedback. A report regarding the same shall be submitted to Dean Academic.

(c) Faculty Appraisal Form

The faculty appraisal forms will be collected by the Departments from Registrar and the completed forms with the remarks/endorsement of the Head of the Department should be sent to the Principal by the last working day of each academic session.

(d) Subjects Result

Result of the semester examinations should be analyzed subject wise by the departments within 8 days of the declaration of the results and the concise report in the prescribed formats should be sent to Dean (academic) on or before 10th day of declaration of the result.

The result analysis for the subject will be carried out and the brief report regarding the corrective action taken at the department level and action to be taken at the central level will be submitted to Principal/Dean (Academics). If required meeting with individual teachers will be organized. In case of very poor performance letter will be issued.

10. PROJECT WORK IN THE FINAL YEAR OF THE COURSE

The knowledge and concepts related to Engineering acquired by the students in four years of the course has to be implemented in the form of some practical work. Hence in the last year of the course every student has to do a project work by applying the acquired concepts and knowledge. Therefore at the entry of his seventh sem he initiates his/her project work with a defined group.

- The department cares the research and topic interest of each students and it offers flexibility to the student for formation of groups according to their choice of particular interest. However it is advised them that to follow limitation of group members. On the other side, a list of guides along with their specialization have been displayed at the genesis of seventh semester.
- The group of students approach to the guide and they take consent of him/her and submit the application to the project coordinator of the department.
- The project coordinator displays the list of projectee with their selected guide.
- In the due course of time students carry out the literature review about their area of interest and identify the scope of work by deciding the topic with the discussion of guide. While selecting the project, the department expects that some projects should be industrial oriented. Some are related to development, analytical approach in respective discipline area or interdisciplinary area.
- Students have to submit the synopsis of their proposed work to the department
- Now the project coordinator organises the introductory Seminar, where the students have to present their topic in front of the experts. Conversely the eminent expert evaluates the work and the evaluation of proposed work generally covers 1. Scope of work 2. Application of work to the society 3. An approach to accomplish the proposed work etc. Further eminent expert give the valuable suggestions to carry forward the decided project.
- A project guide maintain project diary over a year and students meet their guides time to time for taking guidance. For every three months the department organises the progress seminar, where expert panel evaluate the work and give the suggestions as required. However, the sixth month seminar and final seminar is considered as a special because at this stage expert panel evaluates the work on its fulfillment for the said period
- Time to time department receives the expert comments on the said project work from industrial persons.
- At the end, project coordinator displays the format of expected thesis on notice board and within stipulated period of time students have to submit it to the department.
- The department must keep up with tradition to organize a project exhibition in which the best project is being awarded
- **Impact Analysis of Project Work:** After completion of the project work students develop the capacity to handle any live practical problems, However Some Prominent points about the impact are discussed:
- Students develop an ability to handle the live projects in real world problems.
- Some of the students won different prizes at IITs and National Level institutes.

- Some students presented their research papers on their proposed work at International and National Conference.
- Acquired an ability to work in groups.
- **Distribution of seventh semester Project seminar and eight semester projects marks:** As decided by Hod(s) and senior faculty of the department.

11. POLICY ON CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

(a) Central Level

There shall be at least two events at the college level. It will consist of one Technical Event and One Cultural Event / Sport and other events and workshops at the college level, Entrepreneurship Development Cell activities, etc. will be conceived, planned, managed and organized and participated by the students of all the branches of undergraduate and post graduate course run by the college. The students of other colleges can also participate in the event.

(b) Department level

The student society of each department should plan, manage, organize curricular or co-curricular and extracurricular activities/events of their interest/relevance and provide platform for the students of their respective departments only. There should not be any involvement of the student from other branches and the students from other colleges. These activities/events should be strictly carried out in a way that the teaching of the other departments does not get hampered.

If in the events other department or college students required to participate then permission from Dean (Acad) for Co-curricular Activities and Dean (SC) for Extra-curricular / Registrar _II /Principal office is mandatory. They should be part of planning, execution and discipline in the campus. Dean (SC) and Registrar_II along with the Event Incharge(s) should ensure the discipline of the students during execution of events.

12. INDUSTRIAL VISITS / INDUSTRIAL TOUR

Industrial tour incharges has to follow the norms of UGC / NBA/standing order of LTJSS for arranging and taking students on tour/ visit. A written consent to be taken from parents who are willing to send their wards on tour. Official meeting of parents should be called and tour details should be informed. Schedule of the tour is also to be given to parents for their information. I.I.I. Cell Incharge should be part of the planning. HOD/ Incharge has to submit the report to I.I.I. Cell incharge within stipulated time.

13. VISITING / ADJUNCT / EMERITUS FAULTY

- To have participation of Industry Expert / academic expert / Emeritus professor in teaching and Learning and Research. To understand subjects fundamentally. To understand applications of the subjects in the industry. To know the latest development in the subject/course/program. To have guide in the projects .Visiting / Adjunct / Emeritus Faulty etc. involvement required.
- Area of Interaction / Subjects should be Identified by the department

Sr. No.	Area of Interaction	Semester	Subject	Areas in which students' are expected to have enhanced learning	Relevance to POs and PSOs	Total Hours of Interaction planned
1.	PL-SQL and ORACLE					56
2.	ASP.NET and C#					80

- Resource Persons details should be listed[Specimen below]

Sr. No.	Name of Visiting/ Adjunct/ Emeritus Faculty	Visiting / Adjunct/ Emeritus Faculty Profile	Specialization
1.	Mr. Prashant Munshi	Corporate Trainer {Persistent, WCL, Dinshaws, American Infotech (USA), City & Guilds (UK), Universal Technologies (USA), JCrew (USA)}, Conduct / Conducted AICTE sponsored Short Term Training Programs (STTP) for teaching / non-teaching staff at various engineering / technology colleges in Maharashtra and MP.	PL-SQL and ORACLE
2.	Mr. Vivekanand Upadhyay, Mr. Tushar Shrivastav	Corporate Trainers at ATS Learning Solutions.	ASP.NET and C#

- Department should submit Schedule and Engaged Details to the office
- Remuneration will be paid as per RTMNU or decided by the department in consultation with resource persons.

14. AUXILLIARY ACTIVITIES

In order to effectively accomplish the various activities enumerated earlier through sections 1 to 13, the faculty members are required to get involved in supplementary process such as : Industrial visits, Industrial Tours, Participation in training programs outside the institute, Participation in National & International Seminars outside the institute.

The reason for the faculty members to get involved in these activities is directly /indirectly emphasized in articles 1 to 13 of this write up. However, there is a need to adhere to some administrative aspects of execution of these activities. These are to be accomplished as per the administrative norms set up by the management. These norms are stated below:

Activities	Administrative Norms No. / Standing Order no.	Details
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Industrial Visit	LTJSS/ED/G/2013/2494 dated 24/7/2012, page 154	Planning of visit, Approval and preliminaries points for approval, Agency for providing bus : M/s Sagar Jog Transport Contractor, 41, Bajaj Nagar, Nagpur - 10
Industrial Tour	LTJSS/ED/G/IND.TOUR/ 2013/3777 dated 7/09/2012, page 156-159	Permission in principle, Preliminaries, Planning of visits, After approval etc.
Agreement format for Ph. D.	LTJSS/ED/H/Agreement/ 2012/2500 dated 24/07/2012, page 161-163 LTJSS/ED/H.ST/2000/04 dated 3/4/2000, page 32 (old)	Guidelines for issuing permission to higher studies during service
Deputation of teaching faculty for training programmes	LTJSS/ED/STTP/2001 dated 27/11/2001, page 38-39 (Old)	STTP, Seminars, Conferences, Workshops, Industrial Training
Participation in National / International Seminars	LTJSS/ED/EXP/03 dated 3/4/2000, page 40-41 (Old)	Guidelines for participation in National & International Seminars.
Any Other Activities	Incharge of the program has to submit the proposal and proposal after discussion with the incharge approved with appropriate financial assistance.	Departments are supposed to submit proposal time to time as per the requirements of financial aid.

15. CODE OF CONDUCT

LTJSS in general and Priyadarshini college of engineering in particular gives highest importance to the professionalism through generally accepted code of conduct and code of ethics which are written and implied. All the internal and external stake holders of the institute are organically duty in bound to adhere to the code of conduct and the code of ethics of the institute in letter as well as in spirit.

We at PCE whole heartedly believe that the collapse of discipline is a demise of human life. We heartily appeal to all our valued stake holders to strengthen our hands in building a great nation through upmost discipline.

We have set up **grievance redress committees** which shall actively engaged to bring every justice to the students. Any injustice to the students shall be redressed effectively and we promise there shall be no miscarriage of justice towards any student.

Our students are the architect of this great nation we strive very hard in our every attempt to nurture them with all our indomitable love care and affection

Code of conduct for students:

- The students will not disturb the scholastic vibes of the campus by noisy or uncalled for behavior.
- The students will always carry with them college identity card and will humbly produce it when ever asked by the authority to prove their legitimacy.
- The students will not have loose walk entry into any office, department, class room, library, principal's office etc. They must first seek the permission by submitting their official/ personal work in writing before entering.

- College uniform is an integral part of the code of conduct without which entry inside the college premises shall tantamount to an illegitimate one.
- The students must demonstrate manners, etiquettes, professional body language while conducting transactions with the teachers and staff of the college.
- Our language is a mirror image of our culture, upbringing and character. Students will absolutely refrain from abusive, critical or arrogant language while talking to anybody.
- Office of the head of the institute is the highest office which students will respect thoroughly and will maintain the vibes of such high office.
- Attendance in the class room is a mandatory aspect of code of conduct. Students will not bunk the classes which shall be treated as breach of faith and trust.
- Discipline inside the class room is a pivotal around which the academic excellence revolves. Students will not behave in any such odd manner which will disturb the tone of class room teaching and will entail academic loss to other students.
- Students will maintain absolute discipline and professionalism during laboratory sessions. No direct or indirect damage to any lab equipment shall be caused by the students.
- Students will not demonstrate directly or indirectly any cast, creed, racial and gender bias towards anybody this will result into the severest action against the perpetrators of such vicious thoughts.
- Students will refrain from psychological, physiological, sexual harassment of peer students. Infringement of this will result into sever action as propounded by IPC code of India.
- Anti ragging laws have already been enacted and promulgated into all the Universities of India. Any attempt to rag anybody in any form no matter howsoever mild or heinous it may be it will attract the harsh punishment as per IPC code. Please refer to the anti ragging law of India and anti ragging policy at PCE from our website.
- Students will not fall prey to any negative propaganda and vicious campaigning. They will always uphold the spirit of education and brotherhood with each other.
- Students will refrain from any act of violence or verbal face off of nasty nature.
- Students will not use social media, Cellular phones and other gadgets for nefarious intention of any kind it will tantamount to get qualify for expulsion subject to neutral enquiry report.
- Watching pornographic sites, vulgar messaging, unauthorized photo and video sharing and shooting is strictly prohibited which attracts the harsh punishment as per IPC.
- Consumption of narcotic drugs, liquor, beer, spirit, tobacco products is strictly prohibited and if found it will entail immediate expulsion from the college once for all and will attract police interrogation and punishment.
- The male students will give utmost respect to the girl students and will not demonstrate any kind of bias attitude towards them. PCE is an equal opportunity provider which does not entertain any kind of bias towards female gender.
- Students will refrain from any movement such as unions or anti college initiative collectively or individually.

When you abide by the code of conduct in letter and spirit you find yourself the happiest, the most successful and most respectable human being. Let us give it a beginning from this moment to build a great India.

(Dr. K. B. Porate/Dr. (Mrs)S. W. Varade)
Dean Academics

(Dr. M. P. Singh)

Principal

Date:25/04/2016

Copt to:

1. Dean(s) for information and necessary action
2. Registrar Shift-I/Shift-II , Assistant Registrar(Academic), Assistant Registrar(Account)for information & necessary action

3. All HOD - (CIVIL/MECH/ELE/CT/IT/EN/E&T/AERO/APP PHY/APP CHE/ APP MATHS/HUMANITIES) for information and necessary action

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