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Policy No. S01

Policy Name: Student's Participation in Technical Event	Policy Category Student
Initial formulation No. & Date: DMIMS/2015-16/189, DATED 9/11/2015.	Revision Date 11.11.2016
Policy Statement: Financial Assistance to students for participation in technical activities organized by Premier Engineering/ Technical Institutions and paper Publications	

Policy Description:

The engineering student is expected to interact with their peers and also compete at National level. It is desired that students participate in prestigious events. This will ensure that the students are exposed to competitions which have high level of quality. In addition to participation in the technical events and competitions students are also expected to carry out research and publish their work in the journals and conferences. The publication of research work has become more pertinent in the current scenario. To encourage students to participate in such activities financial assistance is provided as per this policy.

Premier Institution: Premier Institution will mean and include Indian Institute of Technology (IIT), Indian Institute of Science, Indian Institute of Management, XLRI (for MBA students.)

Financial Assistance:

- Full registration fee :

UG & PG students :

For participation in Technical competitions (including project, design challenge, innovations) in premier Institutions.

For diploma level institutions :

- For participation in 1. DIPEX National level project competition, 2. ELECTRAMA, 3. Competitions organized by IIT, 4. ISTE - Narsee Monjee project competition at Narsee Monjee Institute, Mumbai , 5. ISTE student convention.

(Students get financial support from MSBTE for competitions organized by MSBTE in some cases.)

- 50% of registration fees.

For degree level Engineering Institutions :

For participation in event organized at NITs, BITS and deemed technical universities (SRM, VIT etc.)

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For MBA

For participation in events organized at institutes such as MDI, Gurgaon, FORE, Symbiosis, Narsee Monjee, Welingkar, IMT, Sinhgad, GITAM, BITS, S.P. Jain, NIRMA, NIT organised Management events etc.

- Maximum number of students per group will be 5 and maximum number of groups from one department shall be three.
- In case there are more than 3 groups, department shall recommend top 3 groups for financial assistance after evaluation.
- This assistance will be provided once per year/student.

SOP:

- The students desirous of participation shall apply to the HoD.
- The faculty members who are guiding the students for the competition shall certify the relevance and quality of work done by students for the said competition.
- The respective HOD shall endorse/ recommend the application to the Principal for approval.
- The HoD will also ensure that the application is as per criteria, stated in this policy.

For attending Workshops at premier Institutions:

Full Registration fee will be supported only to those students who have also participated in competitions held in the same event (i.e. participation in competition in Techfest and Workshop in same Techfest)

Paper publications Incentives:

- The students who publish papers in IITs, IIMs will get an incentive of Rs.2000/-.
- The incentives shall be equally divided amongst the authors in case of joint authorship.
- This incentive will be given only once per year/student.

Travel Assistance:

For presenting paper in India up to two students per paper shall be entitled for II class sleeper two way rail/bus fare.

If additional authors want to attend the conference, one more student will be entitled to II class One way rail/bus fare.


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Policy No.S03

Policy Name: Weak Student Policy	Policy Category Students
Initial formulation No. & Date: NYSS/DMIMS/Head office/Policy/2016, dated 08/02/2016	Revision Date (If Any) 11.11.2016
Policy Statement: Policy with respect to the Academically Weak Student identification & Mentoring for the Technical Institutions of MGI.	

Policy Description :

1. **Identification of Academically Weak Students :**
 - a. The Academically Weak Students will be identified during each semester starting from the first semester.
 - b. The students will be identified based on their performance in the first Assessment Test/ Examination (MSE- I/PUT-I); subject wise.
 - c. All the Student securing less than 40% marks in the above Examination will be considered as 'Academically Weak Students'; irrespective of the number of students.
2. **Allocation of Mentors :**
 - a. The mentoring of these students will be done together by HoD and the respective subject teacher.
3. **Mentoring of Academically Weak Students :**
 - a. The purpose of the mentoring program is to provide guidance to the Academically Weak students, so as to improve their Academic performance in the further assessment examinations.
 - b. The mentors needs to understand the exact difficult/challenge being faced by the Students leading to their poor performance in the Academics.
 - c. The Mentors needs to identify the exact portion of the syllabus not being understood by the students properly in the respective subjects in which they have scored less than 40% marks.
 - d. If the need arises the help of the Psychological Counselor to be taken for understanding the exact issues and evolving solutions.
4. **Additional Efforts for improving the performance :**
 - a. Extra classes to be conducted by the Academically Weak Students in the respective subjects and will be engaged by the respective subject teacher.
 - b. The topics identified during the mentoring session will be revised again with the aid of better teaching methodology.
 - c. To evaluate the improvement in the above set of students, one extra assignment, i.e. other than the regular will be given to the students.
 - d. The evaluation of these Assignments will be done by the mentoring Faculty and the performance will be discussed with each student in a specified mentoring session again.

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Policy No.S05

Policy Name: Students' Industrial & Technical Exhibitions visit	Policy Category Student
Initial formulation No. & Date: NYSS/Policy/2011/46 Dated 13/04/11, NYSS/CEO/2012/79 Dated 02/03/12, NYSS/CEO/Policy/2014/24 Dated 03/01/14, DMIMS/NYSS/HO/Policy/2016 Dated 02/07/16	Revision Date 11.11.2016
Policy Statement: Policy with respect to Students' Industrial & Technical Exhibitions visit	

Policy Description :

This policy has been formulated to make the students aware of the work environment and actual practices of the industry. The best way to do that is to make the students undergo in the plant / vocational training and visits in the Industries. This will enable students to inculcate attributes related to practical knowledge and exposure to recent industrial practices. Increased interaction with industry will also help the departments to collaborate in the areas of Research and Consultancy.

Terms of Policy:

Part A: Industrial visits- Local (one day):

- The visits will preferably be organized during non-teaching period/vacations so that there will not be academic loss of the students.
- Each department of the Institution will organize at least one local industrial visit for one day for second year students in each semester.
- The purpose of visit and expected outcome should be stated while obtaining permission from the HoI.
- The institution shall provide transport vehicle and driver, diesel charges and RTO charges, toll tax, if any.
- Daily allowances of Rs. 50/- per student shall be paid by the college.
- Approval of the Industrial visit will be at the discretion of the HoI.
- The students and faculty members will proceed on visit only after approval from the HoI is received. Report of industrial visit shall be submitted by HoD, on completion of visit within 3 working days.

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Policy No.S09

Policy Name: Difficult Subject Policy	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/1246, DATED 27/12/2012	Revision Date (If Any)
Policy Statement: Initiative for creation of subject wise pool of experts – starting with difficult subjects.	

Policy Description :

This policy has been formulated for identification of difficult subjects and to create subject wise pool of experts to improve student performance in examination.

Terms of policy:

- This policy is applicable to I & II year of studies.
- The HoDs will identify difficult subjects based on the result analysis.
- The HoDs will identify pool of experts from sister institutions. In some cases, faculty from other institutions may also be identified.
- The classes will be scheduled in the time table wherever possible. Additional hours beyond classroom may also be allotted for the activity.
- Experts are expected to teach at least two units of syllabus per subject.
- The honorarium will be paid to the experts as per pre approved budget.

Rs. 500 per hour will be paid as honorarium/ remuneration to the experts taking lectures under difficult subject initiative.



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Policy No. S10

Policy Name: Financial Assistance for Student Farewell	Policy Category Student
Initial formulation No. & Date: NYSS/CEO/2012/236, dated 21/04/2012	Revision Date 11.11.2016
Policy Statement: Policy for Financial Assistance to be given for farewell of Final year outgoing Students.	
Policy Description :	

This policy has been formulated for giving financial assistance to organize Farewell function for Final year outgoing students.

Terms of Policy:

- Under this policy, financial Assistance will be given as per the following detail as Management contribution towards farewell of Final Year outgoing Students.
 - Polytechnic: Rs. 50 per student
 - Engineering/Architecture: Rs. 200 per student
 - MBA: Rs. 300 per student
- Prior financial approval from the Management needs to be sought for audit purpose.
- The farewell function shall be organized in Institutional campus only.


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Policy No.S13

Policy Name: Visiting Professor Policy	Policy Category Student
Initial formulation No. & Date: NYSS/DO/2010/ Dated 21/08/10	Revision Date (If Any) 11.11.2016
Policy Statement: Policy with respect to Invite the Visiting Professors at the Campus to Mentor and Interact with Students / Faculty.	

Policy Description :

This policy has been formulated to bring external perspective, vision and guidance for the Faculty & Students from the IITs. It is proposed to invite visiting Professors from IITs to take Lectures / Practicals & Mentoring of Students & Faculty in the Engineering Institutions of MGI.

Terms of Policy:

- Each Department of the Engineering Institutions of MGI will invite at least 1 Visiting Professor in each Academic Year for at least 3 working days.
- There should be at least 16 contact hours of the Visiting Professor at the Campus during the Visit.
- The Visiting Professor Should be either a Professor or Associate Professor at IIT.
- It is expected that the Visiting Professor will cover some specific, mutually decided topic of the Syllabus, will conduct some experiments, will Interact with Department Students, will provide guidance on the Projects of Students & Faculty, Interact with the Faculty members; depending upon the expertise of the Visiting Professor.
- The respective HoDs will identify the Visiting Professor pertaining to the Department & will initiate the Communication. On getting the consent of the Visiting Professor, the HoD will share the Syllabus of the subject to be covered well in advance & will devise a 3 day schedule in consultation with the Visiting Professor.
- The Schedule will be communicated to the Students & Faculty well in advance.
- The Air Travel & Accommodation will be provided by the Institute to the Visiting Professor at actuals & a separate Note will be sent to the H. O. for approval. The Pick up & Drop, Lunch & Snacks etc will also be arranged by the Institution.
- An Honorarium of Rs. 10000/- per day will be paid to the Visiting Professor.

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Policy No.S14


Policy Name: Providing financial assistance for publication of departmental magazines	Policy Category Students
Initial formulation No. & Date: Ref: NYSS/ Policy/2011/45, Date:13/04/2011	Revision Date (If Any)
Policy Statement: Providing financial assistance to departments for publishing Departmental Magazine	

Policy Description :

This policy has been formulated to encourage the departments to publish departmental magazine by virtue of which students and staff can exhibit and nurture their technical as well as literary skills.

Terms of policy:

- Financial assistance of a fixed amount i.e. Rs. 12,500/- per year will be provided for publishing Departmental Magazines.
- It will be mandatory for the departments in the Engineering Institutions to publish Departmental Magazine on annual basis.
- Department magazine will be a combination of technical and literary content with minimum 50% of technical content


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Policy No.S15

Policy Name: Innovative Teaching Learning Practices	Policy Category Faculty
Initial formulation No. & Date: DMIMS/Head Office/Policy/2016, dated 08/02/2016	Revision Date 11.11.2016
Policy Statement: Policy with respect to the implementation of innovative Teaching-Learning (T.L.) practices.	

Policy Description :

This policy has been formulated to provide better Learning Experience to the students and also ensure students engagement in the Teaching-Learning process.

Terms of policy :

- Each institute will implement innovative T-L practices right from First year of studies. For first year students, the innovative T-L practices can be designed commonly.
- From second year onwards, minimum one innovative TL practice should be adopted per subject per teacher
- Preferably the T-L practice should be designed focusing on some complex concept in the syllabus and trying to make it easy for the student to understand by designing some innovative way of teaching it.
- Rubrics (parameters) should be developed for the assessment of impact created due to the innovative T-L practice on the student. Evidence of impact should be produced by respective teacher.
- A slide on the planned/implemented innovative T-L practices to be added in the HoD presentation.
- Head of the Institution should submit a complied report on the feedback of the students and outcome of innovative T-L practices implemented during the particular semester to the Head Office at the end of each semester.

SOP :

- At the beginning of each semester, every faculty member will submit the innovative T-L practice he/she is going to adopt to the respective Head of the Department.
- Head of the department will compile and validate the innovative practices submitted by the faculty members and will get the finalized list of innovative T-L practices endorsed by the Head of the Institution. This list should be notified to students also.
- Every faculty will maintain the details of the innovative T-L practices planned to be implemented along with the rubrics and evidences of impact in his/her course file.