

# LTJSS

## PRIYADARSHINI COLLEGE OF ENGINEERING, NAGPUR

### ACADEMIC POLICY 2018- 2019

Date: 25/04/2018

#### 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 aims 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.
- Course teachers are expected to prepare a Course File as per defined format provided.
- Updated Course File should have Latest Syllabus, Program Outcomes, Program specific outcomes and Course Outcomes, CO-PO(s), CO-PSO(s) Mapping & Attainment, Teaching Plan, Tutorial Plan and execution dates, Tutorial Sheets, Lesson Plan, Academic calendar, Time Table, Class Assessment Tests Question Bank, Question Papers & Solutions with Marking scheme, Assignments, University Question Papers, Sessional examination question papers & Solutions with Marking scheme, Question bank, Questions from competitive examination may be included in Questions Bank, Teaching notes (Hard Copy), University Question Papers Solutions, Advanced topics planned and execution details, details of weak & bright students, Teacher's Assessment tools, Course end Survey, Result Analysis, List of Books available in the library etc,

**(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 include periodic assignments to the students on the component of the syllabus taught.
- Remedial Classes shall be conducted for academically weak students of the class.
- The course teacher will teach some components which are beyond syllabus.
- The Teaching-Learning process should make use of real life examples/technological issues, visit to industries etc.
- Subject Notes /PPT(s) are to be made available to the students.

**(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 course.
- Video lectures of expert from IITs, NPTEL lecturers can be availed of.
- 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 course teacher with students to the related industry for practical exposure of subject.
- Conferences, Workshops, seminars and tech fests are to be organized to update the knowledge of students.
- Seminars may be delivered by the students on latest topics.
- Study groups for courses can be formed for peer-to-peer learning.
- 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.
- Assisting weak & bright students and efforts taken for them.
- For the preparation of GATE & other competitive examinations, study forum may be formed and classes may be conducted by expert faculty.
- Tutorials are to be conducted unit-wise for numerical and design based subjects to improve analytical skills.

**(iv) Academic Records**

- Attendance register must be maintained scrupulously by the course teacher, ensuring timely entry of all relevant information already prescribed in the Attendance register.

- Fortnightly AEC reports submitted to Dean (Academics) should be in conformity with the attendance register of a course teacher.
- Record of Extra classes, Makeup classes, Remedial classes and classes for topic beyond syllabus should be maintained
- Average Attendance of all the students to be displayed at the end of every month.
- The List of Students having attendance below 40 % should be displayed on notice board and be communicated to the parents.
- Teacher-Guardian should counsel the students and also inform the parents regarding progress of the student and maintain the record.

**(v) Student Evaluation Methods**

- Student evaluation shall consist of direct evaluation methods which will comprise of all internal examinations for theory, practical/laboratory, project etc.
- Direct Assessment consists of internal assessment and University Exam assessment. Methods of Internal Assessment for theory comprise of assessment of CAT-I, CAT-II, Assignment-I, Assignment-II, Teacher Assessment, and Sessional Examination.
- Methods of Internal Assessment for practical/laboratory comprise of practical performance in lab and its record (Journal), Viva-Voce, Teacher Assessment and Practical Exam.
- Methods of Internal Assessment for Project are based on individual & team performance parameters.

**(vi) CO and PO Attainment Process**

- Objective is to evaluate the student performance and to find whether the COs are attained for the particular course and POs and PSOs are attained for the program.

**CO Attainment Process:**

- Attainment level is set on the basis of previous result of the subject or average result of University exam.
- For each course, depending on the percentage of students achieving the set target, the attainment level of COs (Low, Moderate, High) is decided.

**PO Attainment Process:**

- Direct Assessment method as stated above.
- Indirect Assessment to calculate the attainment of POs and PSOs includes -
  - 1) Curricular and Extra Curricular activities feedback
  - 2) Alumni feedback
  - 3) Exit Survey

- 4) Employers feedback
- 5) Industrial Training feedback

### **3. QUALITY ASSURANCE**

#### **3.1 Quality Assurance Initiative**

Quality assurance initiatives includes but not limited to the following.

- Involvement of external expert in project evaluation.
- PPTs validation from external expert
- Academic Audit carried out by Internal & External experts.
- Faculty development programs through IIT Remote Center
- Practical performance for students through Virtual Lab
- Developing Creative Lab, Industry supported lab, Incubation centre and Research lab etc.
- MOUs for exchange of technical know-how, value addition.
- Professional Societies chapter formation and conduction of technical activities.
- Involvement of Stakeholders as partners in growth.

#### **3.2 Improvement in quality of question papers and valuation**

- To improve the quality of question papers questions of standards are set by the subject teachers for all internal examinations.
- Objective type questions asked in competitive exams are set for CAT-1 and CAT-2
- Question papers of Sessional Examination are set on University Exam pattern. Three sets are set by different paper setters. External moderators are appointed for moderation.
- Moderation of all papers is carried out through centralized moderation process by internal and External Experts.
- Valuation of answer sheets is carried out through centralized valuation process. External moderators are appointed for moderation of sample answer sheets
- Results of Sessional Exam is declared within two days after end of Examination.

#### **3.3 Quality improvement initiative through laboratory experiments**

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

- To enhance the practical exposure of the students, every laboratory is well equipped with the state-of the-art equipment.
- Every laboratory to have standard operating procedure, Laboratory Manuals/Experiment Manuals/Machine Manuals. For experiment purpose, laboratory resources to be made available to the students.
- The standard operating procedure, safety measures, Dos and Don'ts should be displayed on a strategic place.
- List of experiments to be conducted in labs has to be displayed.
- All course teachers engaging practical should incorporate few innovative practical.

- Practical Teaching plan has to be prepared by Course Teacher in coordination with Lab In charge.

**(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.
- Every student should make entry in log book.
- At the beginning, a course teacher explains the students about experiment.
- Course Teacher and Laboratory Assistant should take one sample reading as a demonstration for further clarification.
- Students should perform the experiments and verify the results from the course teacher. After verifying the results, students are allowed to write an experiment in practical record book (journal). Student then appear for Viva-Voce and teacher awards the grade/marks accordingly.
- Practical record book (journal) should be checked regularly.

**(iii) Additional Measures by Department**

- Department should encourage the students to develop new experimental set-ups.
- To have greater accuracy in experiment the department should carry out the calibration of equipment by appropriate agencies.
- A regular maintenance schedule has to be followed by the department to keep the equipment in working condition.
- The department should care for those students who were absent in regular practical slots by conducting their practical in extra hours.
- Taking feedback from students about the conduction of practical.

**4. POLICY ON CONTINUAL 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 comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student. Internal assessment for theory comprises of two class assessment tests (CATs), two assignments, teacher assessment and one session end examination.
- Syllabus for the Class Assessment test will be minimum one unit and is conducted for 20 Marks.
- Sessional examination will be based on complete syllabus prescribed by RTMNU as per university question paper pattern.

- The slots of the CAT- I, CAT-II, Assignment-I, Assignment-II and Sessional examination are mentioned in the academic calendar and the 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 schedule of CAT & Sessional will be announced and displayed in advance by the departments.
- The course teacher shall announce the syllabus and display question bank in advance for CAT-I and CAT-II which will be conducted for one hour without hampering the regular classes.
- Students who remain absent in examination will be permitted for Re-examination as per the procedure decided by the department. 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 who have already appeared for these examinations and are interested to improve the performance can also appear for improvement test.
- To avail this provision, the student is required to apply to the HOD with recommendation from class teacher/academic coordinator with relevant documents. It is at the discretion of the HOD to consider the application.
- The students will submit two assignments each based on 50% of the syllabus. Grades A and B are awarded on the basis of the content correctness.
- Students will follow academic calendar for the submission of assignments.
- 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/academic audit.
- 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 10<sup>th</sup> day of declaration of the result.
- Records of the students appearing for GATE/Other Competitive examinations should be maintained and the result should be analyzed to know the success rate and the performance of the students. The concise report should be sent to the Dean (academics) latest by the 10<sup>th</sup> day of declaration of the result in the prescribed format.

## **5. ANALYSIS OF ATTENDANCE**

- **For Odd/Even semesters:** An analysis of monthly attendance shall be made from the start of academic session. The students having below 60% attendance their parents will be communicated about the same.
- **Policy on Grant of Attendance:** Students as functionaries/participants 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 H.O.D. within eight days of the completion of the activity.
- The Head of the 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 the fine of 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 student's forum by forum in charge. At the end of the session if he/she maintains 75% attendance, fine should be refunded.
- **Regarding provisionally admitted Students:** Proper care should be taken about the academic record for the provisionally admitted students.

## 6. EVALUATION GUIDELINES /POINTERS

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

Sr.	Marks
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No.		Weightage
1.	Class Assessment Test_I (CAT-I)	2
2.	Assignment _I	2
3.	Class Assessment Test_II (CAT-II)	2
4.	Assignment _II	2
5.	Sessional Examination	8
6.	Teacher Assessment	4
	Total	20

**In Teacher Assessment analysis, teacher should conduct various academic activities like surprise test, objective type test, Technical quiz, open book test etc. for the attainment of maximum COs. Types of question should be based on the competitive examination.**

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

S. No.	Category	Sub-division (If any)	Marks Weightage
1	Journal	Journal write-up as per experiment manual, submission and assessment on time etc.	10
2	Practical Exam	Conduction of Internal practical exam, conducted by Internal examiner.	05
3	Viva-Voce	Viva on practical	05
4	Teacher Assessment	Innovative approach & learning Aptitude is assessed through conduction of progressive skill tests (MCQ). Various parameters like hands on skill, motor skill, intellectual skill & psychomotor skill etc. are kept in mind while testing.	05
		Total	25

## 7. ACADEMIC PLANNING & MONITORING SYSTEM

- (I) 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.
- (II) Teaching Load Distribution:** The teaching load (theory and practical) is appropriately allotted among the faculty members as per the cadre, expertise & specialization. The load distribution sheet is to be duly signed by all the faculty members.



**(III) Time Table:** Time table is prepared as per the teaching scheme of RTM Nagpur University and departmental requirement. The time table is circulated among the staff members and displayed well in advance for the students.

**(IV) Commencement of Classes:**

The date of commencement of classes as per academic calendar is to be communicated to the students by means of

- Displaying notice on the notice board prior to one month of the commencement.
- Messaging through email, telephonic conversation, SMS etc. one week before the commencement.

**(V) Student Monitoring**

- The reporting of the students is taken note of 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 are required to enquire about his/her absenteeism. The genuineness of absenteeism is to be confirmed from their parents. If required, fine should be imposed by the departments.
- All the faculty members are directed to inform the students about the criteria for CAT and Sessional Examination. Academic coordinator, class in-charge and all course teachers should inform the students.
- The individual student attendance is to be checked every month. Also, the attendance is communicated to the parents by Teacher Guardian/Class Teacher/Academic Coordinator. 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.

**(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 to be 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 faculty members which include the syllabus coverage, conduction of classes, strength and other academic related issues. The submission of the record should be done fortnightly to Academic

coordinator for his observations and HoD for suggestions and improvements.

- Academic report is prepared fortnightly for all the subjects. 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 to improve the status.
- Updated academic documents like Lesson Plan, Tutorial Plan, and Subject file, T.G. files and attendance register will be checked by Academic Monitoring Team.

### **(VII) Academically Weak Students**

- The connotation of academically weak students means those who could not keep pace with the class room teaching needs extra attention so as to bring such students at par with the rest of the students of the class.
- Criteria for identifying academically weak students :
  - (i) Students having more than 50% backlog in latest declared result of RTM Nagpur University (Theory) examination.
  - (ii) Students securing less than 40% marks (rounded off to higher integer) in CAT-I examination.
- Measures for academically Weak Students :
  - (i) Remedial/Extra classes should be conducted with appropriate focus on the subject/topic codes in which the students are found to be weak.
  - (ii) Individual academic counseling.
  - (iii) Doubt clearing sessions.
  - (iv) Formation of Study group for peer-to-peer learning.
  - (v) Personal counseling through mentoring scheme/Teacher guardian scheme.
- Maintaining the record of academically weak students and the measures taken to improve the performance.

### **(VIII) Academically Bright Students**

- Those students who are ahead on the learning curve and requires advanced technical and managerial know-how to position themselves on the highest pedestal of career. Such students have all caliber 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.
- Criteria for identifying academically bright students :

(i) Top ten scorers in the latest declared result of RTM Nagpur University examination.

(ii) Students securing more than 75% marks (rounded off to higher integer) in CAT-I examination.

- Measures for academically Bright Students :
  - a. Contact sessions for career planning.
  - a. Research paper reading and discussion or seminar on the topic
  - b. Communicating research papers in conferences/Journals
  - c. Preparing the students for GATE/IES/IFS etc. examination.
  - d. Fabrication or development of new experimental set-up in the lab.
  - e. Training programs for gaining advanced technical know-how.
  - f. Formation of study groups mentored by bright students.

Measures mentioned are not limited to the above. Department should have a mechanism for suggestions and action plan to implement them.

***However it is important to note that PCE as a college does not have an iota of discriminating attitude towards our students. We value all our students on equal platform with all human values.***

## **8. MEETINGS OF STAKEHOLDERS**

- All programs have identified Parents, Students, Faculty, Alumni and Industry Personnel/Employers etc. as valued stake holders. A regular meeting is conducted with them.
- One of the primary objectives of the meeting is to make the stakeholders aware of vision and mission of the Departments/Institute and to inform them about all the policies & programs of the Institute and events planned & conducted regularly.
- An endeavor shall be made in the meeting to develop and maintain meaningful relations with the stakeholders so as to rope them into the specific scheme of objectives of the institute.
- 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 schedule of the stake holders' meeting is decided by the departments or as per the academic calendar.
- In the meeting their suggestions are noted and action plan is prepared for implementation at departmental level.
- 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 institute level should be submitted to the office of 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, action taken reports should be uniformly maintained by the departments in the prescribed formats.

***The Principal/Dean academics are to be informed about the meetings.***

## **9. STUDENTS AND FACULTY FEEDBACK**

Students have a vital role in the program. Students' feedback is considered to introduce innovative practices & improve teaching learning process.

### **(a) Students' Feedback of Faculty on Teaching Learning Process**

Feedback in the standard format is taken by Dean Academics, LTJSS online once in a semester. Remarks on feedback are conveyed to the head of the department for necessary corrective action. Corrective action taken is communicated to the office of the Principal.

### **(b) Students' Exit survey**

Students' exit survey is conducted for the final semester students in the standard format by the departments. The impact analysis is carried out and a brief report regarding the corrective action taken at the department level and action to be taken at the central level is submitted to the office of the Principal/Dean (Academics).

### **(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 office of the Principal by the last working day of each academic session.

### **(d) Course Result Analysis**

Result of the semester examinations is analyzed course-wise by the departments within 8 days of the declaration of the results and a concise report in the prescribed format is sent to Dean (Academic) on or before 10<sup>th</sup> day of declaration of the result.

The result analysis for the course is carried out and the brief report regarding the corrective action taken at the department level and action to be taken at the institute level will be submitted to the office of the Principal/Dean (Academics). If required, meeting with individual teachers is organized. In case of very poor performance letters are 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 seventh semester, student initiates project work with a defined group.

- The department cares the research and topic interest of each student and it offers flexibility to the student for formation of groups according to their choice of particular interest. However it is advised them to follow limitation of group members (four to five students per group). The list of guides along with their specialization is displayed on the notice board at the end of sixth semester.
- The group of students approach to the guide for the consent and submit the application to the project coordinator of the department at the end of sixth semester.

OR

The group of students submits the application to the project coordinator of the department at the end of sixth semester with preferences of Guides and previous semester's university scored marks.

- Project Coordinator should prepare the merit list of the project groups as per the policy of the department and submit it to HoD(s). HoD/Academic Coordinator/Project Coordinator/Guide/Student should finalize the project group.
- The project coordinator displays the list of project groups with their selected/allotted guides.
- 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 in consultation with the guide. The projects should be industry oriented, application, product, research, review etc.
- The project may have analytical approach in respective discipline area or interdisciplinary domain.
- Students have to submit the synopsis of their proposed work to the project coordinator.
- The project coordinator organizes the project defining seminar where the students have to present their topics before the project review committee. The committee scrutinizes the work on the basis of various project parameters like -
  1. Feasibility study of the project
  2. Title of the project & Scope of work
  3. Application of the work
  4. Approach to accomplish the proposed work etc.

- Progress seminars are conducted as per schedule in academic calendar, wherein the students present their progress of the work before the project review committee. The committee evaluates their work with respect to the following rubrics:

1. Understanding the background and topic/Content of the progress report or seminar
2. Knowledge about existing system/Literature Review
3. Technical design and findings of the system/technical content
4. Presentation skills
5. Viva voce (Individual/group)

The parameters mentioned above are for general guidelines; however they may vary from department to department. The departments should ensure that the evaluation is done at individual and group levels.

- The project review committee gives valuable suggestions to carry on with the decided project.
- A project guide maintains record as per the defined format and the students meet their guides from time to time for guidance.
- The project coordinator provides guidelines for writing the final project report and the students are expected to submit it to the department within the stipulated time frame.
- The department must keep up the tradition of organizing a project exhibition in which the best project is awarded
- Impact Analysis of Project Work: After completion of the project work, the students develop the capacity to handle real life 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.

The expected outcome of the project is that the students present their projects at IITs and National Level institutes.

Qualitative norms of the project includes but not limited to the following:

1. Publication/presentation in conferences/journals

2. Participation in Project/poster competition
3. Networking with intelligencia

- **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)Institute Level**

There shall be at least two events at the institute level. It will consist of at least one technical event, cultural events/sports etc. Other events like workshops, Entrepreneurship Development Cell activities will be conceived, planned, organized, executed and participated by the students of all the branches. The students of other colleges can also participate in the event.

### **(b)Department level**

The student society of each department should plan, organize curricular or co-curricular and extracurricular activities/events of their interest/relevance and provide platform for the students. 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 in charges has to follow standing order of LTJSS for arranging and taking students on tours/ visits. A written consent should be taken from the 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 should also be given to parents for their information. III Cell In-charge should be part of the planning of the tour. Tour In-charge has to submit the report to the office of the principal through the HoD.

## **13. VISITING / ADJUNCT / EMERITUS FACULTY**

This provision facilitates:

- Involvement of Industry persons / academic experts/ Emeritus professor in teaching Learning and research.
- Understanding applications of the subjects in the industry.

- Knowing the latest technology in the subject/course/program.
- Involving, Adjunct / Emeritus faculty, as guide for the project

Area of Interaction / Subjects should be identified by the department. Department should also submit schedule and details to the office. Remuneration will be paid as per norms 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 processes 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:

<b>Activities</b>	<b>Administrative Norms No. /Standing Order no.</b>	<b>Details</b>
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 programs	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	In-charge of the program has to submit the proposal and proposal after discussion with the In-charge approved with appropriate financial assistance.	Departments are supposed to submit proposal time to time as per the requirements of financial aid.
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## 15. CODE OF CONDUCT

LTJSS in general and Priyadarshini college of Engineering in particular gives the highest importance to 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 utmost discipline.

We have set up **grievance redress committees** which shall actively engage to bring justice to the students in every aspect. 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 architects 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 severe 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 forms no matter howsoever mild or heinous it may be, it will attract 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 qualified for expulsion subject to neutral enquiry report.
- Watching pornographic sites, vulgar messaging, unauthorized photo and video sharing and shooting is strictly prohibited which attracts 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 and 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 prejudice 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. S.S.Shriramwar)  
**Dean Academics**

(Dr. M. P. Singh)  
**Principal**

Date: 25/04/2018

Copt to:

1. Vice principal for information and necessary action
2. Dean(s) for information and 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
4. Registrar Shift-I/Shift-II , Assistant Registrar (Academics), Assistant Registrar (Accounts) for information & necessary action