



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

**3. ACADEMIC PROCESSES**

**INDEX**

<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
3.1	Teaching Learning Process	3-3
	3.1.1 Policy Statement	3-3
3.2	Laboratory Policies	3-6
	3.2.1 Laboratory Incharge	3-6
	3.2.2 Lab Assistant	3-7
	3.2.3 Faculty Conducting Lab	3-7
	3.2.4 General Instructions to Students	3-7
	3.2.5 Purchasing Procedure	3-8
	3.2.6 Disposal Policy	3-9
	3.2.7 Computer Labs	3-9
	3.2.8 Safety Guidelines	3-10
	3.2.9 Safety Precautions in Chemistry and PCB Lab	3-10
3.3	Disciplinary Policy	3-11
3.4	Anti Plagiarism Policy	3-12

### 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

#### 3.1.2 Load Distribution:

- 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.

- 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.
- 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.

### **3.1.3 Academic Calendar:**

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.

### **3.1.4 Time Table Preparation:**

- 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.
- 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.

### 3.1.5 DQC/DAB and PAC:

- 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.
- 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.
- 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

### 3.1.6 Internal Academic Monitoring

- 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
- 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.

**3.1.7 Monthly Academic Monitoring:**

At the end of every month Academic committee members of respective department collect data from each faculty about the completion of syllabus, conduction and compensation of lectures if any.

**3.1.8 Term Test:**

- **Two Tests are conducted as per the dates mentioned in Academic Calendar.** Average of both tests is considered for passing marks.
- **Weak and Bright Students:**  
Based on Term Test 1 marks department find out the weak students per subject

**3.1.9 Remedial Lectures:**

In addition to the regular lectures, remedial lectures, revision lectures, doubt-solving sessions are arranged for the academic improvement of students.

**3.1.10 Faculty Feedback:**

Teacher feedback from students for teaching-learning process is taken twice a semester and analysed by HOD for improving the teaching quality.

**3.1.11 Attendance Record:**

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.

### **3.1.12 Parent Teacher Meeting:**

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.

During Parent Teacher Meeting (PTM), parents' feedback and suggestions are collected and steps are taken to comply with them.

### **3.1.13 External Academic Audit:**

External academic audit is conducted towards the end of the semester

## **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 consist of 15 to 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) To maintain the Dead Stock Register and Consumable Registers with the

help of lab assistant.

- 2) To find out the requirements for consumables for the laboratory and procure the same, before the start of every academic year.
- 3) To display 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 see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- 6) To organize the laboratory for oral and practical examinations.
- 7) To find in there is any breakage / loss etc. and recover costs.
- 8) To ensure the cleanliness of the lab and switch off all equipment after use.
- 9) Requisition of consumables shall be submitted 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 (if 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**

Non-working equipments which are not repairable should be disposed off with the consent of HOD and Principal.

Computer should be replaced after every seven years.

### **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 Shop or the Building Coordinator.
- 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 better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the College. Following are some of the important rules of discipline. Parents/Guardians are requested to direct their wards to observe the following Rules of Discipline:

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.
4. Refusal of admission in the next term or academic year.
5. Cancellation of admission.

### **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.