



# Academic Policy

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## PREAMBLE

The Shivalik College of Engineering (SCE) is committed to community and academic excellence which thrive through honesty, trust, and mutual respect. When faculty, students, and staff come to SCE, they join an academic community founded on the search for knowledge. At the heart of that search is personal honesty that makes possible an open and vibrant exchange of ideas. The intellectual health of the community depends on this honesty and sustains itself through the trust and mutual respect of each of its members.

The quality academic education is at the heart of the institute's commitment to academic excellence. The SCE community strives to communicate and support clear standards of Quality Assurance so undergraduate students can internalize those standards and carry them forward in their personal and professional lives. Living a life with quality education prepares students to assume leadership roles in their communities as well as in their chosen profession. Alumni can be proud of their education and the larger society will benefit from the institute's contribution to the development of ethical leaders.

Violations of academic policy demean the violator, degrade the learning process, deflate the meaning of grades and marks, discredit the accomplishments of past and present students, and tarnish the reputation of the institute for all its members.

The academic policy applies to all SCE faculty members, staff, and students admitted into SCE in any department or program. This policy provides a due process resolution for alleged violations by students.



## FACULTY AND STUDENTS' RESPONSIBILITIES

### FACULTY

Faculty are responsible for being aware of the SCE Academic Quality Assurance Policy and contributing to student development by promoting academic Quality Assurance, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

- Delivering a clear and complete syllabus with prescribed course expectations, guidelines, and standards of performance, as well as those of the institute that concern academic policy.
- Upraising the students responsible for knowing these expectations and guidelines.
- Foster a campus environment where academic growth is expected and respected.
- Detecting and properly handling breaches of academic Quality Assurance.
- Fostering a classroom environment in which all students are treated with courtesy and respect.
- Creating assessments that are effective evaluations of student mastery of course content.
- Evaluating student work based on its academic merit.
- Giving students timely and honest feedback.
- Being available to discuss appropriate academic matters.

### STUDENTS

Students are responsible for being aware of the SCE Academic Policy and demonstrate a behavior that is honest and ethical in their academic work. Such behavior includes:

- Follow the SCE Academic Policy.
- Follow the Faculty's rules and processes related to academic excellence as directed during the course syllabus and related course documents.
- Request the Faculty member for clarification if the standards of academic performance are not clear.
- Request the Faculty member for clarification if the syllabus, assignments, or grading policies seem unclear.
- Help to foster a campus environment where academic growth is expected and respected.
- Maintain courtesies behaviour and help to foster a classroom environment in which all students are treated with courtesy and respect.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

An Internal Quality Assurance Cell (IQAC) consisting of following members is constituted as per the Standard Operating Procedure (SOP) Mentioned as under

### PURPOSE:

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative environment in the institute.

### SCOPE:

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative tasks.
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

### RESPONSIBILITY:

The IQAC will responsible for implementation of academic guidelines of institute.

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Acting as a nodal agency of the institution for quality-related activities
- Quality Assurance Report (QAR) to be submitted to NBA/NAAC based on the quality parameters.



## OPERATIONAL FEATURES OF THE IQAC

- Quality assurance is a by-product of ongoing efforts to define the Vision, Mission, Goals and objectives of an institution.
- To have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- The IQAC will meet at least once in a given academic session or as decided by the Chairperson IQAC to review the information on various aspects of institutional functioning.

## COMPOSITION OF THE IQAC

The IQAC is constituted under the chairmanship of Director of the institution with all heads of academic and administrative units, alumni and at least one distinguished educationist and Industrial representation.



## DEPARTMENT ADVISORY COMMITTEE

### CONSTITUTION OF THE COMMITTEE:

1. Head, Convener of the committee (Head of the Department)
2. Senior Faculty member
3. Student Committee consisting of Class representatives.
4. Alumni (Departmental decision)
5. Industry Representative (Departmental decision)

### EXPECTED GUIDELINES FROM DAC:

- Framing of Departmental Vision and Mission statements.
- Program Educational Objectives Program Outcomes and Course outcomes and attainments.
- Academic plans preparation by faculty members for their respective courses allotted by the department
- Thrust areas to conduct Co-Curricular activities
- Topics beyond the syllabus and additional experiments to meet PEOs and POs
- Functioning of Centre of Excellence/Incubation Centre
- Value added training courses
- Review of departmental activities and progress.
- Prepare Departmental Budgets

### RESPONSIBILITIES:

Members of the Advisory Committee agree to:

- Attend meetings and participate in teleconferences to the fullest extent possible.
- Provide expert advice, counsel and assistance to the Department in setting and then accomplishing its strategic goals.
- Support the Department's long term goals and objectives
- Invest in the Department's future, develop personal relationships with its faculty members and students, and contribute to the academic life of SCE.
- Represent the Department within Industry and Academia, and to the Public.



## WORKING:

- The DAC should be meeting fortnightly to discuss the implementation of the planned activities and monitor the progress of slow and advance learners.
- The MOM should be recorded and filed in the departments and relevant action taken plan needed and forwarded for the approvals of Academic advisory committee

## TEACHING LEARNING PROCESS

### PURPOSE:

The purpose of the Teaching Learning Process of SCE is to provide a clear statement to students and faculty regarding the laid procedures and ethics to be followed in academics. A consistent action to improve the academic and administrative performance of the institution is expected.

### SCOPE:

There are three main sub processes involved in teaching learning process:

- i. Planning and Execution
- ii. Monitoring and Control
- iii. Procedure of Uploading Course Material on ERP system

### RESPONSIBILITY:

All the faculty and staff members of SCE are responsible for the implementation of the same. This document will act as an orientation dossier of academic procedures for any new faculty members added in the system.

### PROCESS PLANNING AND EXECUTION

The Teaching Learning process begins the moment a course has been allotted to a faculty member. The course must be allocated to a faculty member at least one month in advance of the start of the semester, so as to enable the teacher to prepare the course well with teaching aids, lecture plan and other relevant information needed at the time of delivering the subject. The academic calendar of the department should be made and approved by the DAC. Further it will be processed to Academic Advisory committee for approval and adopted in IQAC meeting.





## Step1: Preparing the course file (*Format*)

The course file should consist of:

- 1) Index Page (contain the brief outline of the course file contents)
- 2) Course Objectives and Course Out Comes
- 3) Current Syllabus and University Evaluation scheme of course
- 4) Course Description/ Lecture Plan
  - Showing numbers of lectures allocated for specific topic.
  - Full unit course shall be allotted at least 45 lectures
  - Half unit course shall be allotted at least 30 lectures
- 5) Lecture notes (Complete lecture notes, topic wise as per lecture plan are to be added)
- 6) Tutorial Sheets / Assignments
  - Minimum 2 Tutorial sheets per unit
  - Minimum 1 Assignment of 2 questions per topic after the completion of the topic. (Assignment format)
- 7) Question Bank (5 Question per unit)

Question Bank based on the portion of the syllabus covered before the first sessional exam (the teacher thinks of possible questions for every lecture he/she delivers and then collate all these question bank is to be circulated to the students a week before the test.
- 8) Syllabus Coverage Report
- 9) Assignment Completion Report (Evaluation sheets)
- 10) Previous year's Question papers
  - Last five year UTU question Papers
  - Last three year sessional question papers.
- 11) Any other material that supports quality teaching like quiz, extempore topics discussions)

Note: Please refer the formats supplied by the IQAC for the above

## Step2: Review the course file by HOD

The HOD shall see that the course material arranged for the delivery of course is prepared fulfilling all the points in step 1. The objectives etc. are well formulated, the lesson plan makes optimal use of time, tutorial and laboratory work is well organized, the methodology gives room for enough interaction in the classroom and recommended books and literature is adequate.



## Step 3: Order Material for the Library

The titles, author, publisher etc. must be made available as soon as the course description is finalized. The available resources must be checked before placing an order.

## Step 4: Ensure availability of Laboratory, equipment and other facilities

All laboratory facilities needed must be finalized at least 15 days prior to the start of the semester and any requirement (Consumable/Non-consumable) should be sent to the competent authority through HOD.

*HODs are expected to get a physical verification done at the end and start of each semester to ensure the availability, quality and functioning of all the lab equipments.*

## Step 5 : Delivering the course

### GUIDELINES FOR CONDUCTING CLASSES (DO'S AND DON'TS)

- Teaching is an art. The knowledge anyone has cannot ascertain that it can be delivered in the similar way. The level of teaching must be kept according to the level of the students understanding. Stepwise growth in Learning will always be recommended. Teacher is expected to create students interest in the topic before starting delivering. It may be through a live example, a short story from industry or any other way to fetch the student interest. Any sort of ridicule, sarcasm, anger or personal comments must be avoided. The course objectives and course outcomes must be explained clearly to the students.
- The first lecture of any class should be allocated to experienced faculty member to ascertain regularity of the students in classes.
- Learning cycle consisting of three steps, formulating a learning goal, raising questions, and answering the questions by finding knowledge sources. The teaching learning process must clearly spell out the learning goal of each class and formulate appropriate questions. The teacher is, of course, a great source of knowledge but student-student interaction also goes a long way to facilitate the learning. Sufficient time must be set aside for other student's to comment, for example by encouraging small debates on points requiring clarification, calling for the class to discuss peer student's point of view, commenting on student's solutions to exercises etc
- The zest of teaching learning process is to make a student participative in the class. When a student actively participates in the process, then only true learning takes place. Generated interest of the student makes him to learn faster and even puts his efforts to understand the subject. Therefore, whether the student works individually or with the



teacher, or in groups, everything makes the student active. This is where the approach of 'Learning by doing' is so effective.

- e) The attention span of any audience is about 15 minutes. Continuous teacher to student delivery after this is mostly lost. The student becomes passive and goes into mental hibernation. It is necessary to bring the student back to class. This can be done by setting a small question, quiz or exercise, related to the topic covered in the last 15 minutes. Students immediately wake up to 'do' the task. Alternative solutions of students to the task can now be discussed by the class. This gives the student an insight into other possible solutions, how to evaluate solutions correctness, and also make the teacher aware of the extent of the learning that has occurred.
- f) Provision of lecture-wise notes, Assignments and Tutorial sheets which were prepared at the start of semester are delivered topic wise. A proper evaluation and announcement of the results is needed to let the student correct the mistakes committed by him. A thorough discussion on questions asked in the assignment and its adequate solution may be given for student reference after the submission dates of the assignment. All the records of above are filed in the course file for reference. There must be one assignment and one class test from each Unit of the course.
- g) The supporting lab activities should be properly functioning. No lab sessions are left unattended. The above is to be ensured by the HOD of the department. Class timings are to be adhered and no one is allowed to leave the class early. It is preferred that the class is left only when the next faculty is found waiting outside the class room. It is strongly recommended that no faculty member is allowed to late in class, as the prior faculty taking the class has to wait for the next.
- h) Each Faculty member has to upload the Lesson Plan, Question Bank, Assignment and Tutorial Schedule on ERP at his/her domain name. Each course teacher must ensure that solution of tutorials should be uploaded after its commencing in class. Similarly, all dates of issuing of assignment, submission date and examination dates are to be kept on internet.
- i) Mark the attendance in attendance register and upload on ERP. The institute has adopted a computerized attendance system also. Any faculty member fails to mark attendance till the last hours of the day, will be treated as an act of in discipline. However the first lecture attendance is to be entered immediately after the class.
- j) No restriction for utilization of library facilities for students and faculty members, however proper ID card and entry details are to be recorded.



## GENERAL RULES FOR ACADEMIC DISCIPLINE

1. The student should register themselves on the given date schedules by their physical presence and by depositing their required hostel and academic fees, as per the notification through Director/ Dean Office.
2. In case of students absent continuously from 21 days from the last day of registration, (Process) his rolls may be struck off from the Institute enrollment policy. He has to re enroll himself, following the (*process detailed in Re Enrollment SOP*)
3. The policy of fine will be as under:  
For first 10 days from the last day of registration will be Rs 500/- per day, after that the fine will be counted as Rs 100/- per day, till next 11 days. After that no registration will be considered, but he has to follow the re enrollment process. Re Enrollment charges shall be paid of Rs. 5000 over and above the college fees after the due date.
4. Any relaxation of fees/ fines will be **under the authority of Director Office** based on genuineness of the case. If any student fails to honor his commitment in writing, then he will be blacklisted and never be given any relaxation in future.
5. Every student is required to attend 100% lectures, practicals and other co-curricular activities. The student enrolled is required to register 75% attendance to become eligible to appear in the sessional tests and End Semester Theory and Practical Examinations, as per the norms of the University. This includes final year students of graduate and diploma as well. However, the remaining 25% can be allocated on the basis of medical and other genuine reasons.
6. Any student found absent continuously for 3 days, his status must be informed to the parents through an automated generated message delivery system of ERP and mentor will counsel his/her mentee and keep a record of it in their registers.
7. Any student who is found unavailable continuously for 10 working days must be informed to the Registrar office through a letter from the HOD concerned, (Format) and his/her name will be struck off from the rolls.
8. Every student must appear in all the class tests, complete all the assignments, tutorials and project work etc, given by different teachers within the specified time period. Students should bear in mind that internal assessment marks are based on their performance in these academically indispensable aspects and any failure in this regard would be deemed expedient for the student concerned.

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9. Evaluation of performance in tests, tutorials, assignments and project work as well as attendance record shall be made by the faculty for the purpose of award of internal assessment marks and displayed fortnightly on departmental notice boards.
10. Late entry and interim/early departure from classroom, lab etc. are strictly prohibited.  
The attendance will be taking attendance of the class in initial 5 Mins, and after that no attendance will be given to the students.
11. Roaming in the corridors, the cafeteria, or any other part of the campus during academic hours will be treated as serious violation of academic code of conduct and the student will be subjected to disciplinary proceedings of the 'Proctor Board'.
12. Student are not allowed to engage in sports/games or any other activities during academic hours.
13. Students are always required to carry their I-Cards and strictly observe normal decency, decorum, guidelines and rules of the Academic Institution on a daily basis.
14. Mobile phones and any other personal electronic gadgets must be switched off in academic domains during any kind of academic/curricular/co-curricular activity.
15. Eatables, tea, coffee, soft drinks or other such items cannot be consumed during academic hours and in academic places, which include classrooms, labs, library, corridors, stair-cases etc.
16. Use of mobile is strictly prohibited in the academic hours. The faculty teaching is authorized to collect the mobile for the student using the same and submit it to the class coordinator of the class. Further, the same will be submitted to DSW for proper action.
17. Argument with the student should be avoided and the arguing student is to be sent to DSW.
18. Faculty should not be using mobile in the class room during the session. The mobiles are to kept in silent or fight mode during sessions.

## **STUDENT ACTIVITIES:**

- There will be no classes on Saturdays; however extracurricular activities are to conducted as mentioned in academic calendar.
- Departmental Club activities should start from first year onwards and each student should participate in one or other activity.
- The Club head are to provide a participation list to the mentors of the students to ascertain their presence and participation.
- The achievements/participations are to be recorded by their respective mentors in their mentor registers and ERP. ( These entries can be used for allocation of internal marks as overall conduct)





## STUDENT GRIEVANCE REDRESSAL MECHANISM

Student can use the following platform through get his/her grievance resolved if any.

- 1) Grievance Redressal Cell,
- 2) Women Grievance Cell,
- 3) Anti Ragging Cell,
- 4) SC/ST/Minority/OBC Cell.

The student has to raise his/her grievance related to any of the above through ERP. The complete process of redressal is ERP based with intimation to the student/Mentor.

## STUDENT'S DEBARRED POLICY

The policy of 75% attendance (80% in case of Pharmacy Students) will be strictly followed for all kind of examinations which include both Sessional Exams the University/Board Exams. The attendance percentage (%) will be counted from the date of registration of the candidate. However the academic days for the Final Year students (including diploma students) will be notified by the Dean Academic Office, as and when required.

- The dates of commencement of the semester will be as under:
  - In Odd Semester: Third week of July every year
  - In Even Semesters: First week of February every year
- With due consideration of the career prospects of Final Year some relaxation and flexibility in the academic program may be given by the HOD with the approval of Director.
- In case of final year students of graduate and diploma programs, who are already placed, relaxation of the classes may be considered with a proper copy of appointment letter from the employer, duly verified and endorsed by the placement department of SCE, regarding the genuineness of the letter and the company.
- In case of final year students wishes to devote more time for projects, skill up-gradations, participation in interviews, internships etc. They have to achieve the target of 75% attendance as per norms, though their schedule can be altered with a prior approval of HOD, but it cannot be claimed as a right.



## Standard Operating Process For Re Enrollment:

The student if failed to register himself with in the speculated time schedule provided for the purpose, including the period of fine, has to apply for the registration again. An application addressed to the Director, SCE on a plain paper can be written in his own handwriting, stating the cause of not registering in due time. All the relevant proofs of his statement can be attached with the application.

The Director Office will be having an authority to approve the application to allow him to deposit the re-enrollment fee of Rs 5,000/- for the registration process. After depositing the fee, the application with all proofs and a copy of the receipt of deposited fee will be submitted to the mentor and filed. The mentor will be registering him for the course. However the attendance will be counted from the day of his re-enrollment to ascertain 75% criterion.

## GUIDELINES FOR ASSIGNMENTS, TUTORIALS AND LABS

1. The faculty prepares a Tutorial Plan and Assignment Plan in Course Description. The
2. assignments and tutorial sheets should be available in the Course File and on the ERP after allocating it in the regular class.
3. The nature of tutorial and assignment should be collection of questions from previous years University question papers. Tutorial can be conducted as a group activity, based on topic covered, for practice and application.
4. The faculty conducts tutorial classes for 25 to 30 students in one batch.
5. Tutorial sheet of the week can be given in advance for student's reference. On the day of tutorial class (tutorial class shall be small so that a faculty can conduct the tutorial class more effectively and efficiently) the faculty shall clarify the doubts, concepts and fundamentals to the students. Students shall be encouraged to ask their doubts and difficulties and the faculty shall clarify them in a very effective, friendly and positive manner with examples wherever possible.
6. The faculty shall solve in the class few typical numerical problems highlighting the concept, approach and methodology of solving a problem most effectively.
7. The faculty should find out the problems that could not be solved by them and then solves the problem(s) commonly on board.
8. HOD must ensure that the quality & conduction of tutorial and assignment is as per plan. He may interact with students through student Class Representative (CR) and advice the faculty accordingly.



9. Some portion of the teaching must be covered through online mode, it may be assignments, extra learning modules etc. This will make the students conversant with online teaching methodology and practice the web learning.
10. Display of attendance every fortnightly is mandatory of each subject on departmental notice boards duly signed by the HOD concerned.
11. 10. Maximum utilization of ICT tools such as Video lectures, Google class room, moodles, impartus etc, and modern teaching methods such as Flip classroom, Case study method, Brain Mapping etc. is to be preferred with a mention in lecture delivery schedule.

## CONDUCTION OF LABS:

*(It is preferable that the Lab faculty in charge should be the same faculty who has taught the theory classes)*

1. The Lab faculty in-charge should explain the experiments in the laboratory in an efficient and effective manner and justify the theory taught in the class.
2. A proper laboratory manual is to be made available the lab by the Lab faculty in-charge, which contains well-formulated instruction sheets for all the experiments to be performed before the commencement of the classes.
3. The lab faculty in-charge in consultation with concerned HOD, develops appropriate detailed instruction sheets for the students use in the laboratory. The instruction sheets for an experiment would contain the following:
  - a) Title of the experiment
  - b) Objective
  - c) Brief theory
  - d) Precautions
  - e) Apparatus/Equipment required
  - f) Procedure
  - g) Diagrams
  - h) Experimental data
  - i) Calculation details required for deriving the results
  - j) Result analysis
4. All students must get a copy of laboratory manual as a guide to conduct the experiments.





5. In order to conduct the laboratory classes effectively and efficiently, lab faculty in-charge shall take care of the following with the help of lab assistant;

- a) List of experiments are displayed in the laboratory
- b) Formation of groups of the students for laboratory classes
- c) Cycle showing group-wise conduction of the experiments.

The first few sessions (maximum two) will be utilized for explanation of the lab experiments to all the students on board and on equipments/ machines. Handouts are given to the students in hardcopy/ through ERP for preparation of lab records.

From the third session the students coming for a laboratory class shall be divided in to a small groups consisting of 3 to 4 students. All the experiments will be opened for practicals. Each group will be allocated with one practical in one session. In the next session the groups will be rotated and sent to next experiment for performance. A proper chart/ register are to be maintained for the allocation of experiments to various groups date wise. The write up of the lab will be completed after the lab hours. (Format provided)

6. Student's attendance in the laboratory classes is mandatory and judiciously monitored by
- a) the concerned faculty. Students not attending practical period for 3 consecutive turns are to be notified to HOD. (Format)
7. Faculty should guide and interact with the students while performing the experiments and expected to clarify their queries related to the experiment.
8. The lab reports are to be prepared by the students. The report of pervious lab work is to be checked by the faculty before allowing the student in next session and grades may be allocated against its entry in the index of the same
9. Further the lab portions conducted in conventional labs may be repeated or a few on experiments must be completed through virtual labs, to provide adequate exposure to the students of online learning.
10. Lab attendance will be displayed on notice board fortnightly duly signed by the lab in-charge and concerned HOD.



## PROCEDURE FOR MAKING FINAL YEAR PROJECTS

### SCOPE:

- i. Project Coordinator.
- ii. Formation of Project Groups and Project Title submission
- iii. Submission of project Synopsis
- iv. Submission of Project status Report
- v. Submission of final project Report

### RESPONSIBILITY:

Departmental Project Coordinator and all the final year B-tech students

### FINAL YEAR/ MINI PROJECTS

#### **2.1 Project Coordinator.**

A Departmental project coordinator is assigned having following responsibilities :

1. To motivate the students for developing the real-time, industry oriented projects based on their skills.
2. To provide a infrastructure in the laboratory /Work Shop for developing the projects so that the students do their project work in the laboratory /Work Shop and need not to go out of the campus for their project work as maximum as possible.
3. To finalize the project groups as per criteria by (Maximum four per group).
4. To take at least three project topics on which the students wants to do project.
5. To finalize the project preferably ,this is a working model.
6. To allocate guides to the groups as per the specialization of the faculty members
7. In case the project title submitted is not as per the B-Tech standard, then re-allocating the project after due discussion with other faculty members and HOD.
8. To inform all the guides about the project groups allotted
9. To issue notices from time to time for monitoring the project progress staring from synopsis submission to the final project submission
10. To maintain a weekly project progress report in a prescribed format on the basis of performance of the student duly signed by the project guide.
11. To make and communicate a common format for all the documents required for the project reports as described in this procedure.



## **2.2 Formation of Project Groups and Project Title submission**

1. Students are required to make batches for the project with maximum strength of four.
2. Faculty specialization and areas of interest/expertise should be displayed in the notice boards, so that the student could get an idea that on which area he/she can do the project.
3. Each batch have to submit three project titles along with a short write up giving the brief details of each of the title concerned to the Project Coordinator.
4. It is not necessary that the titles submitted by the students will be approved. If there is any repeated project, not feasible, or not upto the standards, then in such cases the projects will be allotted by the Project coordinator in consultation with other faculty members and HOD as per interest of the students
5. The finalized project title with the name of project guide will be allotted to the respective batches along with the synopsis format.
6. The final synopsis presentation is to be scheduled in the last week of September for which a copy of the synopsis report as per the format along with power point presentation is required.

## **2.3 Submission of project Synopsis**

1. All the batches have to submit their synopsis report duly signed by the group members and the project guide as per the prescribed format to the project coordinator.
2. All the group members should be present for synopsis presentation in proper uniform.
3. The project guides should be informed prior to the synopsis presentation of the respective groups by the group members.
4. The synopsis presentation will be a power point presentation of 15 minutes duration.
5. The synopsis must consist of a Work plan of the batch to complete the project by April.

## **2.4 Submission of Project status Report**

1. After synopsis presentation, all guides have to fill a Project Status Report (SCE/FYP/01/00) in consultation with the batch he/she is guiding. The Project Status Report (SCE/FYP/01/00) should be submitted to the Project Coordinator within two days of synopsis presentation. The expected dates of completion should be such that the last point in the performa should be covered before the VII semester examinations.



2. The batch will be provided following Project Progress Report (SCE/FYP/02/00) which would be certified by the guide whenever the students approach the guide during the dates mentioned in Project Progress Report (SCE/FYP/02/00) A presentation at the end of VII semester is to be taken, on the basis of which students will be awarded sessional marks.
3. The same Project Status Report (SCE/FYP/01/00) and Project Progress Report (SCE/FYP/02/00) are required to be filled in VIII semester to indicate the progress of project.

## **2.5 Project presentation**

There have to be two presentations in VIII semester. Each carrying 50 marks.

### **I Presentation**

At the completion of 50% project work the group has to present his/her work in the form of power point presentation to project guide in presence of project coordinator. The same shall be evaluated out of 50marks.

### **II Presentation**

Entire Working Project hardware and hard bound Project reports (2 copies for submission at college and individual copies for each group member) as per the prescribed format, duly signed by group members, Project Guide, Project Coordinator and Head of the Department.

Note- The students are required to get approved the soft copy of their reports by the guide/coordinator before binding. The report should be hard bound black in color with gold embodied and side label mentioning the title and session APRIL-Year.

## **2.6 Submission of final project Report**

The final project report should be prepared as per the guidelines mentioned below. A sample format of following is attached herewith (As mentioned in enclosures).



## DIY / INNOVATION LAB SESSIONS *(Making Student Industry Ready)*

In their free time in labs or during extra hours every student of second and third year should be encouraged to make minimum one small working project related to his/her stream of study. It will be preferred if the project concept is based on day to day problems and helps the society. However creative projects were also counted.

However, the fourth year students are expected to make their final year project in house. In VII semester they have to submit a complete design analysis of the project they are planning to make and in VIII a working project is expected. (Separate guidelines are available for reference)

## EXPECTATIONS FROM STUDENTS

- Students should be encouraged to use their inherent potential and inquisitiveness in doing things independently and to acquire the self confidence that is vital for a professional career. Small working projects will be the lessons to them to enhance their skills in understanding the problem, thinking of its solutions and creating their ideas into real working models. The cost of the projects should be kept as low as possible. Use of junk spares, used materials and obsolete mechanisms are promoted.
- It is expected from a faculty member that he/she will contribute in the improvement of the overall conduction of the lab sessions and work for modernization of the laboratory in a sustained manner.
- The laboratory manual needs appropriate updating periodically.
- Any product ordered can be discussed and completed if feasible in in-house development. Separate budget can be provided after approval (25% profit will be allocated for the institution for the facilities used).



## MAINTENANCE OF THE LAB EQUIPMENT:

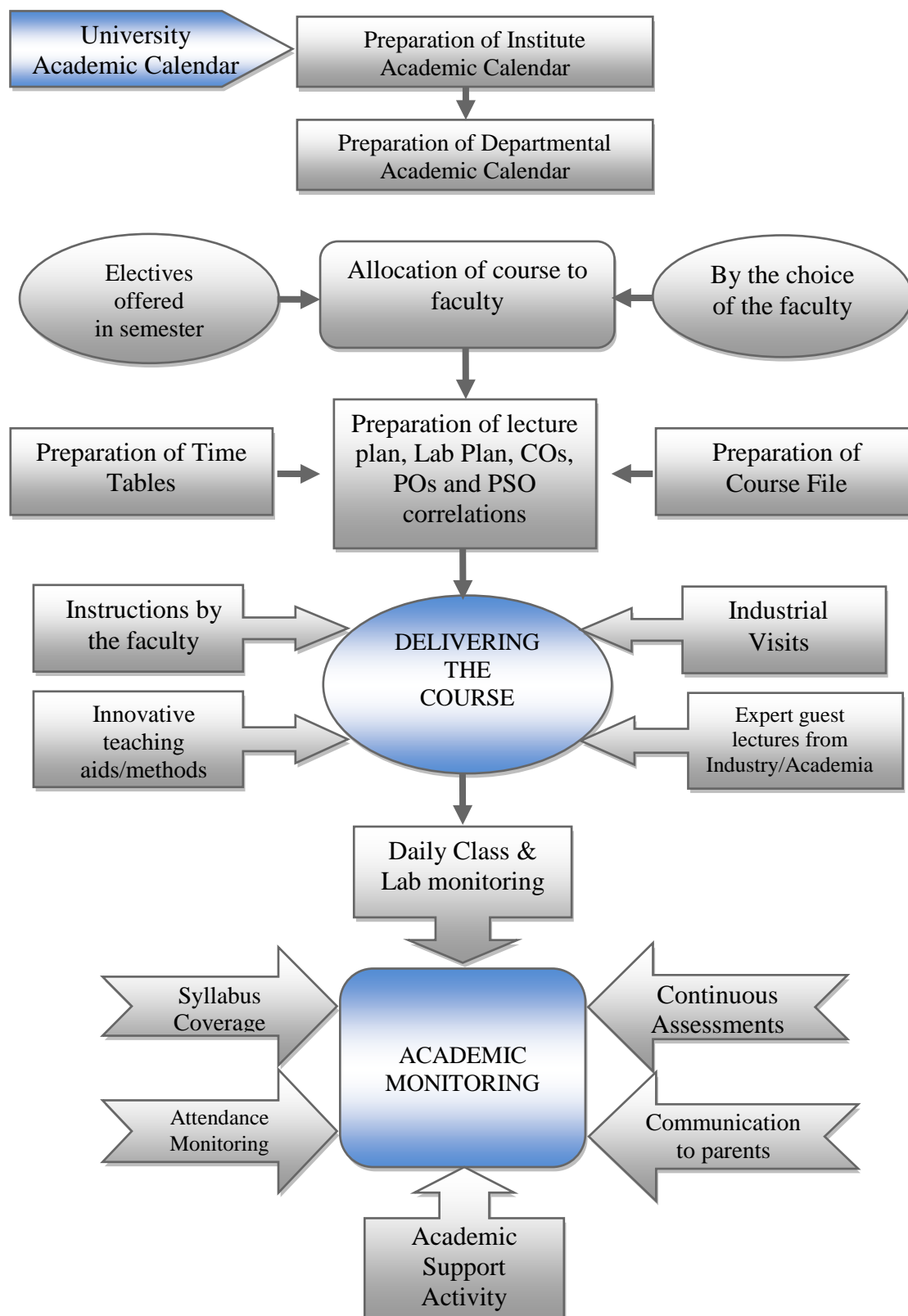
- It is the responsibility of the lab assistant to maintain the lab equipments in order and functionally fit at the time of use.
- Physical verification of each lab is to be conducted after the end of every semester and reported to the HOD by the faculty lab in charge and workshop superintendent. (Format)
- An audit of the above will be conducted after the submission of verification report to the HOD concerned.
- Maximum up to 30 July every year the lab equipment physical verification and repairs etc are to be completed without fail.
- Any fault noted or breakdown is to be rectified during the vacations so as to get the equipments ready for use in next session. Proper machine maintenance record is to be maintained by the Workshop Superintendent/ Lab Technician in machine/ equipment maintenance register.
- Requirement of the raw material to be used in next session will be raised one month prior to the commencement of semester, to the HOD with a copy of lab curriculum and list of equipments available in the particular lab. (Format)
- The requirement consumables for the lab should be raised at least 30 days prior to the start of session to purchase officer through HOD. (Format).
- All the equipments in the lab are to be coded and codes were properly mentioned on the equipment with an entry in the stock register with same code.
- A complete list of equipments may be verified and filed with the lab in-charge.

## STUDENT FEED-BACK MECHANISM

- Student feedback (in academic hours of semester)
- Final year student feedback (Course Exit Survey)
- Faculty feedback (regarding facility, research and teaching learning methodology improvement.
- The student feedback will be conducted online by using ERP twice in a session (fixed dates will be announced in academic calendar).
- All the labs with appropriate computer facilities will be made available for the feedback process for two consecutive days.
- The feedback will be conducted by the Registrar office in a format supplied by Dean Academics with a discussion with IQAC.
- The results will be summarized (Format) and presented to the Dean Academics office with a copy to Director, SCE, in sealed format.



## ACADEMIC PLANNING AND MONITORING PROCESS





## BEST PRACTICES BY THE INSTITUTE (IN PROCESS)

- Best Teacher Award
- Best Class Award
- Best Guardian Faculty Members (GFM) Award
- Best Department Award
- Best HOD/ COD Award
- Provision of project laboratories in each department to hone the practical and simulation skills.
- Earn-While-Learn scheme for deserving students shall be implemented.
- Incubation Centre: With the motive of encouraging the establishment of start-up companies in the immediate future, we train the students in various aspects to survive on their own in future.
- Engineering Clinic: Training the students in various day to day appliances like Mobile Testing and Repair, Servicing of fan and tube light, Repair of laptop etc. where engineering concepts are involved.
- Additional coaching for slow learners through remedial classes, Enrichment through interdisciplinary courses for advanced learners.
- Roll of Honours and Award to the best 3 students in class based on overall performances.
- 100% University Result (Off Line Mode)- Subject Wise



# SHIVALIK COLLEGE OF ENGINEERING

Sihniwala, Shimla By Pass, Dehradun-248 197 (Uttarakhand)

Tel. : 0135-2693401, Email : [info@sce.org.in](mailto:info@sce.org.in)



## STUDENT EXIT SURVEY

- At the end of the course completion of any program each student has to fill a "Student Exit Survey" in the *format attached here for reference*. The copy of the same will be made available by the department HOD through mentor.
- It is the responsibility of the mentor to get the required details filled in by the student before he leaves the department.
- The HOD concern has to verify the same and get it filed in mentor file of the student's mentor.

Questionnaire	Excellent (5)	Very Good (4)	Good (3)	Satisfactory (2)	Poor (1)
<b>Teaching Learning</b>					
Teaching & learning methods adopted were					
Overall quality of teaching and learning activities in the Institute is					
The learning materials and resources provided were					
<b>Facilities / Activities</b>					
Infrastructure and lab facility / Library					
Student's counseling and guidance					
Internet / Wi-Fi facility					
Extracurricular activities and sports					
Safety & Security in campus					
<b>Curriculum</b>					
The curriculum of the program is well designed and promotes learning experience of the students.					
Employability is given focus in the curriculum design					
The curriculum incorporates recent technological developments in the area.					
<b>Career Guidance / Employability</b>					
The guidance received for employment / higher studies / entrepreneurship was					
For your branch, please let us know what level of learning outcomes you have attained, through your degree program.					
Program Specific Outcomes (PSOs) (please type PSOs before giving it to students)	Level of Learning Outcome				
	Excellent (5)	Very Good (4)	Good (3)	Satisfactory (2)	Poor (1)
PSO 1: Statement 1					
PSO 2: Statement 2					
PSO 3: Statement 3					
PSO 4: Statement 4					
Date:	Signature:				

# SHIVALIK COLLEGE OF ENGINEERING

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Tel. : 0135-2693401, Email : [info@sce.org.in](mailto:info@sce.org.in)



## INTERNAL MARKS DISTRIBUTION (Two Mid Term Test)

The marks will be allocated according to the format provided below:

### **THEORY: (50 marks)**

S. NO.	THEORY COMPONENT		WEIGHTAGE
1	Average Of Two Mid Term Tests	40%	20 Marks
2	Attendance & General Conduct through Subject Teacher	30%	15 Marks
3.	Indirect assessment	30%	15 Marks
	a Flip class		2 Marks
	b Experiential learning		2 Marks
	c Project Presentation		3 Marks
	d MOOC classes		3 Marks
	e Assignments		3 Marks
	f Quiz/CTs		2 Marks

### **PRACTICAL: (25 marks)**

S. NO.	PRACTICAL COMPONENT	WEIGHTAGE
1.	Lab Viva Voce Examinations	40%
2.	Attendance Record	30%
3.	Lab record	30%

All the marks will be entered in ERP within 10 days of completion of examination

- Examination general rules will be followed in the internal exams as well.



## FORMAT OF INTERNAL MARKS WILL BE PROVIDED

### LAB INTERNAL EXAMINATIONS

- There will be one lab internal examination and scheduled prior to the final examinations.
- The answer sheets of the internal examinations will be destroyed after one year and mark sheets will be kept for 5 years.


### Incentives For Students/ Faculty

- Best performance student in University Examinations, in a semester, department wise will be awarded a cash prize of Rs. 2,000/- along with merit certificate.
- Next Best performance student in University Examinations, in a semester, department wise will be awarded a cash prize of Rs.1,500/- along with merit certificate.
- A Regular student having highest percentage in department will be awarded Rs.1,000/- and merit certificate (100%).
- If students are interested to develop any working model/project model/showing talent in conferences/student paper presentations shall be encouraged with Rs.1,500/- cash prize.
- Students are encouraged to participate in National level sports, University level sports, Inter-Institute level sports. However, for participation University level and National level travelling and accommodation allowances will be provided by the institution.
- 1st, 2nd prize winner in National and University level will be awarded Rs.1,500/- and Rs. 1,000/- respectively.



## LIST OF FILES TO BE MAINTAINED FOR QUALITY STANDARDIZATION IN EACH DEPARTMENT

1. Internal test marks file
2. Result Analysis File of all previous years
3. Time table File with load distribution
4. Conference/workshop/seminar / guest lectures organized with report and photo evidence file
5. Industrial Visits File (Reports on visits with photos)
6. Departmental meeting note file with agenda
7. Circular / Notices file
8. Scholarship file (Students getting scholarships)
9. Equipment purchase file (Workshop/ Labs)
10. Equipment history (source of purchase, cost, accuracy, year of purchase)
11. Parents teachers meeting file
12. Alumni file with contact details
13. Syllabus file (existing and previous)
14. Projects File (Ongoing, completed and applied projects)
15. Publications file (with printed copies of publications-faculty wise)
16. B.Tech Projects file (Ongoing and pervious with list of students and their groups)
17. Consultancy project file
18. Collaboration files with MOU
19. Department profile including vision and mission of the department in printable form
20. Department Library file
21. UG Final Pass percentage details year wise
22. Department placement cell file
23. Green measures following in the department
24. Question bank for each subject
25. Feedback forms of the students and Remedial measures taken for the weaker students
26. Measures taken for the advanced learners
27. Department academic calendar with weekly & monthly reports on follow-up of the same
28. Best practices followed in curriculum and Teaching –Learning
29. Awards received by faculty members & students
30. Students problems and their redressal file

 SHIVALIK COLLEGE OF ENGINEERING	PROCEDURES MANUAL	ISSUE NO.: 01	REV. NO.: 00	ISSUE DATE	PAGE NO.: 01/02
	SECTION NO.20 PROCEDURE NO.SCE/QP/16	22/02/2022			
	PROCEDURE DESCRIPTION: EARN WHILE YOU LEARN (EWYL)				

## PURPOSE

This procedure contains guidelines for:-

- Earn While You Learn (EWYL) Scheme

## SCOPE

This procedure/scheme is applicable to all departments/sections of SCE/SIPS.

## DEFINITIONS

Under the EWYL scheme departments will seek applications from students under various areas/fields for short term projects/internships/jobs etc against which students will receive monetary benefit (payments) on completion of projects/internships/jobs etc.

## OBJECTIVES

- To provide students an opportunity to acquire work experience while learning.
- To enhance skill set of students in order to increase employability.
- To mitigate economically weak students' hardship in education due to income shortage.
- To create sense of responsibility and collaboration among the peers students

## RESPONSIBILITY

Departmental Heads

## PROCEDURES

Departmental Heads will prepare the job description, student selection guidelines/procedure for the Identified EWYL scheme they want to run for the students.


Departmental Heads will invite applications in various fields/areas for EWYL scheme.

Departmental Heads will get the approval of Director for remuneration of students shortlisted under EWYL

All announcements from application to selection under EWYL scheme should be displayed on the Departmental notice board / ERP.

Device the mechanism for the performance monitoring of the student

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		<b>DOC.NO. SCE/PM/01</b>


 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE</b>	<b>PAGE NO.:</b>
	<b>SECTION NO.20</b>			<b>22/02/2022</b>	<b>02/02</b>
	<b>PROCEDURE NO.SCE/QP/16</b>	<b>PROCEDURE DESCRIPTION: EARN WHILE YOU LEARN (EWYL)</b>			

Departmental Head will submit the details to accounts for final disbursement of approved remuneration With completion of the assignment

2.7. Certificate of appreciation and experience will be awarded to the student engaged under EWYL scheme

### 3.0 Annexures-Nil

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 <b>DEAN QUALITY ASSURANCE</b>	 <b>DIRECTOR</b>	<b>DOC.NO. SCE/PM/01</b>

 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE 22/02/2012</b>	<b>PAGE NO.: 01/01</b>
	SECTION NO.19 PROCEDURE NO.SCE/QP/15	PROCEDURE DESCRIPTION: <b>FLIP CLASS</b>			

## PURPOSE

This procedure contains guidelines for Operation Procedure/Methodology of Flip Class

## SCOPE

This procedure applies to all departments/sections of SCE/SIPS.

## DEFINITIONS

Flip Class turns the traditional learning experience on its head. Flip can be understood as:

F	L	I	P
Flexible Environment	Learning Culture	Intentional Content	Professional Educator

It is a role reversal process in which student acts as instructor/faculty and is at the delivery end of the class while faculty acts as student and is at receiving end in the class.

## RESPONSIBILITY

Faculty/Course Instructor

## PROCEDURES

Every course instructor should follow the following steps to plan and conduct flip-class:

Identify the topics from your lecture content (Syllabus) for flip-class activities.

Along with the standard discussion of the course syllabus, spend the first day of class explaining the reason for the flip and how students can best approach the new format. Share some examples of how students will prepare themselves for flip classes, and what they can expect in flip class activities.

Prepare the list of topics/lecture from the syllabus which will be assigned to individual student for flip class along with the class schedule and circulate it with the class after approving it from CODs/HODs.

## OUTCOMES


Improvement in students' participation in the class/academic activity.

Enhanced growth in learning culture of all students.

Improvement in students' attendance in the class/academic activity.

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<b>DEAN, QUALITY ASSURANCE</b>	<b>DIRECTOR</b>	<b>DOC.NO. SCE/PM/01</b>



 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE 10.01.22</b>	<b>PAGE NO.: 1/4</b>
	SECTION NO.15 PROCEDURE NO. SCE/QP/11	<b>PROCEDURE DESCRIPTION POCEEDURE FOR MAKING FINAL YEAR PROJECTS</b>			

### 1.0 **PURPOSE:**

To establish the guidelines for the conduct of final year B-Tech/Diploma project

### **SCOPE:**

- i. Project Coordinator.
- ii. Formation of Project Groups and Project Title submission
- iii. Submission of project Synopsis
- iv. Submission of Project status Report
- v. Submission of final project Report

### **RESPONSIBILITY:**

Departmental Project Coordinator and all the final year B-Tech/Diploma students

### **FINAL YEAR PROJECTS**


#### **Project Coordinator.**

A Departmental project coordinator is assigned having following responsibilities –

1. To motivate the students for developing the real-time, industry oriented projects based on their skills.
2. To provide a infrastructure in the laboratory /Work Shop for developing the projects so that the students do their project work in the laboratory /Work Shop and need not to go out of the campus for their project work as maximum as possible.
3. To finalize the project groups as per criteria by (Maximum four per group).
4. To take at least three project topics on which the students wants to do project.
5. To finalize the project preferably which is a working model.
6. To allocate guides to the groups as per the specialization of the faculty members
7. In case the project title submitted is not as per the B-Tech/Diploma standard, then re-allocating the project after due discussion with other faculty members and HOD/COD.
8. To inform all the guides about the project groups allotted.

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 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE 10.01.22</b>	<b>PAGE NO.: 2/4</b>
	SECTION NO.15 PROCEDURE NO. SCE/QP/11	<b>PROCEDURE DESCRIPTION PROCEDURE FOR MAKING FINAL YEAR PROJECTS</b>			

9. To issue notices from time to time for monitoring the project progress starting from synopsis submission to the final project submission
10. To maintain a weekly project progress report in a prescribed format on the basis of performance of the student duly signed by the project guide.
11. To make and communicate a common format for all the documents required for the project reports as described in this procedure.


### **Formation of Project Groups and Project Title submission**

1. Students are required to make batches for the project with maximum strength of four.
2. Faculty specialization and areas of interest/expertise should be displayed in the notice boards, so that the student could get an idea that on which area he/she can do the project.
3. Each batch have to submit three project titles along with a short write up giving the brief details of each of the title concerned to the Project Coordinator.
4. It is not necessary that the titles submitted by the students will be approved. If there is any repeated project, not feasible, or not upto the standards, then in such cases the projects will be allotted by the Project coordinator in consultation with other faculty members and HOD/COD as per interest of the students
5. The finalized project title with the name of project guide will be allotted to the respective batches along with the synopsis format.
6. The final synopsis presentation is to be scheduled in the last week of September for which a copy of the synopsis report as per the format along with power point presentation is required.

### **Submission of project Synopsis**

1. All the batches have to submit their synopsis report duly signed by the group members and the project guide as per the prescribed format to the project coordinator.
2. All the group members should be present for synopsis presentation in proper uniform.
3. The project guides should be informed prior to the synopsis presentation of the respective groups by the group members.

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 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE 10.01.22</b>	<b>PAGE NO.: 3/4</b>
	SECTION NO.15 PROCEDURE NO. SCE/QP/11	<b>PROCEDURE DESCRIPTION POCEDURE FOR MAKING FINAL YEAR PROJECTS</b>			

4. The synopsis presentation will be a power point presentation of 15 minutes duration.
5. The synopsis must consist of a Work plan of the batch to complete the project by April.

### Submission of Project status Report

1. After synopsis presentation, all guides have to fill a **Project Status Report** (SCE/FYP/01/00) in consultation with the batch he/she is guiding. The **Project Status Report** (SCE/FYP/01/00) should be submitted to the Project Coordinator within two days of synopsis presentation. The expected dates of completion should be such that the last point in the Performa should be covered before the pre final semester examinations.
2. The batch will be provided following **Project Progress Report** (SCE/FYP/02/00) which would be certified by the guide whenever the students approach the guide during the dates mentioned in **Project Progress Report** (SCE/FYP/02/00) A presentation at the end of VII semester is to be taken, on the basis of which students will be awarded sessional marks.
3. The same **Project Status Report** (SCE/FYP/01/00) and **Project Progress Report** (SCE/FYP/02/00) are required to be filled in VIII semester to indicate the progress of project.

### Project presentation

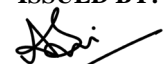
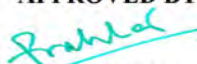
There have to be two presentations in final semester of B-Tech/Diploma. Each carrying 50 marks.


#### I Presentation

At the completion of 50% project work the group has to present his/her work in the form of power point presentation to project guide in presence of project coordinator. The same shall be evaluated out of 50 marks.

#### II Presentation

Entire Working Project hardware and hard bound Project reports (2 copies for submission at college and individual copies for each group member) as per the prescribed format, duly signed by group members, Project Guide, Project Coordinator and Head of the Department/COD.

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 SHIVALIK COLLEGE OF ENGINEERING	PROCEDURES MANUAL	ISSUE NO.: 01	REV. NO.: 00	ISSUE DATE 10.01.22	PAGE NO.: 4/4
	SECTION NO.15 PROCEDURE NO. SCE/QP/11	PROCEDURE DESCRIPTION <b>PROCEDURE FOR MAKING FINAL YEAR PROJECTS</b>			

**Note-** The students are required to get approved the soft copy of their reports by the guide/coordinator before binding. *The report should be hard bound black in color with gold embodied and side label mentioning the title and session <month of submission>-Year.*

### Submission of final project Report

The final project report should be prepared as per the guidelines mentioned below. A sample format of following is attached herewith (As mentioned in enclosures).

*Best 5 project reports of the academic year should be preserved for future reference.*

Details	Font Type	Font Size	Spacing
Facing page(Cover and first page)	Times New Roman	14pt bold capital	Centered
Chapter heading	Times New Roman	14pt bold capital	Centered
Section heading	Times New Roman	12pt bold capital	Left adjusted
Subsection heading	Times New Roman	12pt bold sentence case	Left adjusted
Paragraph heading	Times New Roman	12pt bold sentence case	Left adjusted
Body of Report	Times New Roman	12pt bold	Adjusted on both left and right and with 1.5 inch spacing for text and double spacing for equations
Margins	Left Margin	1.5 inch	To accommodate binding
	Right Margin	1.25 inch	
	Top	2.0 inch	On pages on which chapter begins
	Bottom	1.25 inch	Others pages

### ENCLOSURES:

- Sample Front page of Project Report
- Sample Index Page
- Sample Certificate

### 4.0 CHANGES DETAILS: NIL

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		DOC.NO. SCE/PM/01

**SAMPLE - FRONT PAGE OF PROJECT REPORT**

**TOPIC OF PROJECT**

**A PROJECT REPORT**

*Submitted for the partial fulfillment of the award of*

<Name of Degree/Diploma>

IN

**XYZ ENGINEERING**

*From*

**<Name of affiliating University/Board>**

*Submitted by*

**Mr. XYZ**

Under the guidance of

**Mr. ABC**



DEPARTMENT OF \_\_\_\_\_

**SHIVALIK COLLEGE OF ENGINEERING  
DEHRADUN (UTTARAKHAND)-248001**

**(<Month of submission> 20XX)**

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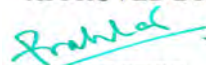
**SAMPLE – INDEX PAGE**

**PRELIMINARY PART**

- i. ACKNOWLEDGEMENTS
- ii. CERTIFICATE FROM SUPERVISOR
- iii. TABLE OF CONTENTS
- iv. LIST OF FIGURES
- v. LIST OF TABLES

**PAGE NUMBERING**

The preliminary parts are numbered in *roman numerals* (i, ii, etc). The first page of the report (Introduction) onwards will be numbered in *Arabic* numerals 1 2 3 etc at the bottom, centered.

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**SAMPLE – CIRTIFICATE PAGE**

Collage Roll. No. -----

Examination Roll. No. -----



## SHIVALIK COLLEGE OF ENGINEERING

DEPARTMENT OF \_\_\_\_\_

### CERTIFICATE

This is to certify that Mr. /Ms. -----

Has satisfactorily completed in the project work entitled “\_\_\_\_\_” for the award of degree of Bachelor of Technology from Uttarakhand Technical University, Dehradun under the supervision of \_\_\_\_\_. This report embodies the result of original work and study carried out by the students themselves during the year \_\_\_\_\_

(Project Guide)


Project Coordinator

Head of the Department

External examiners

Internal examiners

<p><b>ISSUED BY:</b></p>  <p><b>M.R./CoD IQAC</b></p>	<p><b>APPROVED BY:</b></p>  <p><b>DIRECTOR</b></p>	<p><b>ISO-9001:2015</b></p> <hr/> <p>DOC.NO. SCE/PM/01</p>
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 SHIVALIK COLLEGE OF ENGINEERING	<b>PROCEDURES MANUAL</b>	<b>ISSUE NO.: 01</b>	<b>REV. NO.: 00</b>	<b>ISSUE DATE 10.01.2022</b>	<b>PAGE NO.: 1/5</b>
	SECTION NO.18 PROCEDURE NO. SCE/QP/14	<b>PROCEDURE DESCRIPTION: SLOW LEARNERS AND FAST LEARNERS</b>			

### 1.0 PURPOSE:

1. To determine the abilities of the students in the class through teaching learning process.
2. To ascertain the learning levels of the students and conduction of activities for them for improvement in their overall academics.

### SCOPE:

1. Identification of slow and advanced learner through following inputs
  - Previous examination overall result
  - Class test result (specially conducted for all the students)
  - Class observation by subject teachers
2. To ensure that slow learners and advanced learners are taken care as per their needs
3. To help them out for improvement in their overall academics

### RESPONSIBILITY:

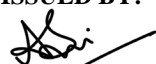
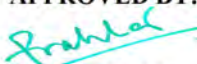
All faculty and staff involved in teaching learning process


### 2.0 PROCEDURE:

#### Assessment Of The Learning Levels Of The Students:

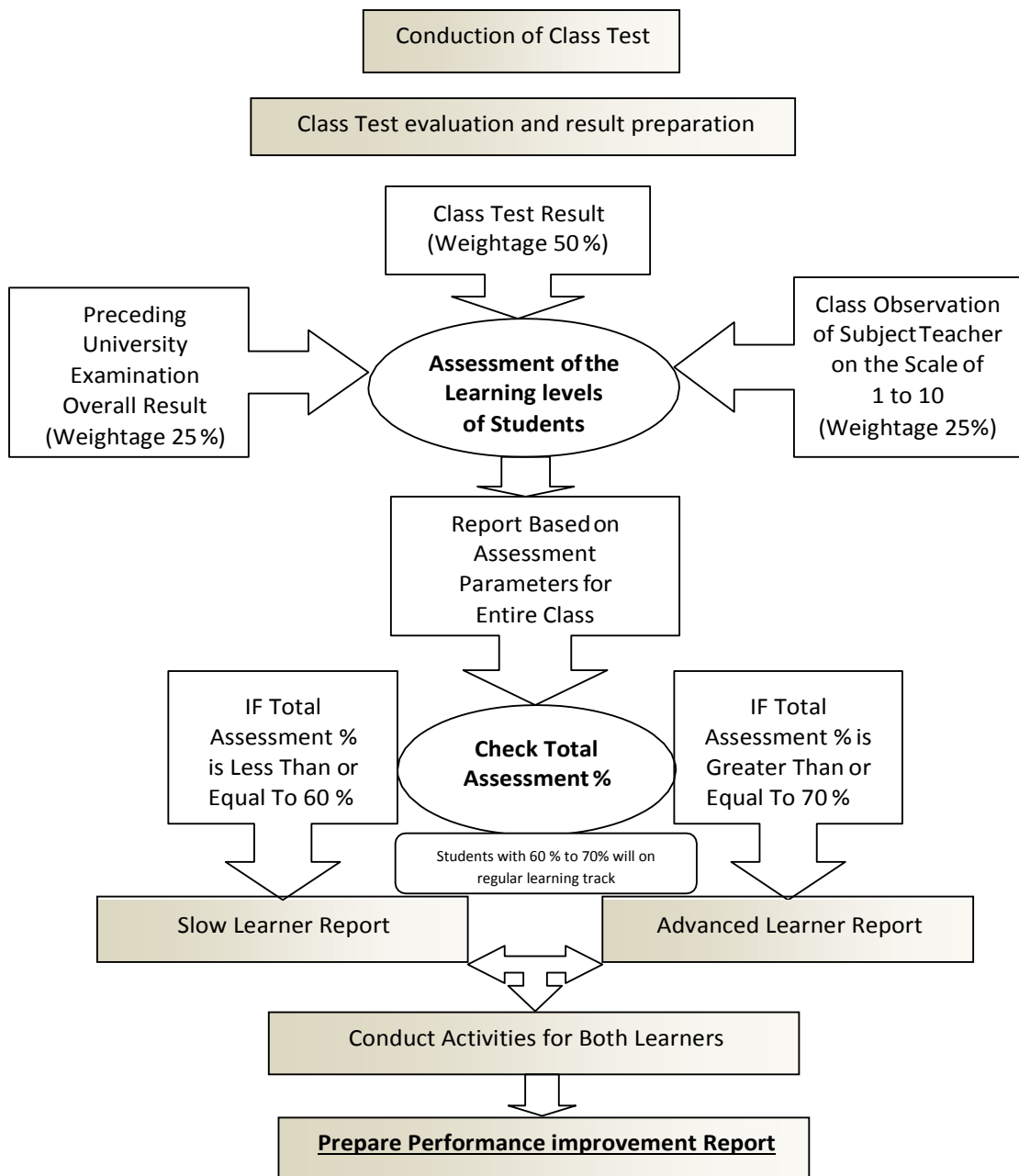
1. Slow learner and advanced learners would be identified for each subject separately by respective subject teacher for all the subjects.
2. Process to identify of slow learners and advanced learners would be conducted immediately after declaration of previous semester university exam result or after one month of teaching in case of first semester.
3. Every subject teacher should conduct class test / online objective type test/Quiz of their subject, based on syllabus covered till date or on completion of first unit, of 20 marks and duration of one hour. The Slow and Advanced learners are identified based on following parameters and their weightage.

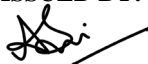
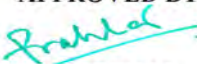
Sr. No.	Parameter	Weightage in percentage (%)
1	Marks obtained by student in objective type test /class test / unit test conducted for respective subjects	50%
2	Academic performance of students in preceding university examination or last examination appeared by the student	25%
3	Subject teacher observation	25%

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### **PROCESS OF IDENTIFICATION OF SLOW AND ADVANCED LEARNERS**



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- For parameter no. 3 every subject teacher should assess each student on scale of 1 to 10.
- Based on above parameter a report would be prepared for whole class for total 100%.
- The student securing marks below **60% would be identified as Slow Learners** and the student securing marks **above 70 % would be identified as Advanced Learners**.
- After that separate list are prepared for both type of learners for further monitoring and conduction of problem solving sessions /revision sessions for them.


#### Conduction Of Activities For Slow Learners:

- Provisions should be made in weekly time table by adding extra one hour to conduct problem solving sessions /revision sessions/extra sessions (Remedial Classes)
- Make up classes and practical sessions should be conducted for Direct Second Year (Lateral entry) students to complete the syllabus within time.
- Personal Attention should be provided by respective subject teacher in teaching
- Assignments and solving University question papers
- Providing Question bank based on last five year UTU question papers
- Counseling – special hints and techniques are taught to solve the questions and way of writing answers may be explained in detail.

#### SLOW LEARNER ACTIVITIES



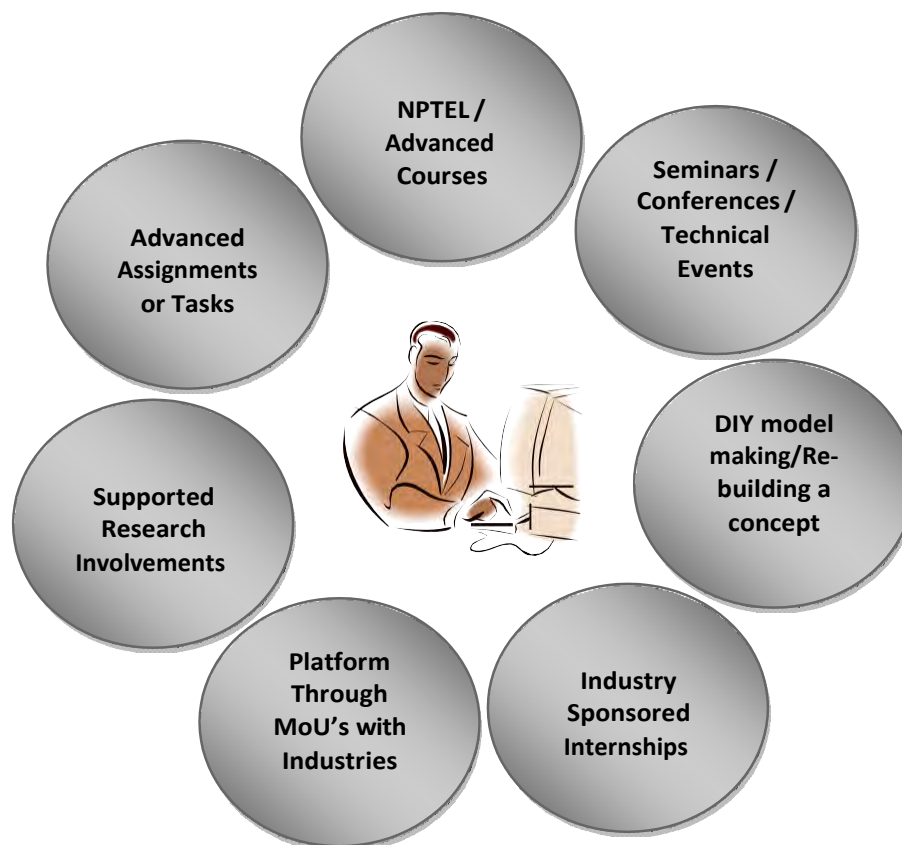
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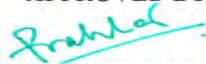
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### Conduction Of Activities For Advanced Learners

7. Advanced assignments (based on case studies) or tasks should be assigned to advanced learners to generate creative thinking and problem solving attitude.
8. Encouragement to complete NPTEL/Advanced courses/Online certification programs through MOOC
9. Encouragement Participation in Seminars/Conferences/Technical Events
10. Assignment based on DIY model making/Re-building a concept
11. Offers of Industrial visits and industry sponsored internships
12. Platform should be provided through MOU's with various reputed Industries
13. Research involvements should be encouraged for the advanced learners to explore their talents.

### ADVANCE LEARNER ACTIVITIES



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### **Preparation Of Performance Improvement Report Of Slow Learner**

- Each faculty should prepare report after declaration of university results of current semester, exhibiting the improvement in performance of slow learners to close the loop.

### **Roles And Responsibilities Of Subject Teacher:**

Subject Teacher is responsible for carrying out different aspects of slow learner and advanced learner identification and activities to be conducted

- Conducting class test for categorization of the students from topics covered till date, of 20 marks and duration of one hour.
- Evaluation of class test answer sheets and preparing the class test result analysis of class
- Preparing and maintaining report for whole class based on parameter decided for assessment of the learning levels of the students with their weightage
- Preparing separate list of slow and advanced learners
- Preparing schedule for extra sessions /problem solving sessions / revision sessions for slow learners.
- Conducting the sessions for slow learners as per prepared schedule (extra hours).
- Maintaining the attendance of slow learner's sessions.
- Preparing the list of advanced assignment or list of tasks assigned to advanced learners.
- Preparing the report after university result declaration of current semester which shows the improvement in performance of slow learners to close the loop.
- Maintain the all records for slow learners and advanced learners activity

### **Documents To Be Maintained (Format)**

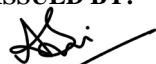
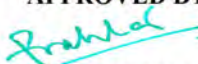
- Report of result of class test / unit test
- Report of marks obtained based on above parameter
- List of slow learners
- List of Advanced Learners
- Schedule of activity for slow learners
- Attendance record for session conducted for slow learners
- Report of performance improvement for slow learners
- List / Record of tasks given to advanced learners


### **Expected Outcome**

- Timely conduction of slow learners activities
- Records based on student progress and observation.
- Improvement in institute result and no back log.

### **3.0 ENCLOSURES: NIL**

### **4.0 CHANGES DETAILS: NIL**

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### 1.0 PURPOSE:

To establish the guidelines to ensure smooth conduct of the examination of the students pursuing degree and diploma courses in the college.

### SCOPE:

- Conduct of examination (sessional and university semester examinations consisting of theory papers, practicals and Viva voice)
- Examination Cell
- Roles and Responsibilities
- Conduct of faculty and support staff deployed on examination duty
- Leave during examinations
- Unfair Means Committee
- Emergent store requirement for examination by departments.

### RESPONSIBILITY:

All faculty and staff needed for smooth conduct of the examination in the college

**PROCEDURE:** The examination is a recognized process to evaluate the performance of the students pursuing degree and diploma courses in the college through continuous class assessment, sessional examinations and university semester examinations consisting of theory papers, practicals, viva and project work etc


### CONDUCT OF EXAMINATION

In order to organize efficient conduct of College, University, Boards and other agencies examinations, an examination cell is established to organize smooth conduct of examinations in the college.

### EXAMINATION CELL

1. The Examination Cell is the apex body of the college headed by Controller of Examination (CoE) and shall be facilitated by three sections i.e- Examination, Record Maintenance and Administrative functions.

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2. The main function of the examination cell is to carry out sessional, university and Board's theory and practical examination and notify the results.
3. The examination cell shall prepare sessional examination timetable (SCE/EC/01/00) at least two weeks before the sessional exam and shall display it on the notice boards/ERP
4. Maintaining the record of each and every issue related to the examination such as:
  - Sessional examination timetable (SCE/ Exams /01/01)
  - Seating Plan (Master) (SCE/ Exams /02/01)
  - Seating Plan (Room Wise) (SCE/ Exams /03/01)
  - Examination Duty Chart (SCE/ Exams /04/01)
  - Question Paper (SCE/Exams/05A/01) for B.Tech & (SCE/Exams/05B/01) for Diploma
  - Attendance Sheet (Practical/Theory) (SCE/ Exams /06/01)
  - Answer sheet Receiving Record (SCE/ Exams /07/01)
  - Answer Sheet Issue/Return Record (SCE/ Exams /08/01)
  - Answer sheets of internal Theory & Practical.

*The retention period of above mentioned documents is three years or as approved by management.*

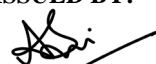
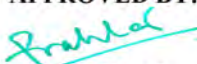
5. Muster faculty members for examination, invigilation. internal flying squad and other supporting staff for orderly conduct of examination.
6. Ensure that the adequate stationary e.g question paper, answer sheets, drawing sheets, graph papers, envelops threads etc are available in stock of cell.


### **ROLES AND RESPONSIBILITIES OF THE AUTHORITIES**

The Director of the college is fully responsible for the conduct of examination. He will appoint a faculty member to function as Controller of Examination(CoE) for smooth conduct of examination.

### **ROLES AND RESPONSIBILITIES OF THE DIRECTOR**

1. In house chief conductor of internal as well as university and Board Examination.
2. To appoint Controller of Examination from available faculty member preferably in consultation with management
3. To appoint two Astd. Controller of Examination from available faculty member.

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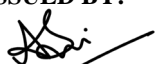
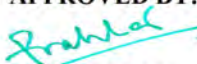
4. To interact with university for examination related work.
5. To head unfair means committee during examination.
6. Nominate members for unfair means committee during examination amongst the available faculty in the college.


### **ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION**

1. To manage examination cell.
2. Make all arrangements for conduct of examination (College, University and Board) and be responsible for the due execution of all process conducted therewith.
3. Safe custody of question papers, answer sheets result and sealing of answer sheets for further dispatch to the university.
4. Collection and handling of question paper.
5. Collection/distribution of results, mark-sheets etc.
6. Should be responsible for the custody of the records of examination cell.
7. Administrative control over the members working in examination cell.
8. Follow the sessional examinations as per the academic calendar.
9. Delegate responsibility to Asst. Controller of Examination.
10. Appoint Internal flying squads, supervisors and other human resources for smooth conduct of examination from the faculty and support staff available in the college
11. Keep constant liaison with the university for examination related work.
12. Appoint internal examiner for paper assessment of sessional examination in consultation with HoDs.
13. To update Director and the management on latest development relating to the examination cell.

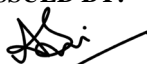
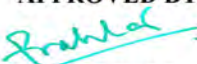
### **CONDUCT OF FACULTY AND SUPPORT STAFF DEPLOYED ON EXAMINATION DUTY**

1. The faculty member appointed as invigilators should reach the examination cell at least 30 minutes before the scheduled time of the commencement of examination.
2. During the examination no mobile phone can be carried to examination hall.


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3. During the examination duty invigilators should be vigilant. They shouldn't talk to each other and should not sit on the empty benches.
4. Announce the time after each hour and just before fifteen minutes of completion of examination.
5. The invigilator should check the admit card of each candidate on daily basis. If any student is found without admit card then invigilator will report to the control room of the exam cell. A duplicate admit card will be issued to the student. This process must be completed within first 10 minutes of the commencement of the examination.
6. If any student is found without admit card after 10 minutes of the commencement of examination by Internal Flying Squad / University Flying Squad during their routine search, the concerned invigilators will be held responsible for the lapse.
7. Authenticate the answer sheets only after all the entries (Roll number, paper title, paper code, date of exam, signature of the student etc.) have been properly checked.
8. Invigilators must strictly instruct and ensure that the students should write their **Roll numbers only** on their question papers before attempting the questions. Writing anything other than the roll number on the question paper amounts to UFM.
9. Invigilator will not allow the students to leave the examination hall before counting the answer sheets.
10. Invigilator will make sure that no student is permitted to leave the examination hall before completion of examination time.
11. Invigilator should not allow any student to go to wash room during first and last 30 minutes of the Examination and will ensure that Form-7 is filled properly. The invigilators should frisk the student every time returns from the washroom.
12. The invigilator should count the answer sheets at the end of exam. & arrange them according to the roll numbers.
13. The invigilator should check the maximum marks of question paper of B.Tech/Diploma, if the question paper is of 50 marks then its maximum time is 02:00 Hrs and if the question paper is of 75 or above marks, maximum time is 03:00Hrs.

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14. Proper frisking of the student will be done by the checking staff team at C-Block Gate. Despite the frisking at the gate every invigilator has to check the student when student enters the examination hall.

15. If UFM (Use of Unfair means) is found during the flying squad frisking, the concerned invigilators will be held responsible for the same.

16. Invigilators should not write any thing on the black board.

17. Invigilators should not move in corridor

18. Invigilators should confirm their duties from the Examination Cell atleast one day in advance.

**IN THE EVENT OF INVIGILATORS FOUND FAILAING TO ADHARE TO THE INSTRUCTIONS OUTLINED AT PARA 1 TO 18 ABOVE. THE FOLLOWING ACTION WILL BE TAKEN AGAINST HIM/HER BY THE COMPETENT AUTHORITY.**

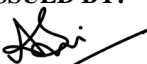
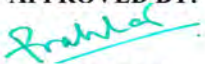
- **First Time :** Written warning /censor to be kept in the dossier of the faculty file for reference.
- Second Time:** Written warning and withholding of two annual increments.


#### **LEAVE DURING EXAMINATION**

1. No leave of any kind will be granted to the faculty and staff deployed on examination duty during the period of examination.
2. However in exceptional cases the leave can be granted due to medical emergency and other reasons beyond the control of faculty and staff by director on specific recommendation of Controller of Examination provided the leave on medical grounds is supported by medical certificate issued by the registered medical practitioner.
3. It is desirable that the faculty sanctioned leave during examination makes alternative arrangement with other members of the staff to carry out assigned responsibilities.

#### **UNFAIR MEANS COMMITTEE**

1. The objective of the committee is to insure honesty and fairness during examination.
2. It shall be the responsibility of invigilator to report in writing any mal-practice or anomaly found during the examination to the Director through Controller of Examination.
3. The Director in turn shall handover the matter to the unfair means committee of the college.

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### ROLES & RESPONSIBILITY

1. Convener of the committee shall convene a meeting and discuss the complaint
2. The committee may call the students to seek an explanation and interrogate.
3. The committee shall make necessary enquiry from invigilator and other related witnesses.
4. After hearing all the persons they will report the findings in writing alongwith punitive action (if any mal-practice was detected) to the Director.

### RESPONSIBILITY OF INTERNAL FLYING SQUAD

1. Make surprise visit to examination hall to ensure smooth and fair conduction of exams.
2. Reporting irregularities/anomalies, if any to the Controller of Examination and Director

### EMERGENT STORE REQUIREMENT FOR EXAMINATIONS BY DEPARTMENTS

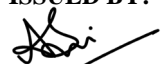
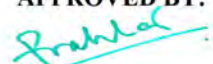
HoDs should provide the details of additional requirement of graph papers, semi log papers, steam tables, steel codes, any type of tables, drawing sheets etc. for the examinations well in advance for provisioning.

### GENERAL

In addition to regular internal examination and university sessional examinations, some external agencies viz. State Govt, Banks and PSU's etc. assign their examinations to the college. Instructions for conduct of such examinations and detailing of faculty and staff on examination duty will be issued by Controller of Examination from time to time which may be followed in later and spirit.

**3.0 ENCLOSURES:** NIL

**4.0 CHANGES DETAILS:** NIL

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