



Shree Rahul Education Society's (Regd.)

SHREE L. R. TIWARI COLLEGE OF ENGINEERING

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(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

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Code of Conduct Handbook

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I. Principal code of conduct

Principals of highly effective colleges are well-respected leaders who are not afraid to serve their teachers and students. They lead by example. They listen to their students' ideas and set a cooperative tone. A principal's influence is far-reaching and his continues efforts bring out the change needed to for the betterment of the institution. For this reason, principals are held to high ethical standards and are required to adhere to a strict code of conduct.

- Principals must stand by their word. They need to honor all aspects of their employment contract.
- Unethical conduct includes abandoning the job and leaving the position without a mutual agreement in place to do so.
- The welfare of the children is the highest priority, and failing to provide adequate supervision on and off campus equates to total disregard for the position held.
- Felonies and misdemeanors are considered in violation of ethical conduct. Principals must disclose any acts that result in criminal and civil charges against them.
- Principals should empower all staff members and students to reach their maximum potential.

II. Student code of conduct

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior.

Personal conduct

All students must:

- treat all employees, honorary appointees, consultants, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity.
- maintain a cooperative and collaborative approach to inter-personal relationships; act honestly and ethically in their dealings with employees, honorary appointees, consultants, volunteers, any other members of the public and other students.
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, volunteers any other members of the public and other students to carry out their study or research work.
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

III. Academic Conduct

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent.
- It is student's responsibility to maintain information about key dates and deadlines, read all official correspondence, including email.

- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- behave professionally, ethically and respectfully in all dealings during placements.
- use University resources, including information and communication technology resources, in a lawful and ethical manner.

III. Teaching and Non-teaching staff code of conduct

Exclusivity of Service

- The College does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the College at all times. Accordingly, you must not, without the written consent of the College, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the College.
- It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify the college and Principal of any employment or engagement which you intend to undertake whilst in the employment of the college. (including any such employment or engagement which commenced before your employment began with the college).
- Specific Aspects
- Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions.
- Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.

Working with Integrity

All the teaching and non-teaching staff members should be aware that:

- They must not be under the influence of alcohol, use illicit drugs or other illegal substances while at work. (If taking medication staff must seek the advice of their doctor to ensure that the medication will not impede their ability to do their job in a safe and satisfactory way.)
- If the staffs are offered favors, gifts which could be thought in any way to be compromising, they must inform the Principal or Chair of Governors immediately before fully accepting the gift.
- All staff have personal responsibilities regarding attendance and punctuality.

- If staff are unable to work because of sickness they must inform the Principal directly at the start of the school day or earlier, if possible (which is always appreciated to allow for arrangement of cover).
- An indication of the number of days of absence expected and an explanation for absence including nature of sickness should be given.

Choice and Use of Teaching Materials

- Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal, or one of the Vice Principals, for confirmation of its suitability.

Relationships and Attitudes

- Staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation.
- Following any incident where a member of staff feels that his/her actions have been or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal, Vice Principal (Pastoral) or Bursar.
- A complaint relating to inappropriate conduct on the part of a member of staff will be dealt with under the College procedures.
- A concern for fairness and for the welfare, dignity and protection of staff and pupils will be paramount.

**DUTIES & RESPONSIBILITIES OF
STAFF, FUNCTIONS OF VARIOUS COMMITTEES & PROCEDURES**

Objective:

To contribute to the effective functioning of the Institution so that a quality and consistent ethical review mechanism for allover development of the students is put in place.

Preamble:

The college seeks to provide and sustain an environment conducive to sharing, extending, critically examining knowledge and values, and to furthering the search for truth. For the effective performance of this mission various committees are formed. The ‘Duties & Responsibilities of various Committees and their procedures’ mentioned below, shall come into effect from 1/07/2012 and shall remain unaltered until further notification. The contents mentioned below, either in full or in part, are liable to be modified by the College Management at any time, by due notification.

1. Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /in- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD). In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees.

1.1. Class Advisor

- a. To display the session plan and portion for Class Test I on the respective Notice Board.
- b. To guide the students about rules of attendance (general), Industrial Visits, sports, Utsav, etc.
- c. Address students' queries.
- d. Meeting the parents of students, especially defaulters.
- e. To inform the HOD/Principal about making alternate arrangement for lectures and practicals when a faculty is absent.
- f. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
- g. Collect information regarding weaker students from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- h. Identify good students and motivate them to excel.
- i. Update data regarding student's achievements in academics, sports, extracurricular activities etc.
- j. Any other duty assigned by the Principal.

1.2. Attendance Committee:

A. Faculty Role

- i.** Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- ii.** Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- iii.** Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively.
- iv.** After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated. Faculty shall grant this attendance, only if the students bring this to their notice well in advance in the prescribed format. Submit the duly filled in attendance sheet at the end of each attendance period to the assigned lab assistants.
- v.** After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display through brought by the student.
- vii.** To encourage participation from students in College activities like Utsav, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permissions granted by the concerned authorities for the same and fulfill 75% attendance criteria at the end of the semester in the concerned subject.
- vi.** Any other duty assigned by the Principal.

B. Role of Attendance Committee:-

- i.** The attendance periods for a semester shall be prepared in advance.
- ii.** The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted.
- iii.** The attendance list shall be displayed within two days of receiving the attendance sheets.

iv. Make Form C available to students and introduce changes within three Days of display of the attendance list

v. Prepare the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians.

vi. One copy of the same shall be handed over to the respective class Adviser.

vii. Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on for subject teachers' ready reference.

viii. Any other duty assigned by the Principal.

C. Role of Class Advisor

i. To announce defaulters' names in the classroom and collect the COE signatures as well as the class representative's.

ii. To meet guardians of students defaulting in more than 50% of heads.

Explain the importance of attendance and other college activities and collect

1.3 Time Table Committee:-

1.3.1 To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).

1.3.2 To collect the following information from the HOD:

a. Teaching load distribution (Individual faculty's teaching load in the department).

b. Sharing teaching load from other departments.

c. Lab-wise subject allotment.

d. Assigning of classrooms and tutorial rooms.

e. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).

f. Department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).

1.3.3 If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.

1.3.4 To prepare the Academic Calendar and get it approved from the Principal.

1.3.5 With the information gathered, prepare a draft of the class timetables.

1.3.6 Prepare the class timetables in the predefined Excel Format.

1.3.7 referring to the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.

1.3.8 Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.

1.3.9 Display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.

1.3.10 With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.

1.3.11 a copy of academic calendar and all time tables are to be mailed to the Director.

1.3.12 Make the class timetables available in the Documentation Room for students' Reference.

1.3.13 To gather the following information from Committee Conveners, HODs and the Principal in order to prepare Academic Calendar:

- a. Term start and end dates.
- b. Public holidays.
- c. Dates for Class Tests 1 and 2
- d. Dates for annual functions and festivals (e.g.Utsav.)
- e. Days for activities like Freshet's day, Traditional day, Rose day, Teachers day, Engineers day etc
- f. Industrial Visits.
- g. QIPs (short term courses, conferences, seminars, symposia and so on).
- h. Term work submission dates.

1.3.14 to display the academic calendar for the information of students and staff. Also, a Soft copy shall be made available on share on library and hard copy shall be kept in the Documentation Room.

1.3.15 to prepare documents and annexure related to LMC report, Mandatory disclosure etc. as per requirement of the University of Mumbai and AICTE under the guidance of the Principal.

1.3.16 Any other duty assigned by the Principal.

1.4. Sports & Cultural Committee:

Responsibilities

- i. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- iv. Procedure to organize cultural events:
 - a. To prepare the Annual Budget for various cultural events.
 - b. To obtain formal permission from the College authorities to arrange programs.
 - c. To decide the date, time and agenda of the programs.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants.

1.4.1 The committee shall display on the Notice Board/Website information about festivals to be celebrated.

1.4.2 Events arranged for students in coordination with 'Students Cultural Committee' are

- a) Freshet's Day
- b) Teachers' Day
- c) Festival Celebrations
- d) Engineers Day
- e) Utsav Events

Sports Committee

Following are the responsibilities of the Sports Committee:

- a. Keeping stock of previous and current years' sports goods.
- B. Ordering sports goods.
- c. Arranging the venues for sports events
- d. Drawing lots for various sports.

1.5. Unfair Means Committee:

It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Unfair Means Committee of the college.

Role and Responsibilities

- a) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- b) The Committee may call the candidate to seek an explanation and hear him/her.
- c) Explanation shall be taken in writing.
- d) The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- e) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the University guidelines/norms.
- f) Any other duty assigned by the Principal.

1.6. Placement Committee:

1.6.1 Introduction: The Placement Committee shall organize Campus Placement Programs for various companies visiting our institute during the placement season under the guidance of the TPO. Usually it starts immediately after the 5th semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

1.6.2 Roles and Responsibilities:

In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members. He/She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Principal. The requisition for tea, coffee, snacks, lunch etc. indicating number of guests, shall also be prepared. The same is handed over to the Principal. The Convener shall also prepare a budget for the Placement Cell.

The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R. Managers of these firms under the guidance of the TPO. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students.

Following are the roles and responsibilities allocated to the members of the Placement Committee:

- a) **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program in the Seminar Hall. Students shall sign against their names.
- b) **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.
- c) **Scrolling Board:** To welcome the company delegates to Slrtce with the date and time.
- d) **Seminar Hall:** To arrange the Assembly Hall for the pre-placement talk and Company presentation i.e., sound system, L.C.D. projector, chairs, table etc.
- e) **Classrooms:** Classrooms are allotted for the aptitude test and group discussion. Table, papers, stationery, drinking water etc. shall be arranged.
- f) **Interview Rooms:** Usually third floor labs are arranged for personal and technical interviews. Table, chairs, papers, stationary items etc. shall be kept ready.
- g) **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.
- h) **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to

Slrtce canteen. Timings are also specified. Food is served in the Board Room.

- i) **Records:** Records of the lists of students placed, company name, branch and salary Offered shall be maintained.
- j) **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.
- k) During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance.
- l) Any other duty assigned by the Principal.

2. Course File

The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. It also includes a continuous report of the evaluation of students' progress. The teaching faculty is expected to complete the course file and submit it to the concerned HOD/Principal within 15 days of the last instruction day of the concerned semester. The details required for the completion of the course file, along with the deadline and the source of data

Is as follows:

Sr. No.	Contents	Time To Complete	Source
1	List of registered students	One week prior to the first day of instruction.	Attendance Committee
2	Individual Time Table copy	One week prior to the first day of instruction or 3 days after display of final time table.	Time Table Committee
3	Lecture Session Plan Display.	3 days before the first day of instruction.	
4	Lecture Session Plan Execution.	Immediately after every lecture throughout the semester. At least one day before the lecture.	
5	Lecture Plan or brief lecture Assignment / tutorial sheets	One week prior to the first day of instruction.	
6	Attendance sheet of Lecture Practical	Immediately after the submissions.	Attendance Committee
7	Journal Submission Record		
8	Progressive Term work Evaluation Sheet	Regularly Updated after each Expt./Tut/Assign/Class Test	

3. Laboratory

3.1 Duties and responsibilities of the Laboratory In-charge

- a. To maintain the Dead Stock Register and Consumable Registers.
- b. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily and to organize the laboratory for oral and practical examinations.
- e. To hold those responsible for any breakage / loss etc. and recover costs.
- f. To ensure the cleanliness of the lab and switch off all equipment after use.
- g. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- h. Any other duty as may be assigned by the HOD/Principal from time to time.
- i. In order to prevent theft/damage, the Lab In-charge shall take the following Action:
- j. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in the Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- k. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- l. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

3.2 Duties and Responsibilities of Lab Assistants

- a. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- b. Lab Assistants shall be available for maintenance and care of resources/services of the institute.

- c. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- d. Lab Assistants in coordination with Lab In-charge should display
 - (i) List of Equipments/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table
 - (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- e. Any other assignments as given by HOD/Principal.

3.3 Duties and Responsibilities of Faculty in respect of Labs.

- a. Faculty conducting practicals / projects shall be responsible for the respective labs during the practical hours.
- b. 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.
- c. In order to prevent theft, faculty members are advised to take the following action.
 - i. Before starting the practicals/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
 - ii. As far as possible, allot the same PC to the same individual/same Group of students (in case of projects).
- d. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

4. Examination

4.1 Responsibility of the Principal

- 4.1.1 The Principal is the in-house Chief Conductor of University Examination.
- 4.1.2 To appoint COE
- 4.1.3 To appoint Examination Committee in coordination with HODs and COE
- 4.1.4 To appoint internal Flying Squad, Supervisors and other human resources for smooth conducting of examination in the College in coordination with COE.
- 4.1.5 To interact with University for exam related works.
- 4.1.6 To head Unfair Means Committee during examination.
- 4.1.7 To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and COE

4.2 Responsibility of HOD

- 4.2.1 To appoint coordinate with examination body for smooth conducting of examination.
- 4.2.2 To appoint internal, external examiners and moderators for practical /oral /written examination.
- 4.2.3 To monitor University practical/orals and other examination.
- 4.2.4 Member of Internal Flying Squad.
- 4.2.5 Any other duties the Principal may assign.

4.3 Examination Committee

The Examination committee is an apex body of the Institute which is headed by COE and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

- 4.3.1 The COE is a faculty member
Of the Institute and is appointed for a period of three years.
- 4.3.2 The Examination Committee shall function under the guidance of the COE
- 4.3.3 The Committee shall comprise 5 members & for carrying out Class Tests and University Exams.
- 4.3.4 The Committee shall meet at least thrice in a semester and record minutes of the same and submit a copy to the Principal.
- 4.3.5 The COE shall follow the class test schedule as per the Academic Calendar.

4.4 Roles and Responsibilities of the COE

- 4.4.1 Responsible for the due custody of the records pertaining to his/her work.
- 4.4.2 Shall have administrative control over the members working under him/her.
- 4.4.3 Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- 4.4.4 To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- 4.4.5 Any other duty/responsibility assigned by the Principal / Director

4.5 Class test

- 4.4.1 Class Test I shall be a compulsory written test of 1 hour duration
- 4.4.2 Class Test II of 25 marks can either be a written test, practical, oral or in any other form. The nature of the test shall be decided by the faculty with the approval of respective HODs and shall be informed to the students.
- 4.4.3 The Exam Committee - Class Tests:
 - i. Shall prepare Class Test Time-Table at least 2 weeks before the Class Tests and shall display it on the Notice Board). It shall also put up a notice one week before the Class Tests, regarding details of submission of question papers to Senior Supervisors. A copy of the notice shall be kept in the Exam Cell.
 - ii. Shall display notice regarding rules for SS/JS and rules for students. A copy of each shall be kept in the Exam Cell.
 - iii. Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference.
 - iv. Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available.

4.6 University Oral/Practical Exams:

- 4.6.1 The respective HODs shall submit names of minimum of 2 and maximum of 5 Internal and External Examiners for each subject to the COE
- 4.6.2 The HODs shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements for refreshments/lunch and remuneration.
- 4.6.3 Lunch shall be arranged
- 4.6.4 The HODs shall ensure that the External Examiner is punctual.

- 4.6.5 If External Examiner is found to be not competent or habitually coming late, he/she may not be included in the future Examination Panel.
- 4.6.6 At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Exam Cell.
- 4.6.7 The Internal Examiner shall hand over the completed oral/practical evaluation sheets on the same day to the Exam Cell.
- 4.6.8 Each faculty shall submit to the Exam Cell the term work sheets with the signature of the Principal. This shall be done at least 2 days in advance of the advised date announced by the University.
- 4.6.9 It is the duty of faculty to ensure that they complete first our college assessment (Practical/Oral) before committing to dates as an External Examiner elsewhere.
- 4.6.10 No faculty is allowed to be an External Examiner before the official end of term as announced by University of Mumbai. No leave (any kind) shall be sanctioned for this purpose.
- 4.6.11 Each Faculty member shall enter the Oral / Practical marks into the software available with the Exam Cell. This shall be completed before the assigned date of the University of Mumbai. A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

4.7 Term Work

- The properly filled and signed Term Work sheets shall be submitted by each faculty to the Exam Cell before the date advised by the University.

4.8 University Exams

- 4.8.1 The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
- 4.8.2 The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees in the office and receipt shall be produced to the Exam Cell.
- 4.8.3 The Examination Committee shall prepare relevant time tables based on the Examination Time Table of the University of Mumbai.
- 4.8.4 The Examination Committee shall make the Block and Seating Arrangement and

Display them on the concerned Notice Board/ and Blocks.

- 4.8.5 Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee .
- 4.8.6 The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice Board/College Website.
- 4.8.7 The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- 4.8.8 The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and Responsibilities of supervisors. A report of same shall be submitted to the Principal.
- 4.8.9 The respective HODs shall submit names of 5 Examiners for assessment and moderation for each subject to the COE.
- 4.8.10 The Exam cell in consultation with the **COE** shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- 4.8.11 The COE shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within 30 days from the date of the last examination date.
- 4.8.12 The COE along with Exam Cell shall be in touch with the University for obtaining necessary approvals on time.
- 4.8.13 All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of the same shall be sent to the respective HODs.
- 4.8.14 Under the guidance of the COE, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal

4.9 Term work Evaluation

- 4.9.1 10 marks shall be allotted based on the marks of Class test I and II .

- 4.9.2 10 marks shall be awarded to the students, based on their journal work, which includes experiments/ tutorials, assignments, quizzes, presentations etc.
- 4.9.3 As per the college policy for Term Work, marks are to be awarded for attendance based on the percentage of attendance per subject, combining lectures and practicals together, wherever applicable.

NB: Subject teachers, according to their discretion may allow variation in the above given marking scheme with the approval of the Principal and shall notify the same to the students well in advance.

4.10 Revaluation:

- 4.10.1 After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy/revaluation of the answer sheets.
- 4.10.2 Accordingly, students shall apply for the revaluation/photocopy to the Exam Cell. But before applying for same, they shall pay the revaluation/photocopying fees at OFFICE subsequently, the Exam Cell shall issue the forms on the production of the receipt.
- 4.10.3 The duly filled in form shall be submitted to the Exam Cell along with the receipt
- 4.10.4 In case of First and Final years, the Exam Cell shall send forms along with the payment to the University.
- 4.10.5 In the case of SE and TE, the Exam Cell shall initiate the revaluation process internally.
- 4.10.6 The result of re-valuation (for SE & TE) shall be put up on the Notice Board/College Website. For FE & BE, the students shall receive the result directly from the University.
- 4.10.7 Students who are ineligible to attend the next class and have applied for re-valuation, can seek admission to the next class by paying a fee of Rs.500/- , before declaration of the result of revaluation.
- 4.10.8 Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

4.11 Responsibility of Faculty:

Every faculty member is expected to assist the Exam Committee for the smooth conduct of examinations, like offering assistance in invigilation, contacting paper setters, expediting evaluation work, tabulating results, etc.

4.12 Responsibility of Internal Flying Squad

- 4.12.1 Making surprise visits to examination blocks (SLRTCE) to ensure smooth and fair conduction of examinations.
- 4.12.2 Reporting irregularities/ anomalies, if any, to the Principal.
- 4.12.3 Any other assignments as given by HOD/Principal

5. Staff Discipline

5.1 Reporting for duties on time:

- a. College working hours are, normally from 9 a.m. to 5 p.m.
- b. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- c. Anyone coming late / for more than 15minutes on 3 occasions in a month shall lose half-day Casual Leave. Repeated late comers shall be liable for disciplinary action.
- d. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from Principal and register his/her absence (i.e. OUT and IN timing).

5.2 Staff members shall compulsorily wear college ID while in the college premises.

5.3 They shall also ensure that the students wear their IDs.

5.4 Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.

5.5 Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.

5.6 As per the University rules, use of mobile phone in the college premises by the students is prohibited .However taking into consideration the necessity of use of mobile phones today, the college strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of college building. If a student found violating this norm, the faculty/staff shall report the matter to the HOD. The HOD shall initiate action.

5.7 All faculty members are advised to wear decent clothes. Clothes like sleeveless tops, T-shirts, jeans, caps, etc. are not permitted.

5.8 Internal guides of projects are required to pay surprise visits to sites for out-house projects to ensure students' attendance. Regular contacts with industry guides shall be maintained. Internal project guides shall obtain a confidential report of the student/group along with evaluation of the project report from the Industry/External project guide.

5.9 Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.

5.10 Faculty shall communicate to each other and students only in English. However, to explain a point better, other languages may be used occasionally.

6. LIBRARY

6.1 Library Membership / Borrowing Books

To become a member, the following documents are to be submitted in the library:

- Copy of Appointment Letter
- 1 passport size photograph

Members will be issued a 'Library Card' which is valid till he/she is an employee of the college.

6.2 Timings:

Session	Section	Days	Timings
Academic	Reading Room	Monday to Saturday	9.00 am to 5.00 pm
	Reference and Periodicals Room	Monday to Friday	9.00 am to 5.00 pm
	Digital Library	Monday to Friday	9.00 am to 5.00 pm
		Saturday	9.00 am to 5.00 pm
Library Closure			
Holidays	Sundays All Public Holidays		

6.3 Loan period:

Category	Issue Limit (of Documents)	Period of loan
Faculty	10	One Semester
Faculty pursuing higher education	15	One Semester
Visiting Faculty	05	One Semester
Non-teaching Staff	05	One Semester

6.4 Services Offered:

Besides the basic borrowing facilities, library offer services such as:

Online Catalog (Web OPAC)	Reservation / Renewals of documents
Reference & Information	Inter-library loan
Information Alert	Internet Access Database (ASTM, ASCE, Springer, McGraw Hill, Elsevier)
Newspaper	Limited to SLRTCE Central Library Users
Article Indexing	Reprography (Xerox Facility for Staff and Students as copyright norms)

6.5 Rules and Regulations

- Members shall keep their personal belongings such as bags, files, folders, notebooks, text books, CDs, pen drives etc. On the shelves at the entrance of the Library.
- Silence shall be observed in all areas of the Library and therefore it
- Shall not be used for group discussions.
- Mobile phones shall be switched off or kept on silent/vibrator mode before entering the Library.
- Library books are not meant to be written in, either with pen or pencil nor should students fold any page or part of a page. During the rainy season, users shall take extra care to protect them from rain and mildew.

6.6 Borrowing:

- SLRTCE Library uses (MICM Net Solution) in which all the transactions are recorded against a bar-coded label.
- Books, CDs, project reports, etc. can be borrowed and returned at the issue counter.
- Reference Books, Periodicals, Syllabus Copy, Old Question Paper are Not allowed for home issue.
- Users are requested to check books for quality before issuing getting them and use carefully.

6.7 Digital Library:

SLRTCE Library has installed a CD-Server which is accessible to everyone in the college premises after a valid log-in. Digital library hosts the following:

1. CDs of –:

- ❏ Conferences and Seminars
- ❏ Presentation and Communication
- ❏ Competitive Exams
- ❏ Select books and periodicals

2. Publications Repository of –:

- ❏ Information Technology
- ❏ Computers
- ❏ Electronics and Telecommunications Departments

3. Old Question Papers of FE, SE, of all existing branches of University of Mumbai.

4. Project Report Documentation of students.

5. **Access to be made the IIT Bombay Library:** SLRTCE will be a member of IIT

Bombay, library. Users willing to access this library are required to carry a letter from the Institute's office and submit it at IIT, Bombay

6. Database Access

- NPTEL Videos
- ASTM Digital Library (E Books & Journals)
- ASCE (American Society of Civil Engineering Journals)
- McGraw Hill (McGraw Hill Journals)
- Springer Electronic and Computer Engineering Database
- Springer Mechanical Database

7. Forms

The followings forms which are available with the Central Library can also be downloaded from the library webpage. (* for staff only)

Library Membership Form	Book Requisition Form*
Lost Book Form	Journal Requisition Form*
Material Donation Form	Project report Submission Form*