Lokmanya Tilak Jankalyan Shikshan Sanstha's
**Lokmanya Tilak College of Engineering**
(Approved by AICTE, Affiliated to University of Mumbai, & Accredited by NAAC 'A' Grade)
Sector-4, Vikas Nagar, Koparkhairane, Navi Mumbai - 400 709

# ACADEMIC POLICY

## Contents


| Sr. No. | Title | Page Number |
|---|---|---|
| 1 | Academic Calendar | 2 |
| 2 | Teaching Learning Process | 3 |
| 3 | Quality Assurance | 10 |
| 4 | Policy on Continual Assessment | 12 |
| 5 | Analysis of Attendance | 14 |
| 6 | Evaluation Guidelines /Pointers | 15 |
| 7 | Meetings of Stakeholders | 19 |
| 8 | Students and Faculty Feedback | 20 |
| 9 | Project Work in The Final Year of The Course & Mini Projects | 21 |
| 10 | Policy on Co-Curricular and Extra-Curricular Activities | 24 |
| 11 | Industrial Visits / Industrial Tour | 25 |
| 12 | Visiting / Adjunct / Emeritus Faculty | 26 |
| 13 | Auxiliary Activities | 27 |
| 14 | Code of Conduct for Students, Faculty, Staff and Administration | 29 |

## 1. ACADEMIC CALENDAR

**The general calendar for Academic Year is given by University of Mumbai.**

- Academic calendar for the institute is prepared by Dean (Academics) in consultation with HoD(s) and senior faculty.
- Departmental academic calendar may be prepared by departmental coordinator.
- 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 University of Mumbai from time to time. A course will have six teaching modules comprise of theory, practical and tutorial as the case may be.**

- HoD(s)/Dean (Academics)/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, Internal Assessment (IA) Tests Question Bank,Question Papers & Solutions with Marking scheme, Assignments, University Question Papers, Teaching notes (Hard Copy), University Question PapersSolutions, Advanced topics planned and execution details, details of weak & bright students, Teacher's Assessment tools, Course Exit Survey, Result Analysis, List of Books available in the library/departmental 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 asto 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 departmentshould also emphasize on following innovative teaching learning methods:**

- Expert lectures are to be organized for various subjects for improving the know-howin 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 theuniversity 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.
- Record of extra 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.

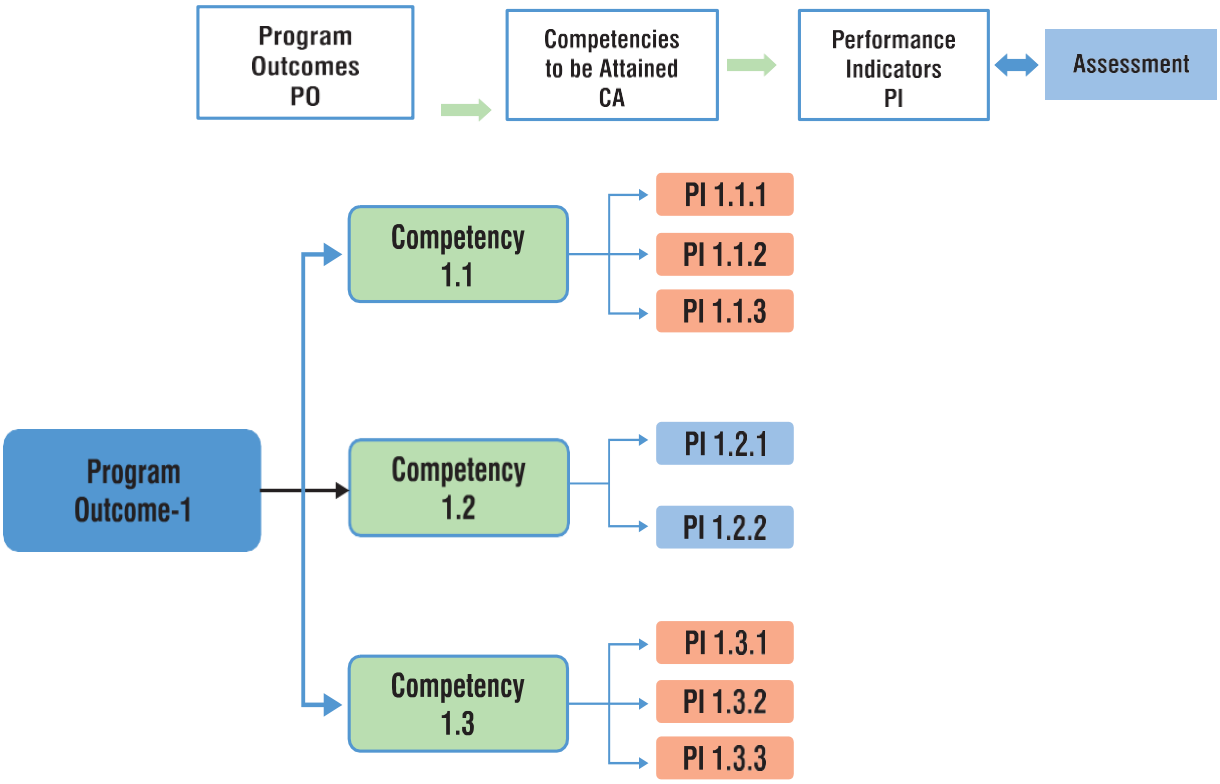
- The List of Students having attendance below 40 % should be displayed on notice board/ official WhatsApp group and be communicated to the parents.
- Teacher-Guardian should counsel the students and also inform the parents regarding progress of the student and maintain the record.

**EXAMINATION POLICY:**

In outcome-based education, a "design down" process is employed which moves from POs to Course Outcomes (COs) and outcomes for individual learning experiences. Outcomes at each successive level need to be aligned with, and contribute to, the program outcomes. Examinations/student assessments play a very important role in deciding the quality of education. They must not only assess student's achievements (and grades) but also measure whether the desired learning outcomes have been achieved. The achievement of objectives and program outcomes are crucial and needsto be proven through accurate and reliable assessments. Real observability and measurability of the POs at course level is very difficult. To connect high-level learning outcomes (POs) with course content, course outcomes and assessment the following two-step process of identifying Competencies and Performance Indicators (PI) can be used:

1. *Identify competencies to be attained:* For each PO define competencies –different abilities implied by program outcome statement that would generally require different assessment measures. This helps us to create a shared understanding of the competencies we want students to achieve. They serve as an intermediate step to the creation of measurable indicators.

2. *Define Performance Indicators:* For each of the competencies identified, define performance Indicators (PIs) that are explicit statements of expectations of the student learning. They can act as measuring tools in assessment to understand the extent of attainment of outcomes. They can also be designed to determine the appropriate achievement level or competency of each indicator so that instructors can target and students can achieve the acceptable level of proficiency.



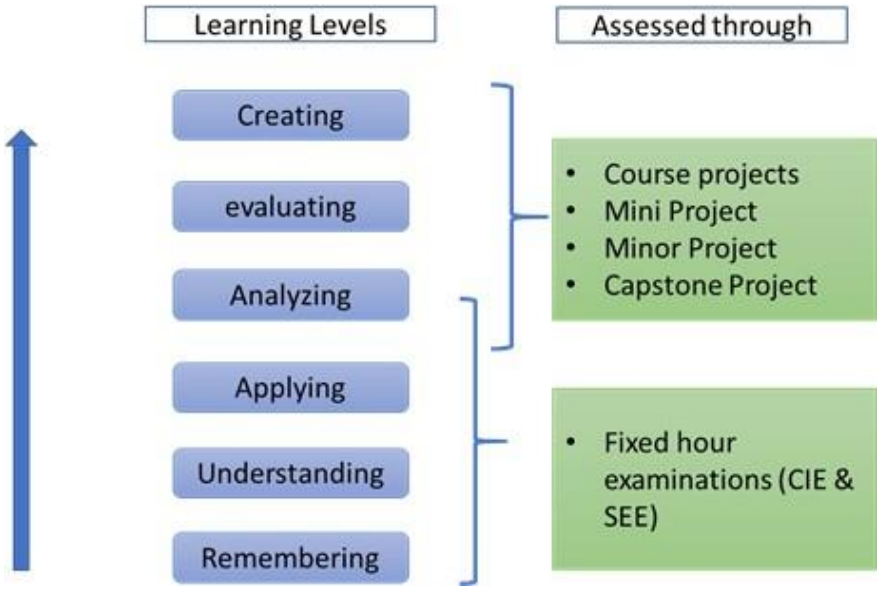

**Bloom's Taxonomy for Assessment Design:**

Bloom's Taxonomy provides an important framework to not only design curriculum and teaching methodologies but also to design appropriate examination questions belonging to various cognitive levels. Conscious efforts to map the curriculum and assessment to these levels can help the programsto aim for higher-level abilities which go beyond remembering or understanding, and require application, analysis, evaluation or creation. According to revised Bloom's taxonomy, the levels in the cognitive domain are as follows:

| Level | Descriptor | Level of attainment |
|---|---|---|
| 1 | Remembering | Recalling from the memory of the previously learned material |
| 2 | Understanding | Explaining ideas or concepts |
| 3 | Applying | Using the information in another familiar situation |
| 4 | Analyzing | Breaking information into the part to explore understandings and relationships |
| 5 | Evaluating | Justifying a decision or course of action |
| 6 | Creating | Generating new ideas, products or new ways of viewing things |

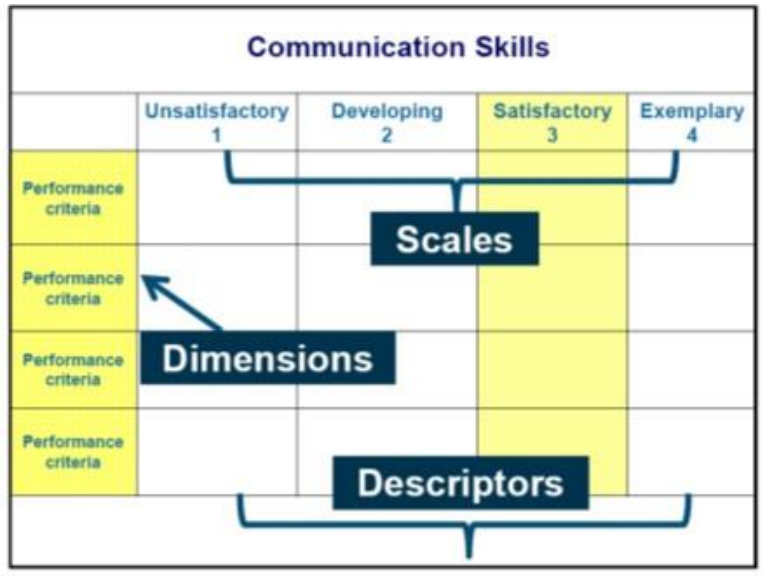
While using Bloom's taxonomy framework in planning and designing of assessment of student learning, following point need to be considered:

- Normally the first three learning levels; remembering, understanding and applying and to some extent fourth level analysing are assessed in the Continuous Evaluation (CE) and End Semester Examinations (ESE), where students are given a limited amount of time.
- Abilities: analysis, evaluation and creation can be assessed in extended course works or in a variety of student works like course projects, mini/ major projects, internship experience, final year projects, etc.




**Using Scoring Rubrics as Assessment Tool:**

There are three components within rubrics namely (i) criteria / performance Indicator: the aspects ofperformance that will be assessed, (ii) descriptors: characteristics that are associated with each dimension, and (iii) scale/level of performance: a rating scale that defines students' level of mastery within each criterion.




**Examples of Rubrics (Accessed from Rogers 2010)**

**Student Evaluation Methods:**

Student evaluation shall consist of direct evaluation methods which will comprise ofall 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 IA-I, IA-II.
- Methods of Internal Assessment for practical/laboratory comprise of practical performance in lab and its record (Journal), Viva-Voce and Practical Exam.
- Methods of Internal Assessment for Project are based on individual & team performance parameters.

## (v) 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) Employer's 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.
- Academic Audit carried out by Internal & External experts.
- Faculty development programs
- Practical performance for students
- Developing creative lab, Industry supported lab, Incubation center, 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 Quality improvement initiative through laboratory experiments

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

**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 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.

**(i) 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 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 comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the students. Internal assessment for theory comprises of internal assessment tests, assignments etc.
- Syllabus for the IA1 and IA2 (Internal Assessments) will be 40% and 60% respectively, of the syllabus and is conducted for 20 Marks as prescribed by UoM.
- End Semester Examination will be based on complete syllabus prescribed by UoM as per university question paper pattern.
- The slots of the IA-I, IA-II, 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 IA will be announced and displayed in advance by the departments.
- The course teacher shall announce the syllabus and display question bank in advance for IA-I and IA-II Exams.
- Students who remain absent for IA Exams under emergency situation, with prior permission from HoDs, will be permitted for re-test, however only 75% of the total marks obtained will be considered as per the rules of UoM. 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.
- 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.
- Students will follow academic calendar for all the academic activities.
- All the records and data bank of attendance in internal examinations, question papers, evaluated 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 (academics).
- 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.

## 5. ANALYSIS OF ATTENDANCE

- **For Odd/Even semesters**: An analysis of monthly attendance shall be made from the start of academic session. Parents of those students having attendance below the UoM prescribed attendance 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 attendance as per UoM guidelines is required to appear for the internal exams. HoDs can permit the students having attendance of 50 %, under certain circumstances like participating in various competitions, activities/events, etc. Attendance will be granted for the period of the related activity/event. The concerned Deans/HoD in-charge of the activity/event shall mention the period for which the attendance to 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 HOD 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, on average, engaged by all the teachers for all the subjects in given semester.

**Regarding provisionally admitted Students:** Proper care should be taken about the academic record for the provisionally admitted students.

## 6. EVALUATION GUIDELINES /POINTERS

It is to be done according to the guidelines given in the syllabus prescribed by University of Mumbai.

**Evaluation scheme for Continuous Internal Assessment (CIA):**

1. IA – I (Internal Assessment Test – I)
2. IA – II (Internal Assessment Test -II)
3. Teachers' Assessment (Quiz+ Attendance + Assignments + Industrial Visits etc.)

The course outcome/program outcome/program specific outcome are to be done on regular basis according to guidelines given by NAAC/NBA/AICTE.

### 6.1 ACADEMIC PLANNING & MONITORING SYSTEM

- **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.
- **Time Table:**
  Time table is prepared as per the teaching scheme of University of Mumbai and departmental requirement. Central time table coordinator will prepare the same in discussion with Dean Academics and departmental time table coordinator.
  The time table is circulated among the staff members and displayed well in advance for the students.
- **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, WhatsApp groups, etc., prior to the commencement of classes.

**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.

- Academic coordinator, class advisor and all course teachers should inform the students about the criteria and rules and regulations for IA Examination.
- The individual student attendance is to be checked every month. Also, the attendance is communicated to the parents by Teacher Guardian/Class/Academic Coordinator. For the first month, a list of students 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. A Parent Teacher Meeting is also arranged for the same.

**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.
- Lesson Plan is to be prepared for each lecture topic and should be available in the class during coverage of the topic.
- Faculty members will keep academic record 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/her observations and HoD for suggestions and improvements.
- Daily teaching monitoring report is prepared for all the courses and submitted to the Dean (Academics) at the end of the day. 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 course file, and attendance register will be checked by Dean (Academics).

**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 University of Mumbai (Theory) examination.

(ii) Students securing less than 40% marks (rounded off to higher integer) in IA.

(iii) Any other appropriate criteria justified by teacher.

- 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.

**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 University of Mumbai examination.

**(ii)** Students securing more than 75% marks (rounded off to higher integer) in IA examination.

**(iii)** Any other appropriate criteria justified by teacher.

- Measures for academically Bright Students:
  - Contact sessions for career planning.
  - Research paper reading and discussion or seminar on the topic
  - Communicating research papers in conferences/Journals
  - Preparing the students for public service commission examinations.
  - Fabrication or development of new experimental set-up in the lab.

- Training programs for gaining advanced technical know-how.
- 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.

***LTCE value all our students on equal platform with all human values.***

## 7. 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 stakeholders' 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 HoD 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.***

## 8. 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 conducted by Dean Academics, LTJSS once in a semester. Remarks on feedback are conveyed to the head of the departmentfor 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 (Academics) on or before 10$^{th}$ day of declarationof 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.

## 9. PROJECT WORK IN THE FINAL YEAR OF THE COURSE & MINI PROJECTS

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 of 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 as prescribed by UoM. 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 the HoD. HoD/Academic Coordinator/ProjectCoordinator/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 atInternational and National Conferences.
- 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 include but not limited to the following:

1. Publication/presentation in conferences/journals
2. Participation in Project/poster competition

- **Distribution of seventh semester Project seminar and eight semester projects marks:** As decided by HoD(s) and senior faculty of the department.

**NOTE:** Above standard operating procedure may be adopted for mini projects also.

## 10. 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 (Student Affairs) for Extra-curricular, Principal office is mandatory. They should be part of planning, execution and discipline in the campus. Dean (Student Affairs) and Registrar along with the event In-charge(s) should ensure the discipline of the students during execution of events.

## 11. INDUSTRIAL VISITS / INDUSTRIAL TOUR

- Industrial visits may be arranged as prescribed for the courses suggested by UoM in the curriculum.
- Industrial visit in charges have 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.
- Industry Visit In-charge should consult with HoD for the planning of the tour/visit.
- Industrial Visit In- charge has to submit the report to the office of the Principal through the HoD.

## 12. 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.

## 13. AUXILLIARY ACTIVITIES

In order to effectively accomplish the various activities enumerated earlier through sections 1 to 12, 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 12 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 |
|---|---|---|
| Industrial Visit | LTJSS/ED/G/2013/2494 dated 24/7/2012, page 154 | Planning of visit, Approval and preliminary points for approval. |
| 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/20 12/2500 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 trainingprograms | 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 OtherActivities | 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. |

## 14. CODE OF CONDUCT

Code of conduct policies are in place at Lokmanya Tilak College of Engineering which ensures discipline and good conduct among all the Staff members and Students associated with the institute.

We have set up **grievance redressal 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:

- ➢ Students should follow the rules and regulations prescribed by the institute and the University.
- ➢ Students should wear their Identity Cards while in the college premises.
- ➢ Students should be punctual for lectures and maintain discipline and decorum in the institute.
- ➢ Students are prohibited from usage of Mobile phones inside the library and during lecture hours.
- ➢ Students should not loiter around the college corridors during lecture hours.
- ➢ Students are advised to handle the lab equipment and institute facilities carefully, cost for any damage from their side must be borne by them.
- ➢ As per the University rules, students should have minimum 75% attendance to be eligible for appearing for the examinations.
- ➢ Students should not remain absent without prior permission. In case of medical reasons, they should submit medical certificates immediately after they join back to the institute.
- ➢ Ragging and any sort of harassments are strictly prohibited on the campus.
- ➢ Students should not involve in any kind of illegal activities.
- ➢ Students should follow environment friendly practices and be ethically and

socially responsible citizens.

➢ Any type of gender or socio-economic discrimination amongst students will be a punishable offense. Any grievances or complaints should be immediately communicated to the concerned Department Heads or the disciplinary committee members.

**Code Of Conduct For The Faculty & Staff**

➢ Faculty and staff should wear their Identity Cards while in the college premises.
➢ Faculty and staff members should maintain highest level of professional behaviour standards.
➢ Teachers should discharge his/her duties assigned to them sincerely and honestly.
➢ Faculty members should be available for guidance to the students and encourage them to actively participate in extra-curricular and co- curricular activities.
➢ Faculty members should not show partiality or discrimination among students based on their gender or socio-economic status.
➢ Faculty members should not involve in any sort of harassments to the students or other staff members.
➢ Faculty members should inculcate ethical behaviour and discipline among students.
➢ Faculty and Staff members should refrain from any sort of illegal or questionable activities.
➢ All the faculty and staff members should work responsibly towards the betterment of the institute.
➢ Faculty members and staff members should take prior permission for availing leaves.

**CODE OF CONDUCT FOR ADMINISTRATION**

➢ The institute shall create an environment of participative management.

- ➢ Institute shall provide freedom of expression of views for faculty, staff and students and maintain transparency in the system.
- ➢ Faculty shall have autonomy in executing their tasks and responsibilities.
- ➢ There shall be no discrimination among staff members or students based on their gender or socio-economic status.
- ➢ The institute shall not harass any employees and shall not involve in unethical practices.
- ➢ Any grievances of the faculty or staff members must be redressed by the Head of the Departments or Principal. Student grievances shall be redressed by the redressal committee of the institute.

***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.***

**Sd/-**
**Principal**

**Copy To:**

1. Dean(s) for information and necessary action
2. All HODs - for information and necessary action
3. Registrar, for information & necessary action.

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