

LTJSS
PRIYADARSHINI COLLEGE OF ENGINEERING, NAGPUR
ACADEMIC POLICY 2017- 2018

Date: 24/4/2017

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 ambiance, 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, 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.

- **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 (Academics) 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 In-charge(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 In-charge should be part of the planning. HOD/In-charge has to submit the report to I.I.I. Cell in-charge 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.

- 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.

m p singh
(Dr. M. P. Singh)
Principal

Date:24/04/2017

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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