



TRINITY

K J's EDUCATIONAL INSTITUTE

# TRINITY COLLEGE OF ENGINEERING & RESEARCH

Approved by AICTE, Government of Maharashtra & Affiliated to Savitribai Phule Pune University  
(AICTE - 1-6066612, DTE CODE - EN 6184, SPPU - PU/PN ENGG/341/2008/CEGP014620)

**Prof.(Dr.) Abhijeet B. Auti**  
B.E.(Mech.), M.E.(Thermal), Ph.D. (Engg.)  
Principal


**Shri. Kalyan J. Jadhav**  
M.Com (Hons.)  
Founder President

## Internal Quality Assurance Cell (IQAC)


### Policy, Procedure and Guidelines

The following documents listed below are the policies, procedure and guidelines provided by IQAC for quality improvement;

1. Assessment Process
2. Mentor-Mentee Policy & Guidelines
3. Institute Donation & Funding Policy
4. E-Governance Policy
5. Project/ Dissertation Guidelines
6. Internship Policy: Guidelines and Procedures
7. Teaching Learning Process
8. Study Leave for Research (PhD.)
9. Code of Conduct Policy
10. Policy for Financial Support to Teaching Staff

  
IQAC Co ordinator  
Trinity College of Engg. & Research  
Pune-48.



  
Prof. (Dr.) Abhijeet B. Auti

PRINCIPAL  
Principal  
KJ's Educational Institute  
Trinity College of Engg. & Research  
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**KJ'S EDUCATIONAL INSTITUTES**

**TRINITY COLLEGE OF ENGINEERING AND RESEARCH PUNE**

(Accredited by NAAC with B++ Grade Approved by AICTE & Affiliated to SPPU, Pune)

Sr. No. 25 & 27, Near. Khadi Machine Chowk, Kondhwa Annexe, Pune-48, Maharashtra, India.

**Internal Quality Assurance Cell (IQAC)**

**POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF**

**Scope**

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

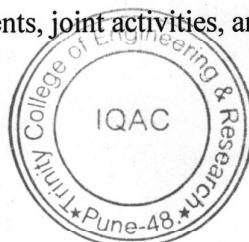
**Objective**

To encourage and support its teaching staff for academic growth and career advancement.

**Policy**

Provide financial assistance to all teaching faculty for the following:

1. Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, book publications, and training workshops.
2. International collaborations and exchange Programmes including international internships.
3. Encouraging faculty members to apply for travel grant funds.
4. Programmes held in India and abroad for all teaching faculty members.
5. Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.
6. Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)
7. Instituting awards for outstanding achievements by faculty members.
8. To allocate greater funds to social service activities as part of social responsibilities through NSS and NCC.
9. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.





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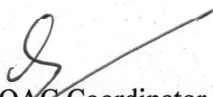
10. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.

#### Procedure of Availing the Grant/Aid

1. In the case of national conferences/seminars, applications should be sent to the Principal/Registrar at least 7 days in advance.
2. The Research Advisory Committee (RAC) scrutinizes the applications for their relevance and need.
3. If there are multiple applicants from the same department, the principal's decision is final.
4. In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).

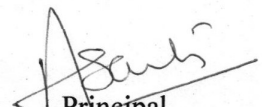
#### Reports/Outcome Recording of Such events

1. Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
2. On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
3. In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
4. Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
5. Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Department.

  
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Dr. Sujeet More

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**Internal Quality Assurance Cell (IQAC)**

**Teaching Learning Process**

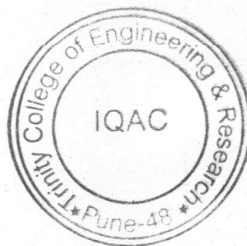
From the college calendar of events that has been opted from university provided by academic dean of the institute, a department calendar of events is derived which is specific to the department. Then the Head of the department allots the subjects of the choice provided by the faculties. Based on the subject allocation the time table is generated and displayed to the staff and students.

Lesson plans are prepared by the subject handling faculty before the commencement of the semester and is approved by the Head of the department and notified to the students. According to the lesson plan, record of class work is maintained as attendance, which further has been inculcated in the academic file to ensure coverage of syllabus dully monitored by Head of the department and academic coordinator.

The academic dean/ coordinator maintains the academic monitoring report for each individual department for analyzing the syllabus coverage, attendance report, practical's conducted, etc. Based on the analysis the make-up classes or extra classes required are been evaluated.

Before the commencement of each semester, the department conducts the pre-requisite test for the students. The student who scores below a desired criteria/ threshold (<60%) is termed as slow learner and remaining students are termed as advanced learners. This is applicable for SE (Second year), TE (Third year), and BE (Final year) students. For the students of FE (First year) and DSE (Direct second year/ lateral entry) the CET result is considered for slow learners (<60%) and (>60%) advanced learners. For the advanced learners add on courses/ value added courses are conducted and for slow learners remedial classes/ bridge courses are conducted to enhance their knowledge.

The term work evaluation of the students is generated on following criteria; i.e. attendance, practical conduction, unit test marks/ assignments, mock submission provided. The term work is most important for the student to get eligible for further studies.





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**Process for Unit Test Question Paper setting and evaluation and effective process implementation**

In a semester, there are two-unit tests. Each of the test consists of descriptive questions for 30 marks with following procedure:

1. Defining Course Outcomes for every courses
2. Setting of questions of unit test papers based on reference to prescribed texts, model question papers.
3. Mapping of questions to CO's.
4. Defining of scheme of evaluation for the question paper.
5. Evaluation of answer sheets based on scheme.
6. Process from step 2 to step 5 is repeated for both unit tests.
7. Marks scored by the student in every test are informed to their parents through call or message.

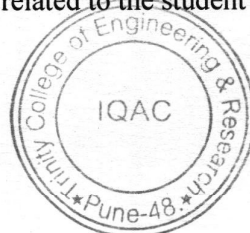
**Quality of student projects**

The student's projects are selected in line with department mission, vision and Program outcomes.

1. Students are provided with brief idea of various fields for selecting the project ideas.
2. The list of previous year projects is displayed at notice board which ensures no repetition of project work and also encourages students to enhance the previous works.
3. The faculties encourage the students to carry out in-house projects and support will be provided with all necessary software and hardware.
4. The faculties encourage students to publish their project work in reputed journals/conferences.

**Implementation and Evaluation of Projects**

A project coordinator is appointed by the Head of the department who is responsible for planning, scheduling and execution of all the activities related to the student project work.






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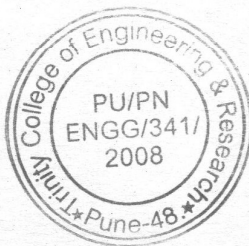
1. Projects are identified in the relevant context. The need for the project and the end users of the project are verified for the current context.
2. The problem definition with their requirements and constraints are verified.
3. The knowledge, methodology, skill set and interest of the students to implement the project are considered to undertake the projects.
4. Faculties of higher cadre are allocated as guides to guide the student's project.
5. Each project team varies from two to four students.
6. Faculty profile should match with the domain of the student's project.
7. Students are also given the choice to choose their guide that matches their project domain.
8. Students should submit 3 relevant papers out of which the project coordinator along with domain experts chooses 1 best paper for further implementation.
9. Project students/ group should meet their respective guide weekly once and asked to explain the progress they have done in their project in that week.
10. They should submit a project progress report weekly once to the project coordinator and to get approved by the respective guide.
11. The project coordinator should conduct 2 project reviews once a semester.
12. The guide/ project coordinator should ensure timely completion of projects as prescribed by the university curriculum.

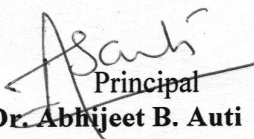
  
IQAC Coordinator

Dr. Sujeet More

IQAC Co ordinator

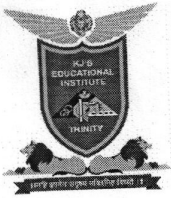
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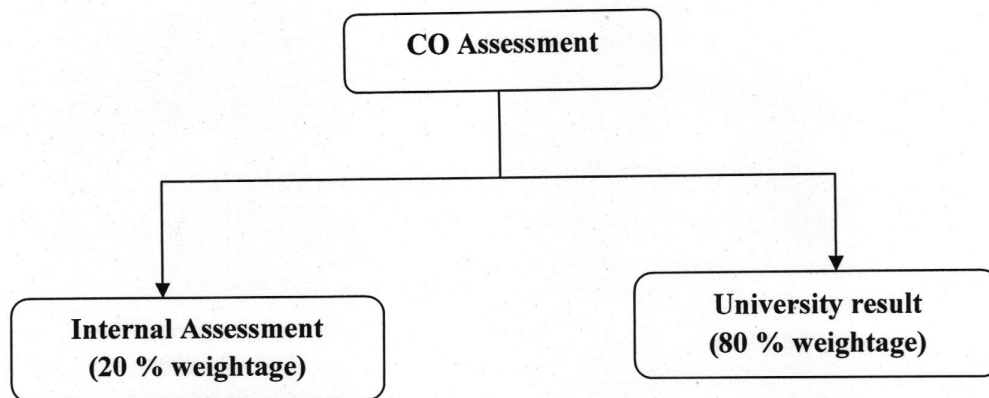
**Internal Quality Assurance Cell (IQAC)**

**ASSESSMENT PROCESS**

**Assessment Process for CO Attainment:**

For the evaluation and assessment of CO's and PO's, rubrics are used. The rubrics considered here are given below:

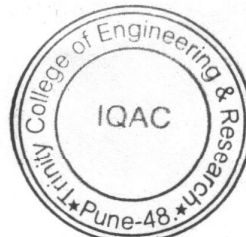
1. CO Assessment Rubrics:

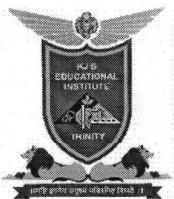


Course Outcome is evaluated based on the performance of students in internal assessments and in university examination of a course. Internal assessment contributes 20% and university assessment contributes 80% to the total attainment of a CO.

1. CO-Assessment Process:

- Assessment Parameters: The performance of a student in each semester shall be evaluated course - wise with a maximum of 100 marks for theory course (30 marks In Semester exam and 70 marks End Semester exam) and 25/ 50 marks for laboratory consisting of Oral/ Practical/ Term work.





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**Table 1: Assessment of Course (Direct)**

| No of students having marks > cut-off | Rating in 3 scale (D) |
|---------------------------------------|-----------------------|
| $\geq 80\%$                           | 3                     |
| 70% to 79%                            | 2                     |
| 60% to 69%                            | 1                     |
| $< 60\%$                              | 0                     |

#### 2. In & End Semester pattern:

There shall be an In Semester and End Semester examination for every theory course and consists of two parts. The In-Semester is conducted for 2 units and End-Semester for remaining 4 units with duration of 1 hour and 3 hours respectively.

**Table 2: Assessment of Course (University result)**

| No of students having marks > cut-off | Rating in 3 scale (U) |
|---------------------------------------|-----------------------|
| $\geq 60\%$                           | 3                     |
| 50% to 59%                            | 2                     |
| 40% to 49%                            | 1                     |

#### 3. Overall Attainment: The Final CO attainment is calculated by combining the internal attainment and External attainment in a ratio of 20: 80.

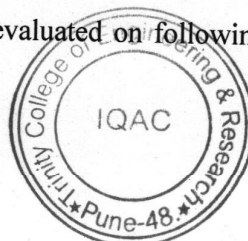
Final Value (V) = 20% of Internal Level (D) + 80% of External Level (U)

#### 4. Term work Assessment

The term work is evaluated on some parameters like (Attendance, Unit test marks, Assignment, and mock conducted).

#### 5. Seminar Work Evaluation

The seminar coordinator and other faculties from the department assess the technical presentation of the students. The student and seminar coordinator should ensure the topics should be from latest technologies and area of interest. The seminar is evaluated on following criteria as prescribed by university guidelines:





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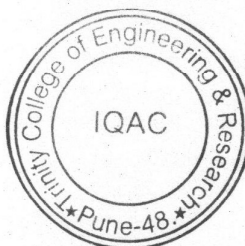
**Table 3: Seminar Criteria**

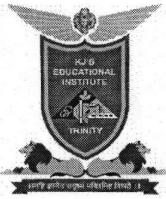
| Rubrics                                  | Max Marks |
|--|-----------|
| Relevance of topic                       | 05        |
| Relevance + depth of literature reviewed | 10        |
| Seminar report (Technical Content)       | 10        |
| Seminar report (Language)                | 05        |
| Presentation Slides                      | 05        |
| Presentation & Communication Skills      | 05        |
| Question and Answers                     | 10        |

#### 6. Project Work Evaluation

Project batches are formed as per the instruction given by project coordinators and student convince. Title of the project and synopsis will be submitted to the project coordinator for scrutinizing. Project Batches are allotted to the internal guides based on the specialization and competency skills of the faculties.

Each internal guide will continuously monitor their students on a weekly basis to observe the progress of the work. The project guide along with project coordinator conduct 2 project reviews per semester as per guidelines of the university, then the guide will submit the assessment marks to the Head of Department/ project coordinator. The students publish minimum 2 technical/ research papers on UGC care list journals/ reputed conferences. External Project Oral/ Term work is conducted by the panel of examiners deputed by the University. Based on the evaluation of the panel of examiners the marks are submitted to the University through online portal provided by university.





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**Table 4:** Project work criteria

| Rubrics   | Max Marks |
|---|-----------|
| Availability of standard Data set / Input parameters                          | 10        |
| Depth of Understanding of implemented Technology / Algorithm / Domain / Model | 40        |
| Test cases / Validation and Verification process                              | 10        |
| Justification of Algorithm / Model / Architecture / System                    | 10        |
| Analysis of results and conclusion  | 10        |
| Presentation Skill  | 10        |
| Report preparation and Paper publication                                      | 10        |

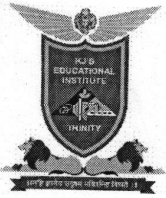
#### 7. Attainment of Program Outcomes and Program Specific Outcomes

The following are the Assessment Tools:

Several tools are described for assessing course outcomes. The program outcomes are based on the course outcomes. Thus, the tools remain the same for assessing the program outcomes. In addition, the tools of survey based on the alumni and exit surveys are considered.

- End of course surveys (half yearly)
- Student exit surveys
- Alumni surveys yearly
- Staff surveys – yearly
- Higher education and placement – student publications





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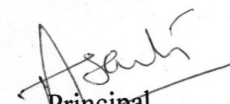
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**Table 5:** Indirect assessment tools

| Sr. No | Indirect Assessment tool     | Method description  |
|--------|------------------------------|---|
| 1      | Alumni Survey Questionnaire  | Collect variety of information about program Satisfaction and college from the Alumni students. |
| 2      | Parent Survey Questionnaire  | Collect variety of information about program satisfaction and college from parents.             |
| 3      | Employer's Feedback Form     | Collect variety of information about the graduates' skills, capabilities and opportunities.     |
| 4      | Student Feedback (About OBE) | Collect variety of information about outcome based education in teaching and learning process.  |
| 5      | Feedback Form On Facilities  | Collect variety of information about facilities from the students.                              |

  
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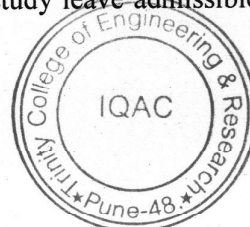
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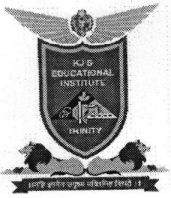
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### Internal Quality Assurance Cell (IQAC)

#### STUDY LEAVE FOR RESAERCH (PhD)

1. Subject to the terms contained in this appointment order, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in college, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
2. The paid period of study leave should be for 30 days, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years' service being continuous.
3. In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:
  - The person is a teacher on the date of the application.
  - There is no break in service.
  - The leave is requested for undertaking the Ph.D. research work.
4. Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than 30 days in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the institute.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
6. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave ~~admissible~~ during the entire service should not exceed 180 days.






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7. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
8. Subject to the maximum period of absence from duty on leave not exceeding 180 days, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
9. A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
10. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 1 (one) month of its sanction. Provided that where study leave granted has been cancelled, the teacher may apply again for such leave.
11. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

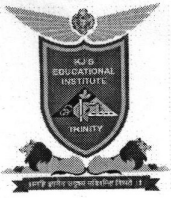
  
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### Internal Quality Assurance Cell (IQAC)

## Internship Policy: Guidelines and Procedures

### Introduction

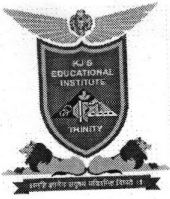
Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the College. Further, considering the curriculum structure approved by the college, multiple internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture.

### Objectives

- 1) To expose the students to industrial environment ( viz. various materials, processes, products and their applications along with relevant aspects of quality control which cannot be simulated in the classroom) for application of existing engineering knowledge in industrial situations.
- 2) To provide possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
- 3) Understand the social, environmental, economic and administrative considerations that influence the working environment. [PO 6, 7]
- 4) To expose students to the engineer's responsibilities and ethics. [PO 8]
- 5) To get acquainted with the working styles of industries at different hierarchy and learn to work in a team. [PO 9]





## KJ'S EDUCATIONAL INSTITUTES

### TRINITY COLLEGE OF ENGINEERING AND RESEARCH PUNE

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Sr. No. 25 & 27, Near. Khadi Machine Chowk, Kondhwa Annexe, Pune-48, Maharashtra, India.

- 6) To gain experience in all types of professional communications. (viz. pre- internship applications, during internships people skills and documentation skills and post internship reports/ projects writing skills) [PO 10]
- 7) To demonstrate the impact of the internship on their lifelong learning and professional development. [PO 12]
- 8) To provide the linkages of future job/ research opportunities to students in the organization [PO 12]

#### Internship Duration

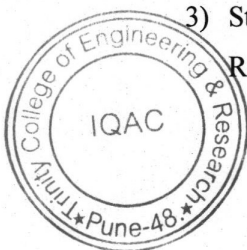
The internship is mandatory as a part of the university curriculum. Students will not graduate unless they complete the internship as prescribed. The structure and durations of the Internship may vary, it is normal for a minimum duration to be at least four weeks during the third year of B.E program. Typically, internships will start in second semester of third year around January every year and the durations range between four to six weeks. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the department/ college.

#### Internship Execution Procedure

The T&P cell will arrange internship for students in industries/organization after first semester of third year or as per AICTE/ DTE/ affiliating University guidelines.

The following general procedure shall be adopted for execution of internship:

- 1) Request Letter/ Email from the student to the internship coordinator/ Head of the department is provided. Students request letter/ profile/ interest areas will be submitted to industries for their willingness for providing the training.
- 2) Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the internship coordinator through concerned department.
- 3) Students on joining Training at the concerned Industry/ Organization, will submit the Joining Report/ Letters / Email to the Internship Coordinator and Head of Department.





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- 4) Students will submit internship report in the format provided by the university after completion of internship along with certificate obtained from the industry.
- 5) Progress report of the students should be maintained by the internship coordinator, who has completed their internship successfully.

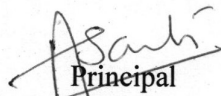
#### Guidelines

- 1) All the students need to go for internship for minimum of 4 to 6 weeks.
- 2) Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
- 3) All students should compulsorily follow the rules and regulations as laid by industry.
- 4) Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
- 5) Student should follow all ethical practices and SOP of industry.
- 6) Students have to take necessary health and safety precautions as laid by the industry.
- 7) Student should contact his /her internship coordinator from department on weekly basis to communicate the progress.
- 8) Each student has to prepare internship report in consultation with the internship coordinator.

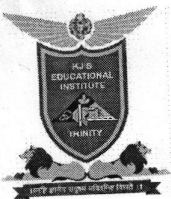
  
IQAC Coordinator  
Dr. Sujeet More  
IQAC Co ordinator

Trinity College of Engg. & Research  
Pune-48.



  
Principal  
Prof. (Dr.) Abhijeet B. Auti

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**Internal Quality Assurance Cell (IQAC)**

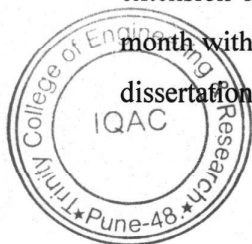
**Project/ Dissertation Guidelines**

Project/ Dissertation is a mandatory course requirement, wherein, under the guidance of a faculty member, a final year student is required to do some innovative work with application of knowledge gained while undergoing various theory and laboratory courses of study. The Project/Dissertation may be related to a theoretical analysis, an experimental investigation, a prototype design, a new correlation and analysis of data, fabrication and setup of new equipment. The student is expected to do literature survey and carry out development and/or experimentation. Through the project work, the student is expected to exhibit both the analytical and practical skills.

A student will carry out the Project/ Dissertation work under the guidance of the faculty supervisor from the same department unless specifically permitted by the Head of the Department for alternate arrangements. The registration for the Project/ Dissertation work is normally in two phases, each spread over a semester. The first phase shall commence fourth year i.e. 7<sup>th</sup> semester and the second phase shall commence in 8<sup>th</sup> semester. At the end of the first phase, the student is required to submit preliminary report of his work by a prescribed date to the project coordinator and present it to a panel of examiners. The second phase of the work is continued in the subsequent semester.

The student shall register the title along with Project/ Dissertation synopsis within a month from the date of registration by the date provided in the project coordinator. The change in title, if any, shall be allowed once, provided such request is received from student duly approved by the supervisor, project coordinator and head of the department.

Generally there should not be any extension in the schedule for dissertation report. However, for genuine reasons (such as medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), extension in submission of dissertation report beyond the date specified in the calendar for one month with permission from project coordinator and head of the department, may be granted. If the dissertation cannot be completed due to valid reasons, student will be temporarily provided low





**KJ'S EDUCATIONAL INSTITUTES**

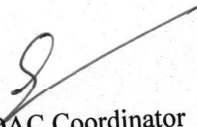
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grades. This low grade is then converted to a performance grade when such student submits the reports and undergoes the oral examination.

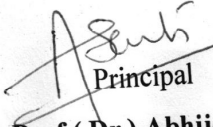
Re-registration for the Project/ Dissertation will be required in the following semester if a student secures low grade in a project/ dissertation work. He may submit the project/ dissertation immediately after re-registration, if desired.

  
IQAC Coordinator

**Dr. Sujeet More**

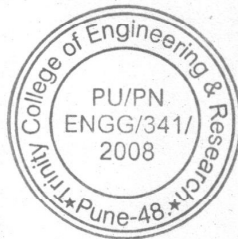
IQAC Co ordinator

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Principal

**Prof. (Dr.) Abhijeet B. Auti**

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**Internal Quality Assurance Cell (IQAC)**

## **E-Governance Policy**

The College has evolved a policy concerning e-Governance as a practice in various domains.

The scope and purview of this policy extends to the following areas:

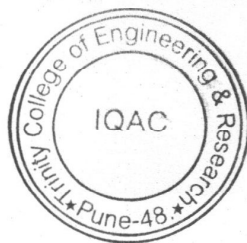
1. General Administration
2. Examination and Evaluation
3. Student admission and support
4. Library
5. Accounts and Finance
6. ICT Infrastructure
7. e-Waste Management

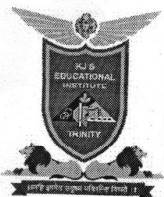
### **Objectives**

1. To implement thee-governance in all functional areas of the institution.
2. To promote transparency and accountability through e-administration.
3. To make campus Wi-Fi enabled.
4. To provide ICT enabled classroom with smart boards, projectors.
5. To establish automated library.

### **Administration**

1. To maintain transparency in attendance of teaching and non-teaching Staff, appropriate software shall be installed.
2. To maintain an effective database, the Administrative Office shall use Advanced Excel and File Management System Tools.
3. Students shall be provided with services and information in the online mode.





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#### Accounts and Finance

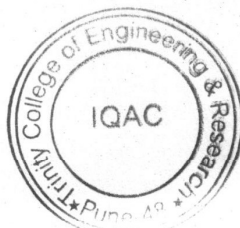
1. The Accounts office shall take appropriate measures to maintain security and confidentiality of financial matters.
2. The office shall use the latest version of Tally to maintain its accounts and financial records.
3. Analysis reports, profit & loss, balance sheets shall be generated through Tally Enterprise Resource Planning (Tally ERP).
4. Payroll Management System shall be in use to calculate the salary, generate salary slips, disperse the salary to the bank accounts of stakeholders, remit TDS, Provident Fund, Allowances, etc. The college shall use the online mode of payments such as NEFT, RTGS, Bank Transfers for clearing payments to resource persons.

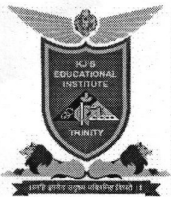
#### Library

1. The college believes in providing the necessary e-resources to maintain academic excellence.
2. It aims to maintain a well-stocked library and is geared towards adding more e-learning resources to make it easier for teachers and students to stay updated regarding books and learning resources for research.
3. The college shall ensure timely subscription to relevant journals, e-resources and books in various disciplines.
4. The college library shall have an automated ILMS software with Graphic User Interface, Unicode support with Multilingual Search and export feature.
5. All the operations of circulation, creating records of members and printing of reminders to retrieve books on time shall be covered by the Circulation Module.

#### Examination and Evaluation

1. The e-governance policy adopted by the college is in sync with the regulations regarding the conduct of Examinations by the University.
2. The college shall adhere to online system to display Internal Assessment marks of students at the end of the semester.





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#### ICT Infrastructure

1. The college must maintain its website actively and regularly, listing all the necessary and updated information about the college.
2. The college shall establish a website committee to look after the administration of the college website. The committee shall be responsible for the maintenance, updating and functioning of the website.
3. The website committee shall, periodically, look after structuring and update the website.
4. The college website shall be a one stop platform to get a glimpse of the institution's vibrancy and engagements in curricular and extra-curricular domains.
5. It shall be mandatory that all official notifications go live as and when they are released.
6. The college shall provide latest software to the students and the faculty as per the demands of the curriculum.

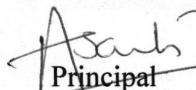
#### Student Admission and Support

1. Introduction and use of student database (excel sheets) maintaining the student details.
2. Updates to students via WhatsApp/ mail through official class-wise groups by respective class teachers.
3. Online collection of feedback from stakeholders.
4. Fee payment for student through online portal in student login on the website.
5. E-learning resources for the students through library.

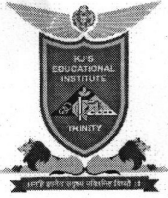
  
IQAC Coordinator  
**Dr. Sujeet More**  
IQAC Co ordinator

Trinity College of Engg. & Research  
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Principal  
**Prof. (Dr.) Abhijeet B. Auti**

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### Internal Quality Assurance Cell (IQAC)

#### INSTITUTE DONATION AND FUNDING POLICY

##### Scope


The policy is applicable to all stakeholders of the University including student, faculty and staff.

##### Policy Statement

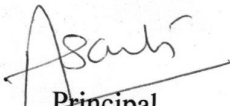
1. The Institute may prefer for donation and fund raising in sectors of social and environmental concerns preferably activities suited for Corporate Social Responsibility (CSR). The selection of such a donation and funding will be based on the past good records and reputation of the Social work organization.
2. The Institute will act as the facilitator to arrange various Social Work activities including health, safety, disaster mitigation, skilling & employment, green energy, girl education, gender sensitivity to educate and engage the society.
3. The Institute will act as the important reactor in collaboration with the NGOs and Social Work Organizations to move funds and facilitate the various programs, and the community activities.
4. The Institute will also accept the funds to establish the facilities for the community training activities in transparent manner on no-profit policy.
5. The sponsorships and funds during the various student laid activities such as the annual gathering, tech-fest, sports events will be based on the sustainability contributions from the sponsor and the fund-raising companies.

##### Procedure

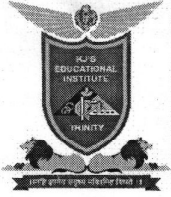
Complete care will be taken to maintain the financial transparency. Necessary audit will be done for the financial matter of donation and funding by the institute.

  
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### Internal Quality Assurance Cell (IQAC)

#### MENTOR-MENTEE POLICY & GUIDELINES

**IQAC** has established a well-structured 'Mentoring System' with the process of personalized form of counseling and guidance. The practice is intended to develop a better rapport between the students and the teachers at a personal level. It enables the needs of the students to have a confidante and counselor in the campus.

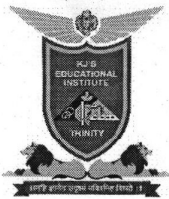
#### **Mentor**

A mentor is a teacher serving both as a friend and a counselor who supports and inspires a student in his/her academic and personal growth. The mentor directs a student in his /her academic quests, emotional and psychological development, mainly in the transition stage. The mentor also guides his/her wards in how much they should try to achieve and Know-how.

#### **Implementation of Mentoring System**

1. Each teacher is the mentor of a group of 20 to 25 students allocated to him/ her by the Head of the Department.
2. The Mentoring Committee Coordinator directs guides and monitors the effective functioning of the system.
3. The teacher-mentor collects personal information from the ward without underlining sensitive issues or forcing and offers the necessary counseling.
4. Major issues are brought to the notice of the Head of the Department/Principal.
5. A documented record of the mentoring process is maintained by the mentor-teacher and the Head of the Department for reference purposes.
6. Guidance on Profession – regards to professional goals, higher education and selection of domain and career.
7. Course specific guidance – regards to attendance and performance in the Continuous Internal Assessment examinations and University Examinations, overall academic performance.





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8. Lab-specific guidance – regards to Do's and Don'ts in the lab. Research related activities and trainings.
9. Guidance to Academic excellence - regards to enrolment in certificate courses and online courses offered by NPTEL and MOOC, competitive examinations, participation in co-curricular and extracurricular activities.


#### Responsibilities

1. Monitors, motivates, counsels and guides the students in all academic matters continuously.
2. Advises students regarding the above mentioned types of mentoring practices.
3. Contacts parents/guardians based on situation/demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, deleterious actions etc.
4. Keeps contact with the students even after their graduation.
5. Updates and maintains a detail progressive record of the student (format attached).
6. Maintains a brief but clear record of all discussions with students.

#### The Head of the Department

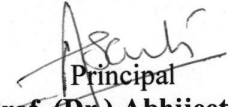
1. Meets all mentor of his/her department at least once a month to review the proper functioning of the system
2. Initiates administrative action on a student when required.
3. Keeps the Mentoring Committee Coordinator and head of the institute informed.

IQAC acts as a tool to streamline and monitor the mentoring practice in all the departments. On the basis of feedback from mentors and heads of departments and Coordinator, IQAC informs the departments to organize seminars and workshops based on the suggestions/recommendations given by mentors and heads of departments.

  
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## Code of Conduct Policy

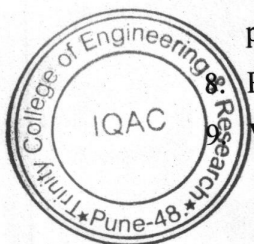
### Policy Statement

Trinity College of Engineering and Research (TCOER), strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Discipline, both in personal and professional matters, is essential for the success of an Engineer. Orderly behavior on campus will improve one's self-esteem and will help in having good interpersonal relations. The high level of discipline consistent with the superior standards of the Centre of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

### Rules and guidelines

1. All students are expected to follow Courteous behavior, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
  2. Students shall wear the prescribed uniform whenever on the campus on mentioned days (Monday, Tuesday, and Thursday), during examination and campus interviews.
  3. Students shall wear the ID cards while on the campus.
  4. Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.
  5. Habitual negligence of College work, absence from internal examination, non- submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.
  6. Students, if they have any grievance and personal problems shall bring them to the notice of the Staff Advisor or the College authorities individually; but should not have recourse to collective complaints or petitions to anybody within or outside the College.
  7. Students are forbidden from attending or organizing any meeting in the College or in its premises or collecting money for any purpose without the permission of the Management.
- Political activity in any form, under any banner is not permitted in the campus.
- Willful damage to property and equipment will have to be compensated for. Pasting posters





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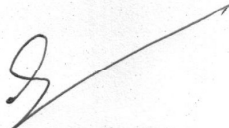
and notices on walls or disfiguring the building and campus, in any form are forbidden.

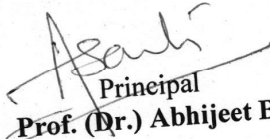
10. Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

#### Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by a relevant committee and principal. Based on the preliminary investigation the following actions could be taken:

1. Dismiss a complaint.
2. Impose any penalty permitted by the rules of the College.
3. Refer the complaint to the College Council/ Principal accompanied by a written report for further decision.
4. Issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
5. Refer the matter to the police or other authorities.

  
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