



**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

3. ACADEMIC PROCESSES

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3.1 TEACHING LEARNING PROCESS

This policy outlines the KJSIEIT's approach to teaching and learning. This policy aims to provide a framework for enabling teachers to ensure that all our students experience excellent ambiance for the learning and teaching process. This policy will take care of learning activities which are corresponding to student's needs and abilities, and facilitate students to receive the support and guidance they need to enable them to succeed.

Quality teaching at KJSIEIT is the use of pedagogical techniques to generate learning outcomes for students. The Institute's teaching-learning process involves several dimensions, such as effective delivery of curriculum and course content, a variety of learning contexts (including motivating students for self study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes through tests, assignments, viva-voce examinations, etc. It also involves well-adapted learning environments and student support services.

3.1.1 Policy Statement

At KJSIEIT, students are our first priority – “The Institute is fully committed to safeguarding and promoting the welfare of our students. They are the focal point of all our planning, delivery, evaluation and continuous improvement.” The Institute firmly believes that all students have the potential to succeed and should be empowered to realize their potential.

The Institute adheres to the curriculum prescribed by University of Mumbai (UoM) and has a well laid out plan to implement it. The Principal, Dean Academics, HODs and Internal Quality Assurance Cell(IQAC) play a pivotal role in developing and deploying action plans as per the suggestions and guidelines given by Governing Body (GB) and Departmental Advisory Boards (DABs) for effective implementation of the curriculum. The process for the next semester starts at the end of the current semester itself.

- 1) Planning for the next semester is done at the end of current semester by taking the subject choices from each faculty. This advance distribution of subjects helps for effective preparation and smooth conduction of theory and practical sessions. This also paves the way in introducing innovative



teaching practices and new experiments. The subject distribution is done by taking into consideration the choices, competency and the area of expertise of the faculty.

- 2) The Departmental Quality Circle (DQC), meeting is held before the beginning of semester to chart out the different activities to be conducted during the course of the semester.
- 3) The meeting of DAB, which consists of HOD, Industry representatives, Parent representative, Alumni representative and two senior faculty members of the department, is conducted before the commencement of every semester. DAB acts as the primary source of external guidance for the department & provides advice, assistance and counselling for improvement.
- 4) Rotation of subjects is done as per requirement. Generally a subject is allotted to a faculty at least for three years to ensure the quality teaching.
- 5) To ensure effectiveness and clarity in the teaching-learning process, the training needs of the faculty, if any, are identified and suitable training action is initiated by HOD. Faculty are encouraged to update themselves through Workshops/STTPs/Orientation Programmes/ FDPs and Refresher Courses held in IITs, NITs, Universities and other reputed Institutes.
- 6) The institutional academic calendar and departmental academic calendars are prepared in alignment with the University calendar and displayed on the Institute website and departmental notice boards prior to the commencement of next semester.
- 7) Departmental time-tables are prepared with mutual consultation of all departmental time table co-ordinators under the guidance of the Dean, Academics and the central time table co-ordinator.
- 8) Based on the Academic Calendar and time-table, each faculty prepares date-wise Teaching Plan and the Lab Plan which is verified by Academic Committee (AC) and approved by the HODs. Faculty also maintains a detailed course file/ academic diary for their subject.

- 9) Subject wise assignments and tutorials along with key solutions are prepared beforehand. This kind of planning also facilitates preparation of course/ academic file/ academic diary. Faculty shares hand-outs to the students through Google classroom.
- 10) Model question bank is given to students. Solutions of University examinations papers are available in departmental library.
- 11) Faculty uses various types of Information and Communication Technology (ICT) such as Google Classroom, Internet, Multimedia, you-tube videos, virtual labs etc. Many faculty members participate in MOOCs to gain a better understanding of their subjects.
- 12) The Programme Assessment Committee (PAC) monitors and evaluates the programme delivery. It also prepares periodic reports progress. Monthly monitoring reports regarding syllabus completion are collected and corrective actions are devised in HOD meetings.
- 13) External academic audit is conducted towards the end of the semester.
- 14) IQAC also checks the course/ academic file/ academic diary for attainment of mapping and compliance to Bloom's taxonomy.
- 15) Attendance list of students is displayed on notice board at the end of every month. The information of the same is communicated to the parents through letters/emails, SMS and phone calls.
- 16) Parents-Teachers meetings are conducted twice a semester; which keeps parents updated about the progress of their ward and also about the activities of the respective departments and the Institute.
- 17) Teacher feedback from students for teaching-learning process is taken twice a semester and analysed by HOD for improving the teaching quality.
- 18) During Parent Teacher Meeting (PTM), parents' feedback and suggestions are collected and steps are taken to comply with them.
- 19) In addition to the regular lectures, remedial lectures, revision lectures, doubt-solving sessions are arranged for the academic improvement of students.

- 20) The progress of the students in the form of test marks, assignments, participation in extra and co-curricular activities, etc. is mapped with the course outcomes (CO). Course exit feedback is also taken and attainment of outcomes is calculated from both direct and indirect outcomes.

3.2 LABORATORY POLICY

Laboratory is an important means of instruction in engineering. Objectives that may be achieved through the use of the laboratory are -

- 1) Skills - manipulative, inquiry, investigative, organizational, communicative
- 2) Concepts - for example, hypothesis, theoretical model, taxonomic category
- 3) Cognitive abilities - critical thinking, problem solving, application, analysis, synthesis
- 4) attitudes - for example, curiosity, interest, risk taking, objectivity, precision, confidence, perseverance, satisfaction, responsibility, consensus, collaboration.

Student's batch should not exceed 20 students.

In computer labs one student must get one computer to work on.

3.2.1 Laboratory In charge

For each laboratory one Laboratory In charge will be appointed. His responsibilities are -

- 1) Supervise the Dead Stock Register ,Consumable Registers and instruct the lab assistant accordingly.
- 2) Procurement of the requirements for consumables for the laboratory before the start of every academic year .
- 3) Coordinate with Lab assistant to get done the display of lab time table, name of lab in charge, name of lab assistant, Experiment list, Equipment list etc. on the notice board inside the lab.
- 4) To plan for the procurement of equipment for the academic year in advance.
- 5) To instruct about the infrastructure facilities in the labs are adequate to lab assistant so that each batch has ample opportunity to complete practical's

satisfactorily.

- 6) Conduct oral and practical examinations.
- 7) Instruct Lab Assistant to find if there is any breakage / loss etc. and to recover costs.
- 8) Maintain discipline and instruct lab assistant to manage the cleanliness in the lab .
- 9) Submission of the requisition of consumables to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- 10) Reporting loss or theft to the HOD in writing as soon as they come to know about the missing item in their Lab.

3.2.2 Lab Assistant

Lab Assistant will assist the Lab In charge for proper functioning of the lab.

- 1) To prepare the laboratories for smooth conduction of laboratory session.
- 2) To maintain dead stock register, Consumable Registers and maintenance register.
- 3) To number every new instrument/equipment.
- 4) To get Non-working equipment / Computer repaired and maintain the maintenance record in maintenance card of the equipment.
- 5) To conduct installation of new equipments and maintenance of existing equipments.
- 6) To install software needed for lab sessions.
- 7) To maintain and update the approved supplier list for equipments.
- 8) To get equipments calibrated regularly.

3.2.3 Faculty Conducting Lab

- 1) Faculty conducting practical / projects will be responsible for the respective labs during their practical hours.
- 2) Faculty conducting lab sessions must provide lab manual of his subject to the students.
- 3) Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the

consent of the HOD.

3.2.4 General Instructions to the Students

- ID Card is compulsory while entering the lab.
- Switch off the mobile phone before entering in the lab.
- After entering the lab first keep your bags on the rack.
- All students should carry journal papers during the practical session.
- Do not move the equipment from one table to another without permission.
- Once practical is performed complete write-ups for the same.
- Maintain silence and do not sit idle in the lab.
- Do not play with the instrument & other laboratory equipments.
- Fine will be charged on all the students for any damage done to the instruments by any student.
- During practical sessions other students are not allowed in the lab.
- Switch off the mains supply after practical is over.
- Components, breadboards & experimental kits should be returned to lab. Assistant after practical is over.
- Keep the stools properly at their respective places before leaving the lab.
- Read the lab notice board regularly.
- While doing or removing connections supply should be off.
- Before switching ON the supply get the connection checked by respective subject teacher.
- Do not remove IC from the kits.
- Switch off the equipment if not in use at practical session.
- If you break something, please report it to the person whose lab duty it is.
- If you don't understand how to do something... ASK!
- Please notify the lab assistant or lab-incharge of any problems as early as possible.
- No unauthorized experiments are to be performed. If you are curious about trying a procedure not covered in the experimental procedure, consult with your laboratory instructor.

- Do not leave an on-going experiment unattended.

3.2.5 Purchasing Procedure

1. Requisition (indent) for the required item/consumables/material should be raised by the lab incharge and submitted to the Head of Department in prescribed indent form for scrutiny.
2. Head of the Department will submit this indent form to the store section after scrutiny.
3. Stores Section will forward the Indent to Registrar and submit the same to Principal for final approval.
4. After it is approved by the Principal, Stores Section will be intimated for quotations etc.
5. After sanction by Principal the order is placed.
6. Once the supply is received the concerned lab incharge will certify the quality etc. and forward the bill to Store Section. Store section will forward the bill to Accounts Section for payment after the signatures of Registrar and Principal.
7. The store Section will number the items (in capital) and record the location in the stock Register from time to time.
8. The original bill copy will be kept with Accounts section and photocopies will be kept with stores Section/HOD's.
9. Purchase will be strictly as per the guidelines of the Head Office and all should strictly follow it.

3.2.6 Disposal Policy:

A committee is constituted with Principal , Vice Principal ,All heads of the department , IT System department , Office Superintendent, Accountant , Store & Purchase member as “Scrap –Disposal committee”. Also for Electronic Scrap a Management representative is involved.

Procedure of disposal of Scrap Equipment is defined as follows:

- 1.All the departments give their reports of equipment which are non repairable with the consent of Head of the concern department

2. The Computer can be scrapped only after 7 years of purchase & is non repairable.
3. Electronic scrap, Laboratory equipment scrap is given to a authorized parties for recycling.
4. Other than Electronic scrap is given for disposing to a right vendor.
5. The revenue generated during scrap disposal is deposited to Institute account with the consent of Principal, Vice Principal.

3.2.7 Computer Labs

- No personal information should be stored on the computer.
- Files/Folders should be well organized. Junk information should be cleaned regularly.
- Antivirus should be installed to avoid damage due to virus.
- Computer should be formatted and OS should be re-installed in regular interval of time.
- Record of softwares installed should be maintained.
- Number of prints per printer should be noted with date of change of cartridge/refill of cartridge.
- Renewal of licenses or warranty should be monitored.

3.2.8 Safety Guidelines

- Examine all electrical cords periodically for signs of wear and damage. If damaged electrical cords are discovered, unplug the equipment and have it repaired.
- Properly ground all electrical equipment.
- If sparks are noticed while plugging or unplugging equipment or if the cord feels hot, do not use the equipment until it can be serviced by an electrician.
- Maintain an unobstructed access to all electrical panels.
- Wiring or other electrical modifications must be referred to the Electronics Engineer of Project office.
- Avoid using extension cords whenever possible. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.

3.2.9 Safety Precautions in Chemistry Lab and PCB lab

- Treat every chemical as if it were hazardous.
- Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
- Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
- Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
- Never allow a solvent to come in contact with your skin. Always use gloves.
- Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
- Dispose of waste and broken glassware in proper containers.
- Clean up spills immediately.
- Do not store food in laboratories.

3.3 DISCIPLINARY POLICY

The smooth functioning of the College depends upon observance of discipline by the students. The College can help the students to grow as a responsible human being when disciplinary policies are followed properly. Violation of these policies deprives the students of the advantages of different facilities provided by the College. Following are some of the important disciplinary policies. Parents/Guardians are requested to direct their wards to observe the following disciplinary policies:

1. Students must attend lectures, practicals, tutorials, etc. as per the Time Table.
2. Students whose attendance and/or progress in various tests and examinations is not satisfactory and who do not perform the required number of tutorials and/or practical are likely to lose their terms.
3. Students who do not submit term work in required subjects are likely to lose their term.



4. Prolonged absence even on grounds of ill health may also lead to loss of terms. Defaulter students will be detained will not be allowed to appear for the university Examinations.
5. Students should not get involved in ragging activities. If found, strict action will be taken.
6. Every student must wear a clean and decent dress while coming to the College. Three-fourth pants, sleeveless dresses are not allowed.
7. **Every student must wear the Identity Card as long as he/ she is in the College campus.** It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the College. In case of loss of Identity Card, the matter should be immediately reported to the Principal and an application should be made for a new Identity Card which will be issued on payment of charges.
8. Students should not cause any disturbance to teachers, fellow students or other classes.
9. No student is allowed to display any Notice/Circular/Poster/Banner in the College premises without the prior permission of the Principal.
10. Outsiders are not permitted in the College premises without the prior permission of the Principal.
11. All meetings, cultural programs, debates, elocutions, etc. organized on the College premises must be held in presence of teaching staff members and with the prior permission of the Principal.
12. Students must take proper care of the College property. Strict action will be taken against the student/s damaging College property and will be required to compensate the damage.
13. **Smoking is strictly prohibited in the College premises.**
14. **Use of Mobile Telephones is strictly prohibited in the classrooms, laboratories and library.**
15. Students must not loiter on the floors while the classes are going on.

Following actions may be taken in case of a student violates above rules -

1. Warning to the student.

2. Warning to the student as well as a letter to the parents.
3. Cancellation of Terms.

3.4 ANTI-PLAGIARISM POLICY

Plagiarism is simply using work of other person, without his permission or information and presenting it as your own. Plagiarism is more used in cases of academic world involving paper presentation, thesis, dissertations, projects, articles, experimental data, etc.

The Principal may constitute a 'Plagiarism Enquiry Committee' which will be a permanent standing Committee to which all complaints may be submitted. The Committee may also have the Head of the concerned Department as a Special Invitee. This committee will conduct an enquiry of alleged plagiarism. This committee will submit the report of an enquiry to the principal within a week. It will also recommend appropriate disciplinary action which may depend on the gravity of the case that warrants action.

On receipt of any complaint in writing from the aggrieved person about the incident by the principal, he will instruct the committee in writing to conduct an enquiry and recommend appropriate disciplinary action within 4 weeks.

The Committee may call upon written statements from the person(s) involved and adduce evidence. Notice has to be issued to both the parties to record their versions and statements. Based on the enquiry, the Committee may recommend suitable action, which may be submitted for approval by the Principal. The Principal, with the consent of the Governing Body may order enforcement of the actions suggested by the committee.

During the enquiry period, the alleged faculty member is asked to proceed on leave without pay till the enquiry committee submits the report to principal and recommends appropriate action.

If plagiarism is established, depending on the recommendations of 'Plagiarism Enquiry Committee' the following actions can be initiated against the person involved -

1. Demotion, warning, fine, penalty or combination of any of the above.
2. Termination, cessation of services.

3. In case of termination, the faculty shall not be given recommendation letter by the principal for future employment in India or abroad.
4. The Principal may report the incidence to appropriate law enforcing for necessary action.

3.5 QUALITY MANAGEMENT SYSTEM INCLUDING ACCREDITATIONS

The principal will appoint a ‘Internal Quality Assurance Cell (IQAC)’ which will look after the quality management issues. The IQAC will consists of –

- An Accreditation coordinator. He/she will oversee the preparations for accreditation under guidance of Principal.
- A secretary, to take care of documentation and coordination.
- A program coordinator for each department.

Accreditation coordinator, program coordinators and Heads of departments and Deans, under the guidance of Principal will work together to obtain accreditation. Facilitators will be identified to create awareness and impart training to faculty, staff and students.

This committee should organize awareness workshops on accreditation process for all the faculty and staff members under the guidance of facilitators. In these workshops, the concept and philosophy of accreditation, its benefits and efforts required for obtaining it should be clarified.

3.5.1 Functions of IQAC

- The IQAC should conduct strengths, weaknesses, opportunities and challenges (SWOC) analysis preferably on NAAC / NBA criteria and design strategies to tap the strengths, grab the opportunities, minimize the weaknesses and face the challenges.
- The IQAC should identify the issues and challenges and analyze them for designing the strategies to achieve the quality goals.
- The IQAC should assess the performance of the programmes NAAC / NBA criteria and ensure that they get A grade, then only Institute should start action for preparation for NAAC/NBA accreditation. Otherwise Institute should prepare action plan to improve performance on the criteria where it scored less points.

- IQAC should maintain significant and direct documents which can be used as evidence for quality & do adequate preparation before applying for NAAC/NBA certification in the light of NAAC/NBA criteria, parameters and procedures.
- The IQAC should craft the mission and vision statements for the Institute. The vision should be achievable and realistic. Department vision should be aligned with that of Institute. Achievement of every goal should be measurable and be supported by documents.
- The IQAC should document its best practices on various criteria of NAAC/NBA. It should publicize the best practices through print and electronic media.
- Policy document stating the policies related, rewards, training and development, use of resources, use of information technology etc.

3.6 EXPERIMENTAL LEARNING INITIATIVE

1. The Experiential learning Initiative is a program of participation in activities that promote professionalism, lifelong learning, commitment to community and the profession.
2. Experiential learning seeks to leverage local resources and integrate the community in education, both inside and out of the classroom environment.
3. All students are strongly encouraged to take advantage of the experiential learning opportunities that become available throughout their College career.
4. Project-Based Learning intensive workshops are organized where teams of faculty and administrators from colleges will gain knowledge about project-based learning and make tangible progress to integrate those concepts into their own curricula.
5. Project-based initiatives are taken which include classroom projects in a wide range of disciplines, mini-projects for second year students, community-based project.
6. Project-based learning offers students real-world opportunities to research issues, think critically, gain new perspectives, solve problems, and develop written and oral communication skills all within the framework of a team environment and guided by engaged and involved faculty.
7. Experimental Learning Committee comprised of dedicated, engaged and

knowledgeable students and faculty should be formulated.

8. Departments should develop plans, including an assessment component, for enhancing community involvement.
9. A funding plan should be developed, in conjunction with the strategic plan, which clearly identifies the appropriate level of base funding for community engagement and experiential learning.
10. We should have faculty speaker series at our campus. These are informal talks and the topics can be academic in nature, related to areas of personal interest, or research experiences.
11. Faculty members can involve their students through course-related and/or service-learning projects.
12. Students, staff, and faculty are always welcome to volunteer in any capacity at campus. This might involve assisting in existing recreation programs, creating new ongoing activities, offering a "short course" on a particular subject.
13. Encourage interdisciplinary and multi-level collaboration among the students of other institutes.
14. Institute faculty will use case studies and proven materials to help participants -
 - Bring project work into their classes, seminars, and capstones and learn how to use projects to help students make interdisciplinary connections.
 - Use faculty-guided project work to strengthen service-learning, study abroad, and internship programs.
 - Develop the fundamental skills needed to make project-based learning work for students, including student team formation and development, evidence-based thinking and writing, and strategies for attacking open-ended problems.
 - Create faculty development plans to support project-based learning, including community networks and partnerships with external organizations.
 - Use student project work as a key component for overall program evaluation and student learning assessment.
 - Build relationships with teams from other institutions to share ideas and experiences.

- This Policy shall be reviewed at least once every five years.

3.7 RESEARCH AND DEVELOPMENT POLICY

K J Somaiya Institute of Engineering & IT exists primarily for the intellectual life of its students and faculty. Intellectual life cannot be maintained, much less flourish, without constant growth. Therefore, the Institute encourages all members of its faculty to engage in scholarly research and the development of new teaching skills and competencies. Research and teaching is the province of the faculty.

The Committee on Faculty Research and Development is formed which comprises of senior faculty of the institute. This committee shall review and administer policies of institutional support for faculty research, development, and sabbatical leaves and shall encourage and assist faculty in securing outside funding for research and development activities.

The powers, duties and functions of the Research Committee shall be:

- 1) Making decisions concerning the load reductions, and technology grants. These decisions are reported to the management upon whose approval they become effective.
- 2) Encouraging faculty members to write proposal seek grants from external sources like CSIR, UGC, AICTE, DST DAE etc.
- 3) Recommending support needed by the faculty for research and development to the principal.
- 4) The Committee also has the responsibility of preparing projected and revised budgets for research.
- 5) Formulating recommendations and policy for the strategic development of research and research training, in conjunction with other relevant committees of the institute.
- 6) To monitor operational goals within the context of the Institute's Strategic Plan and to monitor and enhance the quality of the Institute's research performance and research environment.
- 7) To advise the Principal and management on national and international trends on the development of performance indicators for research, the appropriate use of funds

allocated to research and research infrastructure, proposals for change in policy and any other research-related matters that may arise from time to time.

In carrying out its responsibilities, the Research Committee shall be entitled to rely upon advice and information that it receives in its discussions and communications with management and such experts, advisors and professionals with whom the Research Committee may consult.

The Research Committee may perform such other functions as may be requested by the management from time to time.

The Research Committee should submit feedback concerning research and development to the management regularly.

The Research Committee generally is to meet once in a month in person or by conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, with any additional meetings as deemed necessary or appropriate by the Research Committee.

3.7.1 Norms for sanction of institute fund.

1. The policy for payment of incentives is aimed at motivating faculty members by recognizing their outstanding performance.
2. The incentives for publications in referred journals will be provided to faculty members as follows-
 - a) Journal having impact factor above 3 : Rs. 3000 /- per publication
 - b) Journal having impact factor between 2 and 3 : Rs. 1500 /- per publication
3. If a faculty is the first author in a paper and intends to present it in reputed international conference hosted outside India, the institute shall grant / reimburse total amount paid towards registration fee by individual faculty.
4. An additional amount will be sanctioned towards the expenditure incurred for TA / DA. The recognition / reputation of such a conference will be at the discretion of Research Committee, Principal and management

5. A faculty can avail this facility if he/she is the first author for the paper and the affiliation for the paper is to K J Somaiya Institute of Engineering & IT.
6. The above incentives can be availed by the faculty once in a year.
7. Any additional sanction is subject to a maximum of one project / consultancy work / journal paper only.
8. The sanction / permission is subject to the final approval from Management from time to time wherever is applicable.

3.8 FACULTY DEVELOPMENT GRANTS POLICY

- Faculty is encouraged to participate in Faculty Development Programmes like STTPs, paper presentation, workshops, seminars and training programmes.
- Every faculty can get a faculty development grant up to Rs. 15000 /- per academic year for participating in such programmes. For availing this financial support, HOD should give recommendations stating how a particular programme is useful for the faculty.
- Each faculty member is eligible for faculty development grant only once in an academic year. In the same year, a faculty member who receives a faculty development grant cannot benefit from a paid research leave for Ph.D. and vice versa.
- Faculty members are advised to participate in such programmes during the vacation period. However special cases will be considered on recommendations of Dean-Academics and respective HOD. If the faculty member is participating in such programmes during non-vacational period, OD will be sanctioned for this period.

3.8.1 Procedure for Applying

- Fill the application in prescribed format indicating benefits of the training programme and get approval from HOD.
- The application will be studied by Dean-Academics who will recommend the application to the Principal for approval.
- Provide clarifications to Principal or account section if needed.

3.8.2 After FDP

- Faculty member must submit a report on the skills he/she has acquired through FDP to respective HOD.
- Faculty member must give presentation to the departmental staff and share the knowledge he/she has got through FDP.
- A record of such programmes is to be maintained by the all faculty members and should be provided to HOD as and when required.

3.8.3 Deputation for Ph.D.

- As per Higher Education Policy of SVV 2012 (Annexure – I)

3.9 CONSULTANCY POLICY

As per the University Circular No. APD/449/1 of 2012 dated 18th February 2012 Consultancy Services may be offered by the teachers of the Institute to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute. The norms mentioned in the said circular will be followed for resource generation through consultancy services. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions. Consultancy services offered may cover a variety of activities such as Feasibility Studies, Technology Assessments, Assessment of Designs and Product Design, Software Development, General Troubleshooting and so on.

3.9.1 Project Category

- Each project shall be undertaken either under Standard Terms and Conditions that includes the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions.
- Specific research agreement or Memorandum of Understanding describing the details of contract which includes the projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MOU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the

parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

- Consultancy and related services offered will be divided mainly into two categories such as expert advice and development projects or testing projects.

3.9.2 Eligibility for Undertaking Consultation

Consultancy and related assignments can be taken up by full time faculty. Any employee of the Institute may take up consultancy work with prior approval of the Principal. All employees undertaking consultancy shall hereinafter be referred to as Consultant.

3.9.3 Conflict of Interest

- Consultants shall disclose to the Dean (R&D) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Dean (R&D) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.
- Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non- profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.

3.9.4 General Consultancy Rules

Consultancy work taken up by Consultants is subject to the following limits:

- The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
- Ordinarily, permission cannot be granted for more than 5 assignment at a time. However the exception cases, same may be considered ,provided proper time management is ensured.
- Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
- The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
- Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.

3.9.5 Travel Rules

- Travel out of the campus on account of consultancy activities should be undertaken with prior intimation to the Head of the Department. In case of Heads of these entities, intimations should be sent to the Principal.
- It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

3.9.6 Project Execution Rules

- Consultancy projects are normally initiated by requests / enquiries from the

industry directly to the Institute or by discussion between the industry and the Consultants.

- When the enquiry is directly received by the Institute, the work will be assigned to specific consultants or groups of consultants depending on their expertise, and existing commitments, by the Dean R&D.
- In the event of a client preferring the services of a specific consultant, the assignment may be assigned to the identified person, provided the requirements. All acceptance letters will be sent by the Dean (R&D)/Principal.
- Consultancy project proposals (prepared in response to a client's request) are to be approved by the Dean (R&D) who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-a-vis the scope, in order to obtain clarity before the consultant prepares the cost estimates.
- In extreme emergencies, a consultant may take up an assignment with intimation to the Dean(R&D), and then seek approval. It would, however, be necessary to ensure that the task involved is not a major one entailing total charges not more than Rs.50,000/- or, two days of faculty time, and payments are made immediately, well before submission of any formal report.
- The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.
- The minimum charges applicable in respect of consultancy jobs will be Rs.10,000 excluding any applicable tax.
- It is desirable that Preliminary Diagnostic Discussions / Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of Rs.5,000/- per day or part thereof, in addition to travel and incidental expenses as applicable.
- Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the

Institute will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

- The services of external consultants (especially retired Faculty) may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants which may include will be entitled to a lump sum consultant fees which may be fixed after taking into account essential expenditure directly related to the assignment. Normal deductions by way of Institutional charges, and mandatory taxes will, however, be made.

3.9.7 Payment Schedule Rules

- The charges for any assignment are normally payable in advance. However, exceptions may be made in respect of assignments involving charges exceeding Rs. 1,00,000/- and with implementation periods exceeding three months.
- In the case of large assignments, a payment schedule linked to milestones can be worked out. Such a payment schedule should ensure that (i) advance payment is received for every segment of work, and (ii) the number of instalments is reasonable and consistent with ease of implementation. The number of instalments may not exceed four for a project implemented over a one-year period, and, this number needs to be scaled down accordingly for shorter duration projects.

3.9.8 Rules for Costing of Consultancy Projects

The consultancy project costing is based on the following component charges-

- Consultant Fees will include charges for the time of the Institute and External Consultants.
- The Charges will also include the charges for Personnel engaged in Technical Services is payable to the permanent employees of the Institute for their effort in the execution of the project.
- The charges should also take into account the salaries payable to temporary staff employed specifically for the project.

- Operational Expenses include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and all other expenses related to the consultancy project. These also include Equipment Utilization Charges for the usage of institute equipment for all consultancy projects, which will be transferred to the respective Departmental Development Fund (DDF).
- The overheads will be charged based on the salaries given to employees and the operational expenses as applicable. Capital Equipment will include charges for the purchase of specific equipment for implementation of consultancy projects. No overheads are charged on this. Service tax and other taxes as applicable shall be provided for in the project cost.

3.9.9 Disbursement Rules

The disbursement of Consultant Fees (CF) and Charges for Personnel engaged in Technical Services (CPTS) are as given below-

- If the project cost is below 1,00,000/-, then the amount is distributed amongst the persons involved in the successful completion of project as per their contribution. If the project cost exceeds 1,00,000/-, then the distribution of amount amongst the persons involved will be carried out as per the policies decided by the institute.
- In the case of short duration jobs entailing full advance payment, full disbursement to be made upon completion of the job and receipt of (i) a completion certificate from the project leader and (ii) the project completion report.
- In the case of long duration jobs entailing advance payment of instalments linked to milestones, partial disbursements may be made; such disbursements will be linked to the phase-wise Charges and Consultant Fees as per estimates to be provided by the project leader and the phase-wise completion certificate.
- A separate ledger account shall be opened and maintained by the Department/College/Institution for resource generated from the activities and the same shall be utilized for infrastructure development and other facilities as may be deemed fit mutually by the Head of Dept./Principal of the

College/Director of Institution and the teacher generating said resources. Dead Stock Register shall be maintained wherever applicable. The Department/College/Institution shall be accountable for the same. The University/Govt. shall verify the records, as and when required.

- There shall be no bearing on the grant in aid (salary/non salary grant) of the Department/College/Institute and that the Department/College/institute shall continue to enjoy the same grants, irrespective of the revenue generated from the said activities.
- The sharing of revenue generated from various assignments/activities shall be as follows:
 - a. The expenditure incurred as direct cost and recurring cost shall be deducted from the resource generated before the sharing the funds/resources.
 - b. If the infrastructure of Dept./College/Institute is used, the said sharing will be in the ratio of 30:70, wherein, the share of 30% after deduction of the expenditure as envisaged here in above shall be paid to the College/Dept./Institute, while 70% shall be retained by the concerned teacher/s.
 - c. However if no infrastructure of Dept./College/Institute is used, then the said sharing shall be in the ratio of 10:90 wherein, the share of 10% after deduction of the expenditure as envisaged here in above, shall be paid to the College/Dept./Institute, while 90% shall be retained by the concerned teacher/s.

3.9.10 Important Guidelines

- 1) All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.
- 2) Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the PI/ Co-PI themselves, then by the concerned Head/ experts/mentors in the department, followed by other

- eminent researchers in the field. The proposal shall then be vetted by the research review committee (RRC) before submission to the funding agency.
- 3) All applications related with R&D shall be routed through the Dean R&D along With one hard copy for R&D records. A soft copy shall also be emailed to the Dean R&D; and the department representative in R&D cell as well as the HOD shall be copied on the email.
 - 4) Separate dead stock registers shall be maintained for all R&D as well as externally funded projects in every department.
 - 5) Purchase of instruments, software, etc. and the audit report made as per KJSIEIT accounts dept guidelines.
 - 6) Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
 - 7) The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
 - 8) In case the Principal Investigator leaves the institute; all the items, instruments, software, etc. purchased shall remain as an asset of the institute.
 - 9) All HODs must regularly and diligently update the R&D information and achievements of their departments in the R&D page on the institute website through Dean R&D.
 - 10) All the meeting with outside agencies and organization related to R&D shall go through Dean R&D.
 - 11) All the PI of funded /non funded projects shall submit half yearly report to Dean R&D through concerned HOD .After the completion of the project one copy of final report shall also be submitted to Dean R&D.

3.9.11 Policy for Procurement and Maintenance

- 1) The purchase committee for any research project shall comprise of, The Principal, Dean R&D, concerned HOD and PI/ Co-PI. Their role is to streamline the purchase requests and gauge its utility; in completion of the project. The said committee shall also look into the recruitment of JRF/

- SRF, if any.
- 2) The accounts department shall submit a photocopy of, the sanctioned letter and cheque/ DD to the concerned Principal Investigator (PI) of the research project.
 - 3) The P.I. shall immediately plan and apply in writing to the Principal, through Dean R&D for releasing the funds (towards, travel, contingency, consumables, books, technical assistance, hiring charges, etc. i.e. excluding the equipment cost and salary, if any). The Accounts Department shall immediately release the amount on receiving the sanction from the Principal. The PI shall settle the accounts, for the released amount on or before 31st of March every year.
 - 4) The PI shall also plan for purchase of equipments as per the existing purchase procedure of the institute. A minimum of three quotations are necessary for the equipments to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification. The entire purchase of equipments for the research project shall be completed, positively within one month of receiving the grant for the same from the management or the funding agencies.
 - 5) All the sanctioned funds shall be spent as per the guidelines of the concerned funding agency.
 - 6) All the equipments purchased, shall first be registered in the Stores and then in the dead stock register of the R&D in the department. This will help to have a uniform procedure and smooth functioning of purchase procedure under R&D. The total expenditure under R&D can then be easily identified.
 - 7) In case PI leaves the institute, the Co-PI shall be fully responsible to complete the project as per the guidelines of the concerned apex bodies.
 - 8) The PI/ Co PI shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents shall also be marked to Dean R&D for records.

3.9.12 Seed Money

Seed money for R&D project shall be distributed by the following procedure:

- 1) Submission of proposal/s to funding agency.
- 2) Application for seed money through the respective HOD
- 3) Scrutiny by R&D cell and /or RRC on sanction of the submitted project
- 4) 25 % of the sanctioned project cost shall be given as seed money from the department R&D budget to start the procurement which will be recovered at a later stage after receiving the grant.
- 5) In case of non funded projects, proposals should be submitted to the Principal of the institute through the respective HOD and Dean R&D. Scrutiny (by R&D Cell and/ or RRC) and sanction of amount shall be done by Research Review Committee (RRC) .

3.9.13 Research Review Committee (RRC)

This committee (RRC) is formulated to specifically oversee the research proposals by faculty and students. The RRC shall comprise of,

Principal as a chairman, Research promotion Officer (SVV), Dean R&D, Research Advisory Committee member (concerned subject), Head of Department (concerned Dept.), Subject Expert/ Mentor

All the prospective Principal Investigators should ensure that the research proposal is presented before the RRC well in advance prior to the submission. It may kindly be noted that, the research proposal of faculty shall be submitted to the funding agency only after presentation to RRC. In addition to this, the RRC shall also look into,

- Collaboration with research organizations

- MoU with industries and overseas universities
- Training and Consultancy
- Continuing Education (including Add on Modules)

Industry Sponsored Projects

3.10 INDUSTRY INSTITUTE INTERACTION POLICY

Industry Institute Interaction Cell (IIIC) IS established at the institute to bridge the gap between academic and community world. The main aim of IIIC is to enhance industry interaction with students and faculty of various departments. Industry Institute Interaction Cell is lead by Dean-Industry Institute Interaction and comprises of one faculty member from each department. Major objectives of IIIC are

- 1) To sign MOU with different industries for various academic activities.
- 2) To identify students project work in industries.
- 3) To organize Job Fair to increase placement of the institute.
- 4) To arrange guest lecturers/seminars of industry experts at regular interval to update knowledge of students and faculty.
- 5) To organize industrial visits / training to students and faculty.
- 6) To encourage students to join internship programs at various industries.

3.11 ALUMNI CORPORATE RELATIONS

By maintaining close contacts with alumni, KJSIEIT will try to strengthen college position within society, to facilitate opportunities for contacts between students, employees and alumni, and to receive support from active alumni, not only financially, but also in the form of advice and other services. KJSIEIT actively pursue every opportunity to foster stronger links with our alumni through Alumni and Corporate Relations Committee.

The Alumni and Corporate Relations Committee comprises of Dean- Alumni and Corporate Relations, 4 Departmental Alumni Co-ordinators and Alumni Representatives. The Alumni and Corporate Relations Committee conducts regular meetings with Alumni to discuss the strategies, policies, upcoming plans, initiatives and grievances.

3.11.1 Membership

Any student who has successfully completed Bachelor degree from KJSIEIT is eligible to be a member of KJSIEIT Alumni Association and lifetime membership fee of Rs.1000/-.

3.11.2 Facilities for Alumni

To keep in touch with Alumni, and to maintain relations with alumni, KJSIEIT Alumni and Corporate Relations Committee has come up with the following initiatives -

- 1) **Alumni Help desk:** This deals with all queries related to transcripts, faculty weekly offs, availability of faculty members, Leaving Certificate etc.
- 2) **Alumni Referral Program:** For all our graduates, this is a platform to stay in touch with classmates as well as alumni from different batches, interact, network and explore new opportunities in each others' domains.
- 3) **Alumni Mentoring Program:** For our experienced alumni who wish to mentor and can contribute towards the welfare of young graduates, fresh pass-outs and current students from KJSIEIT.
- 4) **Alumni Privilege Card:** Our alumnus can now enjoy the benefits of using our Library facilities even after they graduate. Alumnus can issue books, use library space & internet facilities.
- 5) **College Infrastructure at concessional rates:** College can provide auditorium, college ground with prior permission from higher authority.
- 6) **Annual Alumni Meet:** KJSIEIT Alumni and Corporate Relations Committee organizes an annual get together called AlumNite in the month of January. The idea behind organizing AlumNite is to let KJSIEIT reconnect with its Alumni, let the Alumni relieve the old days by meeting their old friends and to grow their professional network by making new friends.
- 7) **Alumni Newsletter:** Best way we feel our alumni can get information about current happenings in college, Updates about their batch mates and other information related to college.



Annexure I

Higher Education Policy by SVV