

## STUDENT POLICIES

SVPCET is committed towards overall development of a student through a core values and a clear vision. The Institute has well defined policies for Academics, Holistic and Discipline. It acts as a guidelines for the student to pursue a good professional growth.

### 1 ACADEMICS

Objectives:

- I. To impart the technical knowledge of related stream among the students
- II. To achieve academic excellence in the university and other examinations
- III. To motivate the students for better learning for facing the technological challenges in the modern world.

- SVPCET is affiliated to Rashtrasant Tukdoji Maharaj Nagpur University and follows the guidelines prescribed by the University for conduction of academic activities.
- The institute is determined and proactive about the academic activities and strictly implements all university academic guidelines with earnest planning for each session.

- The academic session is conducted in two semesters (Odd and Even) and students need to appear for final examination at the end of each semester which is conducted by RTM Nagpur University.
- Students must participate in all the academic activities and exercises according to the teaching scheme prescribed by the university, assessment schemes planned by the institute and time-table scheduled by the department.
- Students must attend all theory, tutorial and practical lectures scheduled as per the academic plan provided and conducted by the department.
- Students are required to maintain the minimum of 75% attendance in all courses as per university norms to become eligible for the final examination.
- The course wise attendance is monitored periodically and if found irregular, student may be denied to appear for the assessment process for internal marks.
- In the overall assessment process of theory course, 80% assessment is based on written end-semester examination conducted by RTMNU considered as External Assessment and 20% assessment is based on continuous assessment scheme provided by the institute considered as Internal Assessment.

- In the overall assessment process of practical course, 50% assessment is based on practical end-semester examination conducted by RTMNU considered as External Assessment and 50% assessment is based on continuous assessment scheme provided by the institute considered as Internal Assessment.
- The external assessment for theory and practical courses is conducted as per the teaching schemes in the syllabus prescribed by the RTMNU.
- The scheme of Internal assessment for theory courses is as follows

<b>Assessment Tools</b>	<b>Frequency</b>	<b>Evaluation Contents</b>	<b>Duration</b>	<b>Marks</b>	<b>Weightage</b>
<b>First Sessional Exam</b>	Mid-Term	50% of the prescribed syllabus	1.5 Hrs	40	<b>05 Marks</b>
<b>Second Sessional Exam</b>	End-Term	Remaining 50% of the prescribed syllabus	1.5 Hrs	40	<b>05 Marks</b>
<b>Tutorials / Assignment</b>	Continuous Assessment	Tutorial, Assignment, Seminar, Online test, Class test, Quiz, etc.	---	As planned by course teacher	<b>10 Marks</b>

Total	20 Marks
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- The scheme of Internal assessment for practical courses is as follows

Assessment Tools	Frequency	Evaluation Contents	Marks	Weightage
<b>Practical Conduction</b>	In regular practical course Lab sessions	Performance and Viva	7	Average of 15 Marks scored for each conduction
		Journal Writing	5	
		Attendance	3	
<b>Viva-Voce</b>	End-Term	Complete Syllabus	-	<b>10 Marks</b>
<b>Total</b>				<b>25 Marks</b>

- The academics is supported by planned ICT tools usage, MOOCs (Massive Open Online courses), Internships by which students can score incentive marks.
- To refer the RTMNU documents related to academics, visit- [https://www.nagpuruniversity.org/links/UG\\_Syllabus.htm](https://www.nagpuruniversity.org/links/UG_Syllabus.htm)

## 2 HOLISTIC

SVPCET is instrumental for Holistic Development of the students which aims

for an overall development by inculcating the Tech-Pallottine values along with Vision and Mission of the Institute. The institute also organizes number of extracurricular events for the students to showcase their talents at different areas.

**Objectives:**

- To create “whole” individuals who are well balanced in their outlook on life
- To provide platform for development of students’ intellectual, emotional, social, physical, artistic, creative and spiritual potentials.
- To provide platform for exploration of various aspects in the forum for the exchange of ideas among students who share a common interest through various clubs.

**Outcomes:**

- Participation and good performance in various Intra-college, Inter-college and University events.
- Help to learn Time management and improve organizational skills, self-awareness, self-discipline, presentation, open mindedness to move beyond boundaries.
- Participation in various events will help students to enhance their confidence and help to develop team spirit.

The Institute Holistic Clubs are:

**Cultural Club:**

Cultural club aims in inculcating cultural talents in students. Training on different instruments is organized under this club with the help of student members of the clubs and the trained students can then participate in Institute level and University level Cultural Festivals. The activities mainly promoted under this club are Dance, Singing, Instrumental, Monoact and Mimicry.

#### **Language Club:**

Language club aims in developing the soft skills of the students with the objective to create different platforms for students' personality development and improve verbal and nonverbal skills. The activities conducted under in this club are Ad Act, Prop Show, Lit Masters, Story Telling, Grammar and Vocab Quiz, Picture Composition, Extempore, Debate, Group Discussion, Talk Show, and Personality Development Talks. The key event conducted under this club is STEPS – a five-day workshop for English Proficiency.

#### **Science & Technology Club:**

Science and Technology club encourages students and to participate in technical competition all over the country. Paper presentation in Conference/Journals is the major highlights of this clubs. Other

activities under this club are Technical Quiz & Debate, Poster Competition, Circuit Assembly Workshops and Innovate out of waste competition.

#### **Creative Arts & Literary Club:**

Creative Arts club is focusing on the creativity of the students and encourage them to unleash the creativity with arts forms like; On spot Painting & Photography, Collage Making, Rangoli, Cartooning and Clay Modeling competitions. The club also promotes and provides a platform for creative writing by way of poems, articles in newspapers, wall magazines and any creative ideas of the students. This also promotes the training of the students interested in such arts by the members of this club.

*Students can enroll in these clubs through Student Affair and development cell and participate in various activities conducted under the club.*

### **3 DISCIPLINE**

#### **Objectives:**

- To maintain discipline in the college campus, classrooms and each and every activity that engages student's participation and involvement.

- To uptake measures for inappropriate behavior including progressive disciplinary actions whenever, wherever necessary.

**Outcomes:**

- Disciplined culture in the campus premises

Discipline is the integral part of the development of the student as a professional at SVP CET. Institute's priority is to inculcate self-discipline among the students with quality academic and holistic inputs.

**Code of Conduct:**

- It is important that the student attends the college regularly throughout the semester.
- The student must maintain the regular attendance in all theory and practical sessions, failing which the term will not be granted, and subsequent detention as per the severity of the matter which may lead to detention of semester university examinations. *the making student liable for detention and will not be allowed to appear for the university examination.*
- Timings
  - The working hours of the College are from 9.00 am to 4.30 pm Monday to Friday and 9.00 am to 1.00 pm on Saturdays. All are expected to adhere to the timings and plan out accordingly.
  - A short break of 15 minutes from 11.00 to 11:15 am and 1 hour



lunch break from 1.00pm to 2:00 pm is scheduled for the convenience of the students. Students must follow the break timing strictly and report to the classroom/lab punctually.

- Students must report to institute on or before 8.50 am on all academic working days and to be seated in their respective class rooms well in advance.
- Late coming students are allowed to enter the college premises till 9.30am by registering them with the I-card at the entry gate of block A. Three (03) late marks in a month will demand a written explanation from the student's parent. The late coming report of the students will be shared with the respective heads of the departments and their guardians at the end of each month.
- Students who come late are to proceed to the Library/ reading room if they fail to report to their respective classes on time. A grace time of 10 minutes (till 9.10 am) may be granted by the faculty engaging the lecture.
- Uniform and Dress Code
  - Students must respect the Dress code and come to the College wearing the prescribed uniform on all days from Monday to Friday. Students are expected to maintain the legacy of Tech-Pallottine culture even outside the campus, especially when wearing the College uniform and representing college at inter-collegiate & and university events, Campus drives, university exams etc.

- Students are allowed to wear casual dresses on Saturdays and occasionally with prior notice. On such occasions, the students must ensure the dignity of educational institution.
- All Students must wear valid College Identity card on their collars while in the campus and should be produced for verification whenever required. Entry to the college premises may be denied if he or she fails to produce valid identity card. Students representing the institute for intercollegiate/ university, placement, exam or any other event outside the college must wear the valid identity card.
- During academic hours, students are strictly refrained from using the facilities like canteen, lawns, snacks vending machines, and sports facilities etc.
- Misconduct or infringements of rules and regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action which may lead to expulsion from the hostel and College.
- Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles, etc. of the college or hostel shall be liable for penal action and expulsion from the college.
- Use of filthy and abusive language by any student, faculty member or staff and indecent and inappropriate behavior in college premises,

hostels and buses are strictly prohibited. Any infringement of the same will be probed by respective committees and based on the report actions will be initiated determining the severity of the matter with due reporting to the parent/ guardian. It may lead to suspension/expulsion of the student from the college.

- Students are refrained from arranging or conducting any function, meeting, religious gathering inside and within 100 meters of the campus without special permission of the authorities. In case, the students need to organize a function, they are required to get prior permission from the Principal and Director through the head of the Department after giving a written request in this regard. If the administration allows students to organize any function, the student representative may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior.
- Students are also not allowed to arrange any function with college name or banner outside the campus without the written permission of the Principal / Director.
- Student should not participate in any political and antisocial activities in the campus which includes any promotional activity, membership drive, campaigns etc.
- Use of mobile phones are strictly prohibited in the class rooms and ought to keep it in switch off mode. Mobiles may be used outside the building and only during off hours. The violation of the same would lead to confiscation of the equipment.
- Smoking and the use of tobacco, alcohol, substance abuse or other intoxicating substances are strictly prohibited in the college campus and within the vicinity of 100 meters as per the regulations of the

government of Maharashtra regulations and per the directives of the police department. Use of such may lead to stringent disciplinary action.

- Girl students may report to the Women Grievance Cell of the College for any kind of harassment or misbehavior by any one related to / employed by the College.
- Students using two wheelers are expected to wear helmets as per law and should have valid driving license as well as proper documents for their vehicles. The College authorities would deny permission for parking inside the campus if anyone fails in this regard. Avoid unapproved (by RTO) vehicles for transportation to College and back.
- Students must pay due respect to the all the faculty members and staff of the college and avoid using any disrespectful statements or personal comments in oral/written form and using public forums such as students feedback, meetings, social media etc to vent personal vendetta.
- Student must bring to the notice of concerned authorities any indisciplinary act or conduct observed in the college premises.
- The Parents are expected to see that the conduct of their Wards should be at par with acceptable social norms and in no way tarnish the name and image of the College.
- College authorities under no circumstances shall accept any liability of an accident in which a student is involved during his/her stay in the college or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner.