

CODE OF CONDUCT FOR ALL STAKE HOLDERS.



(
strategy plan)

Vishwaniketan's

Institute of Management Entrepreneurship & Engineering Technology (I MEET)

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Vishwaniketan: Code of conduct for stakeholders.

(Administrators, students, teachers, Alumina, parents, industry, society)

Vishwaniketan is an outcome of a decade of engagement with CTIF, few universities abroad, the Enesco chair in PBL. The EU project, “mobility for life “offered Indian teachers opportunity to participate in different fellowships (Master, Ph.D., Short Term Training etc.) and this exposure (2000-2010) added concern on “Project Based Learning “in the participants, who already have been working in Indian education sector for average of 20+ years! Vishwaniketan was initially thought as a centre of project based learning however, sustainability would have come only through undergraduate courses, that is how, 15 persons from the corporate, industry, and academic were invited to create Vishwaniketan campus. From 2012 to 2018, the academics, administrative activities, process were practiced involving students and teachers. The initial thought on PBL was expanded to “Technology, design and business modelling-learning together “after going through experiences of implementing PBL, start-ups and two more European projects

This document, “the code of conduct”, drafted in 2018 shall be seen as a guideline for next 10 years for implementing various activities evolved/practiced to achieve incremental excellence in terms of quality policy defined. It should offer role clarity, full understanding of processes and should help all stakeholders as a tool to continue fulfilment of vision, goals etc. defined elsewhere.

The “code of conduct” will be executed, monitored and evaluated through the principals meeting with HOD (weekly) HOD’s meeting with staff (weekly) and general staff meeting (fourth nightly).The “code of conduct “ can be augmented , corrections can be made from time to time, following a process to be defined in due course of time.

It may be noted that for all legal purposes, the constitution of Vishwaniketan trust and the rules and regulations-2013 will be final.

All students and teachers with absolute integrity follow this code of conduct to education. “PBL design-BM” approach for strong contributions to society! These guidelines, practiced heart fully, will defiantly create a “student –Teacher community’ full of pride, confidence, sense of fulfilment and prosperity !! Other stake holders like parents and industry will defiantly help the vision once the usefulness of all effort is seen by all !!.

ACTIVITY CHART/ STRATEGIC PLAN

Activity plan chart

(This is for Vimeet! The PBLCOE, Design and BMCOE activities are defined separately)
 The activities are expected to enrich the academics in addition to development of students focus, Technical skills, life skills, Innovation /creativity and capacity to solve problem

Academic Activities	Co-curricular Activities	Faculty Development	Industry Interface
A1.Academic calendar, Teaching plan	B1.Business club	C1.Training QIP and faculty empowerment, industry exposure.	D1.Campus connect/Extension programmers. programs
A2.Self Learning sessions	B2.presentation	C2. LRDC /LRUC	D2.Training /placement activities
A3.Continuous Assessment (Lab Innovation)	B3.Departmental Activities.(invited talks, Tech. festivals, conferences ,STTP,FDP workshop)	C3.Consultancy	D3.Global collaboration
A4.Need based skill Development programs -VAPs	B4. Industry projects /project exhibition /Internships /Industry visit	C4.Research Journal	D4.Corporate Training
A5.Upgradation of Laboratory and Library.	B5. Social /cultural programs /sports		D5.Alumini Association.
A6 Attendance , Unit Tests ,prelims ,Internal assessment scheme.			
A7. IPH Hour			
A8. Open feedback			



University Result & Skills
 Branding, PBL

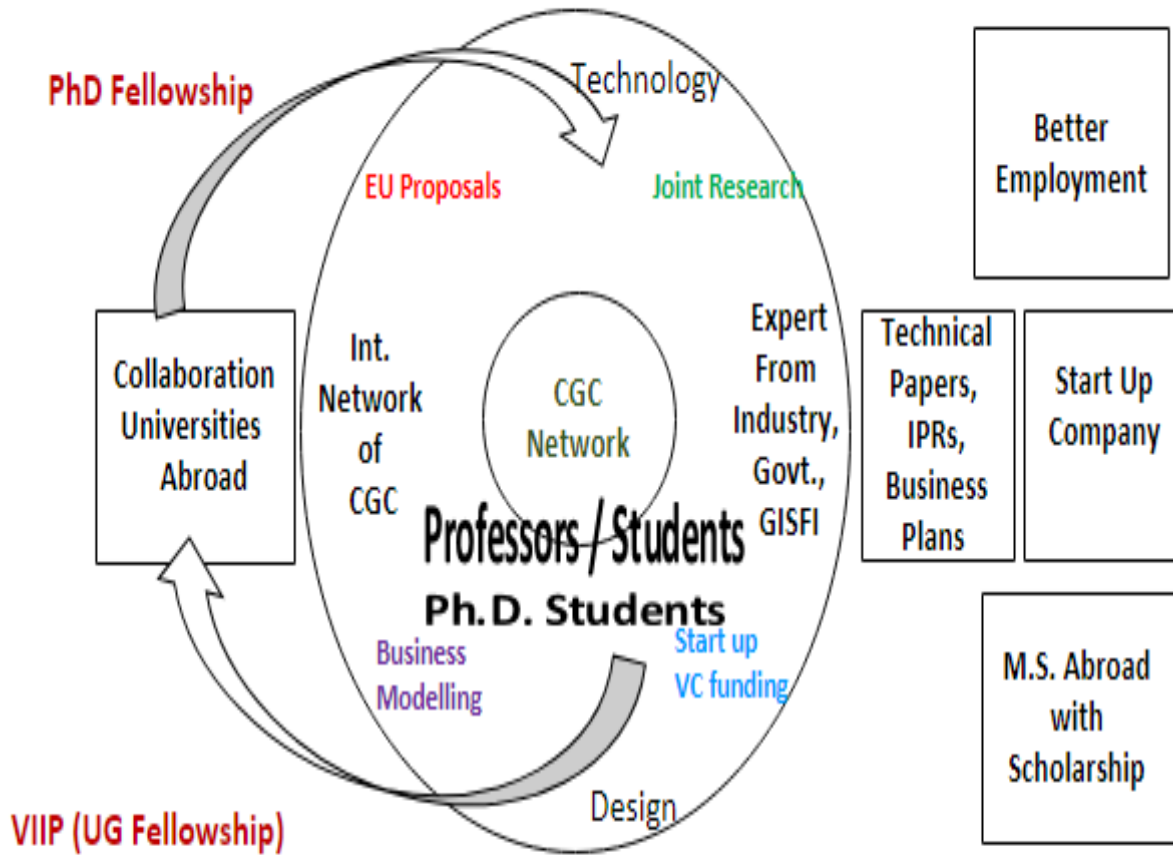
Life Skills

Back Bone for learning
 Engine of the Institute to society

Usefulness Technical
 Branding, PBL



VISION



A1. Academic calendar, teaching plan;

1. The Principal /Vice-Principal will circulate academic calendar prepared according to university guidelines in the format attached, minimum 1 month before the semester starts.
2. The Heads of departments will finalise the subject allotment through departmental meetings during the unit Test II of the last semester. Teacher can teach one course maximum three times continuously.
3. The Director PBLCOE will publish the list of courses to be taught in CLPBL well before this meeting and issue notice to all HOD.
4. The timetable committee will be constituted by the principal on recommendation of HOD'S. One member will be coordinator for all departments. This committee will publish /circulate timetables (class , individual teacher Labs, consolidated) in the formats.
5. Teachers will prepare the course files which shall include all documents as notified and the HOD's will check all course files content one week before the start of semester. The HOD will give remark in green ink on the first page of the course file with date regarding the quality /completion of the courses, .Innovation in teaching methods be appreciated.
6. HOD will check the teaching plans of the teachers in the attendance booklet and sign the same as a token of acceptance after due corrections, if an, before starting semester
7. Principal /Vice principals will be responsible for full preparations to execute the academic calendar. Review on the readiness in all respects (class rooms /LCD /Lab annual stationery etc) must be completed one week before the starting of the semester.
- 8.HOD's will take feedback from sample students, class co-ordinator every three weeks and write remark on the teaching plan mentioning the reflection of the feedback/corrective actions necessary. Principal should call any course file / teaching plan. From any department randomly at least five files / month.
9. principal /Vice principal / HOD's shall make at least one round every day to check cleanliness ,student engagement, Laboratory work, meaningful completion of time table /syllabus and all other activities in the activity plan. This is the best way to ensure quality, efficiency !!
10. The requirement of attendance in theory classes will be min.75percentage and practical's, 100% compliance. The defaulters list will be prepared by every dept. on 2nd day of every month and display on notice boards. Parents of the students with less attendance shall be reported every month thru' the parents what's up groups. Execute the detention list for further process as per the university directives.
11. 10 to 15% concession may be given at description of the HOD and principal after discussing each case in a special meeting of HOD's invited for this cause only, considering the students academic performance, the quality of projects done, Internship and such other activities for his goal achievement in a very transparent way. The director PBL/BMCOE may be consulted for review of the work done by students.

12. All examination (Unit tests, prelim, university exam, practical, oral etc.)Be conducted as per the directives /practices of the university ensuring excellent practices without any prejudiced. Purity of assurment is the backbone of respect to the teacher and institute.

A-2 Self-Learning Sessions

Objectives:

- Self-Learning session activities are the source of developing sense of peer learning, group behaviour and co-operative problem solving among students, which help them not only in higher semesters but also in professional life after their education.
- Students gain the ability to give and take help in a learning community.
- It involves students conducting a self –evaluation of their study habits, preparation, and knowledge of the content, which enhances independent /cooperative learning.
- It inculcates a deep approach while studying which helps understanding of ideas, applying knowledge, explain a concept, and learning more than required for unit /syllabus completion.
- This activity is expected to improve academic result also.

Outcomes:

- SLS activities inculcates team spirit, professionalism, cooperative problem solving among students.
- It enhances thinking ability
- SLS contributes in furnishing problem-solving mind set among students.
- It enhances interpersonal skills and group cohesiveness.

PROCESS:

- SLS is required to be conducted for difficult subjects or the subjects which need more practice, i.e. Engineering Mathematics, Engineering mechanics, BEE, etc.
- Teacher should teach three or four theory lectures in classroom and should conduct next lecture as self-learning session, in the SLS Room provided.
- In self-learning session teacher should prepare 10 questions from the topics taught in the classroom in previous lectures. 3 questions easy to solve, 4 with difficulty level of the university, 3 where the student will need to refer books recommended for that subject.
- Students can sit in a group of four to five and can solve the given list of questions with discussions in their group members and help each other to write solutions in stipulated time.
- Once the discussion is over and students get the answers, teacher will display the solution in front of the students, which helps students to analyse their solutions with the solutions displayed by the faculty.

Note: SLS will be implemented in first year compulsory. HOD's of second year should also implement this activity if desired

A3-Continuous Assessment, lab Innovation

1. The practical should be conducted in two sets of 4-4-experiments, one practice session in between, one before the practical examination.
2. Faculty member will explain the fundamental, application of the concepts/formulae and the process, experiments in real life examples, technologies, product etc.
3. The experiment write up shall be submitted by the student in next turn (a week) teacher should ask few questions related to the experiment, applications etc. look at the write up and give marks out of 10 on the write up itself, sign with date. For every week delay, assessment will be done out of two less marks for the student.
4. All student should complete all experiments with an opportunity of 2 practice labs in a semester.
5. Lab innovation is any work additionally done by the student's over and above the prescribed list of experiments by the university, either a new experiment/ project or a technical paper, model etc., which is based on the learning of students in all previous subjects, practicals, design, BM learning etc.
6. The continuous assessment will include above work also as defined in internal assessment norms, attached herewith.
7. Submission of the journals shall be a very time efficient process.
8. The internal marks obtained by students shall be displayed by HOD'S preferably before term end, when all students are in institute and have not proceeded for preparation leave, for complete transparency.
9. Any student can submit his/her grievance/appeal to the principal directly within a week after the marks are displayed on department notice board in writing or otherwise principal is obliged to give student explanation/correction within three days in this regard.
10. The data manual, data sheet, model write-ups by students, the list of experiments, timetable, list and examples of lab innovation be maintained in the lab by the teacher in charge for minimum two years.

Internal Assessment Norms.

All the students are hereby informed that they can earn the "over and above marks in the Term Work by participating in the extra-curricular activities. The "over and above marks will be awarded as per following criterion.

1. Participation in Project Exhibition at institute level
2. Participation in Project Exhibition at institute level and won the Prize
3. Participation in Project Exhibition at university/ national international level
4. Participation in Project Exhibition at university / national / international level and won the Prize
5. Participation in Technical event in other institute & won the prize
6. Industrial training (min 2 Weeks), report submission and presentation on the training experience
7. Fellowship (45 days training) in abroad Universities
8. Participation at sports / cultural event at University State level
9. Participation at sports / cultural event at University/state level & won the prize
10. Presentation delivered in the institute at business club
11. Technical paper published in the national/international conference
12. Technical paper published in the national/international Journal
13. Laboratory Innovation i.e. development of new experiment
14. Participation in the Industrial sponsored project
15. Actively participated in social activity Kawadse, Blood donation camp etc.
16. Actively participated in campaigning of Cultural fest/tech, fest & received the considerable sponsorship
17. Participated in Business Incubation Centre/Start-up Club
18. Participated in Motor-Sports competition National Level
19. Participated in "Motor-Sports competition at National Level & won the prize
20. Involvement in any activity event for the beneficial of VIMEET /Society

The above marks will be distributed subject wise and indicated in the "Term Work Marks-Sheet" of the respective semester by (i.e. like 19+3)

The "Term Work Marks-Sheet" will be displayed in the departmental Notice board before the commence End Semester Examination (ESE)

They are further informed that complete transparency and uniformity will be maintained in the process awarding the "over and above" marks. Students having any clarification / queries regarding the marks they can contact to the undersigned within 10 days after displaying the "Term Work Marks-Sheet".

All the teaching staff members, those who are coordinating any of above activities are hereby informed that they should inform the name of student involved / participated in your activity) to the concerned head of department before finalizing the Term Work Marks.

A4-Value addition program (VAP) & project exhibition.

1. The Director, PBLCOE will be responsible for continual growth, quality and outcome of VAP's. He will issue instruction to all departments in consultation with principal to decide slots, availability of infrastructure etc.

2. VAP structure will include a training by an expert from industry who has worked on that particular technology, 40-60 hrs, followed by an extra ordinary projects completed by students exhibition and evaluated during project exhibition.

The quality parameter for evaluation will be 'the innovation done by that group over and above the definition /problem statement of the project.

3. The calendar for VAP's generally are as follows:

20 minutes presentation by all experts informing the students about, the importance of the technology in their future, carrier, content and list of projects proposed by the expert. The scope of the project shall be challenging, due to difficulty level. This is done during 2nd unit test of the last semester.

VAP Registration: First week of semester.

VAP training: In next two weeks of the semester.

Project programme review / help: In IPH hrs. Alternately, involve expert min two times a semester.

Project exhibition: During practical exam, all students of all institutes, 12th SC students should visit and see the projects. Evaluation by third party industry experts invited by T & P dept. /HOD's.

4. Director, PBLCOE will utilize the budget for extended projects after VAP to convert them into prototypes, products etc.

5. VAP's shall be multi-disciplinary; application oriented and should be available to any student of any branch.

6. One teacher will participate in the VAP as a student. He/she will demonstrate an extra ordinary project to the participating students. He/she will monitor / help progress of project throughout the semester through IPH hr. Meetings and will be responsible for 90% satisfaction in quality and quantity of projects.

This co-ordinator will report to the director, PBLCOE under intimation of the HOD's.

7. The director PBLCOE will create a report every semester to be maintained in the department library.

8. Director, PBLCOE will be authorised to operate the bank account for VAP, project exhibition, project grants, CSR fund reviewed for PBL, fund to be provided by the institute defined in the budget.

A5-Upgradation of Laboratory and Library

1. The laboratory in charge (teacher) will be responsible for maintenance and upgradation of his laboratory. The status of the lab will be agenda in HOD's meetings. All required labs shall be kept ready before the semester starts.

The HOD will submit the requirements of the lab maintenance to principal in writing, irrespective of the budget provision, Laboratory maintenance will take up regularly as per need after following the approval and purchase process already defined.

2. Vishwaniketan in line with its vision will have few labs specific to syllabus. Such labs may need very less upgradation unless the syllabus is change by the university.

The another labs to be developed will be useful for our vision of "Technology PBL, Design and business modelling together 'such labs will be constantly created , upgraded so as to improve the learning experience of students proposal for the same be submitted to the principal for approval process after due discussion in HOD's meeting , principal meetings and general staff meetings.

3. A register shall be maintained in library for students /Teachers to suggest a book to be added in library .The register shall be reviewed by librarian weekly, requirement accordingly be submitted to the principal for further approved process.

4. The principal has authority to a budget of 10,000/- and HOD's have budget of Rs. 5000/- for urgent requirement the list of such expenditure shall be submitted to the secretary of Vishwaniketan of the end of every month.

5. Students shall give feedback, submit grievances through the mechanism's like mentor mentee scheme, complaint base, open feedback and all other relevant forum /committee

A-6 Attendance, Unit Tests, Prelim's, Internal Assessment Norms.

1. All such activities shall conducted as per the norms of the affiliating university. Teacher with signature of students shall take the attendance for every lecture.
2. The defaulter list prepared and displayed on notice board on second day of every month. Inform the parents of students having attendance less than 75% on what is up group of parents. The detention list be prepared within 2 days of semester end. Parents invited to inform them about the detention process. Submit the final detention list of students having inadequate attendance to university for further action.
3. Unit tests and prelims be conducted with full discipline and the assessment of such tests be displayed on notice board within 10 days after examination.
4. Considering the vision of PBL, design, business modelling integration, students be encouraged to participate and excel in the activities mentioned. *In the internal assessment norms the internal assessment marks earned by all students shall be displayed on departmental notice board and students will have right to appeal in writing to principal. Handle such grievances with complete transference. The internal assessment scheme is attach herewith.*

A-7.-Innovation Performance Hour (IPH)

1. IPH will be an activity in timetable for 2 Hrs. / week for all classes.
2. This is an opportunity for students to meet their colleagues, teachers, mentee and anyone they find useful for Performance in Projects, internships, writing technical improving therefore.

Papers etc. with Innovations.

3. Students will use IPH hours for

Students therefore should use the IPH hours for:

- Discussions on project ideas in groups to choose projects.
- Decide trainings which you need to complete projects specific to your career goal.
- Literature survey in Library/Internet
- Group meeting to review progress of project work decide weekly targets, writing technical reports, preparing presentations.
- Discussions with faculty guide of your choice willing to help you in projects.
- Solving difficulties in your theory courses, practical labs etc. through sessions/interactions with faculty, senior students
- Preparation for activities like business club, presentations, GDs, Mock Placement tests/interviews.
- Review of their performance in Mentor-Mentee Meetings.

4. The alternate slots of IPH will be used by the VAP Co-coordinator / Project Co-coordinator/teachers for discussion on the apart in point no. **3**. And family advisor / Mentee for review meeting, as per the guidelines of Mentor/Mentee scheme defined elsewhere.

The idea is to create a very strong bond between teachers and students while ensuring the correct progress path for every student.

5. Teachers can recommend students bank on their interaction for any kind of opportunity, activity proposed by the institute. E.g. internships, Project sponsorship UN fellowship etc.
6. Head of dept. should attended IPH hours periodically (at least two / class) every semester and ensure meaningful implementation.

The Principal and Director PBLCOE should participates as per need of the time / feedback and create policy Structure/ activities for incremental improvement in quality of students / quality of Process / creating higher benchmarks.

A8-OPEN FEEDBACK

1. In addition to the feedback system implemented by the HOD (teaching plan booklet), the mentor of the student groups and the principal (online feedback), The Management through the secretary, will take open feedback as per the format herewith.
2. Only 5 students /class (1 Academically sharp,1 good in extra circular activities,1 with minimum attendance in the class ,1 with excellent projects record and 1 girl) will be invited for a small interaction for 10 minutes. The students will be guided how to write the feedback in the format, with full openers and in constructive manner.
3. Any student willing to speak personally also beyond this format should be listened to carefully and the prints be noted and the format by the person taking feedback.
4. This feedback shall be taken in the 6th /7th week so that a correction ,if required can be successfully completed before the term

B1-BUSINESS CLUB

1. "Business Club" will be a weekly activity conducted by students of FE department together with the help of a faculty co-ordinator. The agenda shall be displayed at least a week in advance on notice boards.

2. The role of Principal, HOD's, teachers is to make the club meetings interesting. They should participate, ask questions, after latest information / situations, encourage students to ask questions, Remember, the focus here is life skills notskill

The agenda generally should be as follows:

0.00 Hrs.....Meeting called for order.

05 m..... Business News last weeks (Prominent news reading)

15 m..... Case study 1 (Presentation on strong case in the perspective with opportunities for fellow students)

15 m.....Technical Quiz (LCD / Comp. quiz with chocolates)

15 m.....Business case 2

05 m.....Conclusion/Announcements, etc.

3. Business club student volunteers should nominated for a year. The secretary, business club may senior student leader.

4. The case studies should presented by a group of 3/4 students, which shall include Business scenario, Technologies used, Market, important players, turn. over, market potential, opportunities of employment, business entrepreneurships, future technologies, education / training opportunities available worldwide, name of the universities, eminent professors in the field, scholarships etc.

5. Questions to be encouraged.

6. Once attained quality, this club may collaborate with clubs like Rotary, IEEE student's chapter, Entrepreneurship Club, etc.

7. In a semester, At least 9-10 clubs meeting should be organised. The case studies may draw from the fields of student's interest, branch of engineering they are learning etc.

8. The annual report of the proceeding of "Business Club" be maintained in the departmental library in a bound volume.

9. The calendar of the business club meeting shall be display in the first week of the semester by the staff coordinator.

B2.1-PRESENTATION GUIDELINES:-

- ❖ All the students of first year engineering have to give presentations on academic/ curriculum topics as per dates mentioned in their time table (from 22nd August 2014 as per following guidelines).
- ❖ Every student must report for presentation in proper Formal dress code.
- ❖ A team comprising of four students will present their content to their fellow classmates for maximum 20 minutes starting from their introduction.
- ❖ Students group presenting presentation can choose topics from Industrial trainings, Internships done, topics relevant or related to his/her career goals or product development he/she may take in future.
- ❖ After every presentation question answer sessions will take place for 2-3 minutes, however questions related to the topic must be asked by the students.
- ❖ Team of teachers will attend the full presentation and will ask question/give suggestions to the group and will evaluate performance of team (group) in all aspects. The evaluation scheme will be as follows

1. Content	15 Marks
2. Presentation Skills	10 Marks
3. Language an Mannerism	05 Marks
4. Team Work	10 Marks
5. Time Management	05 Marks
6. Question answer	05 Marks
Total	50 Marks
- ❖ For every session, attendance would be taken. The above scored marks would be added in 'Term Work' of every subject.
- ❖ The performance of students for this activity would be considered in selection of candidates for college initiatives/fellowships, for best outgoing student award etc.
- ❖ The objective of this activity is to inculcate 'Life Skills' among graduating engineers i.e. presentation skills, ability to ask and answer questions, preparing good slides, practicing 'professional Corporate Culture in classroom.
Another objective of this activity is students get prepared for the placement process employed by industry by improving their verbal/written communication skills and skill to present perfect content in minimum time period.

B2.2 Topics for Discussion

Computer Science: Networking, Software development, Gaming-Animation, Cyber security, Open source Software and their uses, Bit coin-crypto currency

EXTC: Embedded Systems - VISI, Telecom-3G/4G Engineering, GPS/GIS Speech processing IOT in Medical/Industry Field.

Mechanical: Automobile, CHC/Special purpose Machines, Refrigeration / Air conditioning Piping, Electrical Vehicle, Sea Plane Renewable Energy Source

Civil: Surveying, construction Management, Construction Engineering Fluid Mechanics Applied Hydraulics Waste water treatment Solid waste management/Concrete Technology Bridge Construction /Airport Construction/Railway Engineering

Multi-Disciplinary: Automation Engineering, Energy Management, Robotics, Smart home, smart traffic, Tele health/medicine. Electrical: Renewable Energy, Electrical Drives, and Digital Meters. Super conductivity.

Plasma Technology, Electrical Safety, Automation, Power system, Power

Electronics, Electrical Heating/Welding.

B3. Departmental Activities

(Invited talks, Technical festivals, conferences and workshops.)

1. HODs will be responsible to conduct their activities in appropriate spirit to fulfill the objectives of the curriculum, PBL Vision etc. for enrichment in students' academic and administrative caliber. The PBLCOE, TP office be involved in the activities.
2. Invited talks shall be minimum 3 in a semester, Technical festivals or conference or workshop, any one of them, alternatively, once in a year. Multi-disciplinary events will be priority. These events may be for two days in a year. It will be highly appreciated that student forum are involved in leadership and voluntarily of these events.
3. STTP's and FDP's be organized during non-teaching dept. /vacation suitably to encourage participant from after institutes also.
4. Appropriate discussions in the meetings of HOD, Principal and general staff be held to finalize the themes, schedules and approved shall be taken by the principal on the budget of such events.
5. All such activities shall support the vision!
6. Involvement of industry, esteemed institution in India and abroad will desired. Departments shall contact the funding agencies like AICTE, DST, IEEE, and ISTE etc. for funding and collaborations. Generally 15% contribution can be expected from the budget

B4-Industry internships to industry Projects; Industry exposure to faculty

1. Training & placement Dept. will create opportunities for students to Participate in industry internships in winter /summer vacation or one day / week throughout the semester. The Department will also create opportunities for their students. In collaboration with T& P dept.
2. Internships shall allocated only to sincere and willing to work student recommended with confidence by the mentee of the student/ any other teacher.
3. Every student shall submit a report in digital form best three reports maintained by the dept. in dept. Library in printed form.
4. The coordinator teacher for internship may visit the site / Industry and take feedback from the head of the industry for meaningful outcome of the internships.
5. PBLCE and T-P Dept. Shall work together to create and execute. The opportunity of collaborative Industry projects for students. Any teacher can requested for offering leadership to such project in industry and a group of relevant interested / eligible students from Vimeet, VID etc. chosen to participate.
This is delicate subject and should completed with responsibility. The teams will incentivized as per the self-appraisal guidelines defined separately.
6. Any teacher willing to work in Industry for two days a week, one duty and on duty and one day from his holiday (Saturday/Sunday) will be encouraged to do so. The idea is to arrange exposure for the teacher to learn the real life situations and bring them in clean room.
7. The industry internships, Industry Project and Teachers exposure of industry shall create consultancy opportunities to our teachers/ Student groups for IRG. The directives of distribution of IRG are defied elsewhere.
8. The Report of all above activities should submitted by student authenticated by teacher in the format attached.

B5.Social /cultural program, Sports Events.

1. The environment of the institute shall be always kept vibrating with a sense of huge enthusiasm, interest and responsibility, Activities shall be planned considering the exam /VAP schedules of the students, generally, in first 8-10 weeks of the semester, Saturday Sunday & vacations.
2. These activities should be student centric, student driven the student forums, clubs should made to after leadership to their activities.
3. The job of teacher co-ordinators should be to ensure discipline keep the atmosphere nice without any friction and give equal opportunities to all on merit.
4. The budget of the events shall be prepared by the faculty co-ordinator and shall be approved at least a week before event. The accounts of such event shall closed with accounts department within 15 days after the event.
5. Teachers and other staff members should participate in all such events with enthusiasm.
6. An office of cultural /Arts club and sports club be established in the campus and should be operated by through student leaders.

C1- Training /QIP and faculty empowerment.

1. Faculty Development programs, STTP's etc. should be conducted in the institute only with real spirit of skill development. The focus shall be on quality and measurable outcome, not the pregnancy. All such programs shall be organised with mind-set to give strength to PBL vision of Vishwaniketan.
2. With large number of collaborations abroad and the fact that Vishwaniketan was established to create a platform for India to research and practice PBL, Vishwaniketan will encourage faculty members to pursue their higher education in the partner universities abroad, as and when possible but not less than one teacher every year.
3. The investment for this Ph.D. study will be divided equally between the institute and the faculty member for three years. The staff member will get the exposure, international connect and he should contribute to the institute's growth in research outcome, research funding, projects, extension of collaboration and so on. The teacher should be extremely useful to the student community in Vishwaniketan and India.
4. Such teacher will sign a legal bond for minimum length of service with Vishwaniketan after completion of Ph.D. abroad.
5. Teachers will have opportunity to participate in VAP projects, Industry projects to enhance their skills for more usefulness to society. Selected teachers who have worked for minimum three years with Vishwaniketan will be offered an opportunity to visit partner universities abroad for 7 weeks or more to take exposure work on future technology projects in collaboration with the faculty abroad.
6. Staff members shall be encouraged to write technical papers, file patents and participate in events useful for such outcomes, organised by reputed institutions in and out of the country. The reimbursement of expenses for such events in India will be sponsored as per the guidelines drafted by the academic monitoring committee, approval by the principal.
7. It is expected that empowerment of teachers will occur by correct utilisation of such opportunities for attainment of their usefulness to society. Teachers will be encouraged to work on consultancy work and 85% of such IRG will be distributed to the terms as defined separately.
8. Teachers with long term career growth plans should participate in these activities after they have clearly understood that the empowerment is a function of respect earned out of the work one carries, usefulness to society/ students and industry and 'request for one increment' 'psychology is not good for wellbeing of teaching community.

9.If a teacher, after going through all such experiences and professeciency achieved ,can seek permission in writing to work in industry two days aweek.one day on duty and second is his weekly holiday. Such permissions will be given in the view to improve linkage with industry for joint student projects consultancy and may be CSR.

This will give rightful branding to Vishwaniketan for quality of admission.

C2- LRDC /LRVC

1. It is expected that teachers will record their videos of lectures in the LRDC in phases and such videos will be available to students in library or on their phones. Students travelling by bus may utilise such videos for good utilisation of their travel time.
2. Such video's will be upgraded by addition of creatives, industry application etc. periodically.
3. The LRDC /LRUC effort will be included as one unit of Vishwaniketan, after sufficient excellence is achieve over a period of minimum 5 yrs. This will help when Vishwaniketan will inspire to become university.

C3- CONSULTANCY

Policy for Extension activities

- 1) Extension activities will include consultancy activities, NSS and other social initiative like “Kawadase” etc. It will also include PBL trainings, student counselling.
- 2) The policy document for distribution of consultancy fees is attach herewith.
- 3) Students & teachers will be encouraged to take up social activities to improved usefulness of Vishwaniketan to society. Vishwaniketan Campus shall create a goodwill through all such programs in and around the society.

Subject: Policy framework for Consultancy /testing/training/all other allied activities in Vishwaniketan Institutes.

Vishwaniketan since its inception has been following innovative teaching learning practices especially Project Based Learning (PBL) Major innovations in this regard include Value Addition Program me (VAP). PBL cycle. Course level PBL, UG Fellowship, industrial PBL & innovation. These programmers have now become popular in educational institutes in India and abroad. As a result, Vishwaniketan is always been welcoming to the stream of the guests, who wish to see and learn these programs. These flagships programs are generally led by teachers of Vishwaniketan, which helped institute to earn its name and fame. These teachers receive calls for training, testing, design work, report writing, expert visits and have been involved in many varieties of allied activities which are then lead to revenue generation, which is expected to get deposited in the account of institute as consultancy revenue. As a result, a need was felt to make this policy framework for all such revenue generation activities for Vishwaniketan Institutes. A clear objective of this document is provide guideline for revenue distribution to ensure transparency of the process. It is vision that this document will help teachers to promote research extension and consultancy activity, leading to teacher empowerment.

Note: This document is applicable to any activity carried out inside and outside Vishwaniketan or its network institutes, which leads to revenue generation. Main activities included in the purview of this article includes training, testing, design work, report writing, expert visits development activities and all allied activities which leads to revenue generation.

GUIDELINE 1

In all the activities in the purview of this article listed above, and the fund generated will be first transferred to the respective institute account, and then may be distributed to individuals account only according to the distribution mentioned in the Table 1. All transactions have to done through institute account only, proper record of the activities has to maintain by the activity coordinator, and financial transactions have to maintain by the account department. A prior approval of the head of the institute is essential to conduct any type of activity inside and outside Vishwaniketan.

GUIDELINE 2

The account department will issue proper receipts of received amounts to paying parties as per the norms and practice of the particular institute. The coordinator expected to make sure that such receipts handed over to the paying parties in due course.

GUIDELINE 3

- A. When an employee of Vishwaniketan conducts any in-house training activity by utilizing institutes infrastructure in which fund generated, distribution mentioned in the Table 1 and sample Table 2, has to follow deduction of all legitimate expenses. Its duty of coordinator to submit and approve expenses from head of the institution and submit to the accounts in due course of time. In this case, no Travelling allowance to the in house trainers and staff will provided it is mandatory to produce necessary receipts of the expenses in the case. Accompanying Peon is entitled to receive share.
- B. When an employee of Vishwaniketan conducts any training activity outside in which fund generated. Distribution mentioned in the Table 1 has to follow deduction of all expenses such as travel, lodging and boarding. It is mandatory to produce necessary receipts of the expenses. In this case, faculty is entitled to get On Duty leave for the training activity in this case, accompanying driver is entitled to receive share. In the absence of both Peon and driver, 1% share will be aided in the institute account. In the presence of both, 1% share will be taken out of the institute share
- C. In the case of number of trainers are more, they can share the generated amount based on number of days of work hours of contribution in the event with mutual consent.
- D. In all above cases, endorsement of coordinator with proper covering letter addressed to the head of work institution is mandatory for the fund distribution. E Main Table 1 of Revenue Distribution.
- E. Main Table 1

Sr. No	Distribution to	% of share from balance. amount
1	Trainers & Co-ordinate	*60
2	Institute	30
3	Staff Development Fund	07
4	Principal	012
5	Accounts	01
6	Peon/Driver	100

60 % distribution of the fund to decide by the coordinator and others unanimously.

Example: Civil Department carry out Testing consultancy of rupees 10000, then (60% revenue of 10000) 6000 rupees will distributed as per following calculation.

Sample Table 2 Activities inside Vishwaniketan using Vishwaniketan Resources.

Sr. No	Distribution to	% of share from balance. amount	Rupees
01	Testing officer	50 % of 6000	3000
02	lab In-charge	10% of 6000	600
03	Staff coordinator who brings consultancy	15% of 6000	900
04	Head of department	10% of 6000	600
05	Lab attendant	15% of 6000	900
06		100% of 6000	6000

60 % distribution of the fund to be decided by the coordinator and others unanimously following above example. Rest 40% has to follow as per table 1.

Note: Above framework may be strictly followed for any activities conducted effective from 1st June 2018. Accounts for activities conducted before this date may settled at earliest taking written consent from the management. This order will supersedes all other previous orders.

C4-Research journal

- 1) Keeping the vision and efforts taken by faculty of Vimeet, a process of creating 4/5 sub enters of PBLCOE can be imagine in next 10 yrs. The research in multi disiplinary technology field and project based learning has to reach to certain level.
2. Research general dedicated to PBL, multi-disciplinary technologies for business /product development may be started as an earliest when it possible

D1-Campus connect /Extension program.

1. All departments shall strive to connect with relevant industry with professional approach on equality spirit for mutually beneficial programmes, activities
2. Departments should sponsor one teacher to become member of professional bodies like NASCOM, I shore,.....That teacher should continuously work for listening with industry for invited talks, VAP's ,projects, Industry visits, students/faculty internship and so on.

D2-Training /placement Activities.

The Training and placement department through the Director, Training and placement department and the team as mentioned in organization chart shall conduct following major activities:

1. Overlook the best Training and placement practices mentioned in the policy document.
2. To undertake training activities (Aptitude ,soft skills ,technical etc)as per the defined practices.
3. Conduct placement Activities as mentioned in the document elaborating placement policy, placement process, code of conduct.
4. Training and placement office will necessarily create students network to work as volunteers. They will participate in calling to industry, Liaoning, reception of HR. department in college and other administrative task (in campus, off campus, pool campus) related to placement drive.
The activities conducted by the student will be as per the functions of the student committee as already defined.
5. The budget for the department be prepared actually and got approved. The accounts shall be settled as per the guidelines /rules –regulations mentioned elsewhere.

D3-Corporate Teaching

- 1) Corporate teaching can help to create interest about a particular few subject by introducing to students to various application to that subject, usefulness of that subject in industrial application and operations.
- 2) A teacher can share syllabus of that subject to relevant engineer working in industry. The engineer or industry corporate will create application cases, which he will discuss with students before the actual theory classes start few projects can be design based on the experience of industry corporate. The engineer can review the projects completed by students during discussion with students at the end of semester. This can be though as extension of CLPBL involving industry experience.

D4-Alumni Association.

- 1) It will be extremely important to involve alumni in development of institute. The alumni association be registered under the law to organised activities to strengthen the outcome of the process of institute the activities may include are periodic. Alumina talks to students, alumni meetings with agenda of upbringing of institute, activities for networking and wellbeing of alumina, higher studies and business occupation and so on.
- 2) Alumni 2 alumni meets shall be conducted every year. Considering the collaboration, potential of institute international alumni division be initiates in future.

