



SYMBIOSIS INSTITUTE OF TECHNOLOGY, PUNE

Constituent of Symbiosis International (Deemed University), Pune

ACADEMIC POLICY

Vision of the Institute

To be a centre of excellence for creation and dissemination of knowledge by imparting life skills and experiential learning for a promising future in the areas of engineering and technology.

Mission of the Institute

- To promote professional ethics and experiential learning for better employability.
- To contribute towards knowledge generation and dissemination in the field of engineering.
- To address societal problems by promoting research, innovation and entrepreneurship.
- To develop global competencies amongst students by fostering value-based education.
- To strengthen industrial, Institutional, and international collaborations for synergetic relations.

POLICY STATEMENT

The goal of Symbiosis Institute of Technology, Pune, is to excel academically by offering high-quality education through effective teaching, ICT-based methods, hands on training workshops, co-curricular activities and research endeavours. Continuous assessment of academic activities is conducted to empower students to become self-reliant citizens who contribute to human welfare and sustainability. This policy document outlines the academic objectives of the institute and the strategies intended to realize them.

OBJECTIVES

The academic policy reveals the primary objectives adhered to for quality teaching at Symbiosis Institute of Technology and describes the procedures for accountability in teaching-learning across various levels ensuring quality education with responsibility.

The institute is committed to nurturing its students by developing their professional skills, communication abilities, creativity, design thinking, critical thinking, deep knowledge base, ethical standards in professional practice, awareness of competency, and proficiency in key technical domains. This preparation equips them to become competent professionals capable of addressing the challenges posed by the current landscape of advanced technology

The objectives of the institute:

- To implement academic accountability and assessment measures to maintain quality assurance and initiate continuous improvement across all sectors
- To ensure the quality of technical education by developing course materials and syllabi in accordance with adequate standards, and also inculcating societal and ethical values among students.
- To deliver of the course by adopting innovative teaching learning pedagogy to enhance the learning experiences and make the students competent at the global platform.

ACADEMIC RESPONSIBILITIES

The academic responsibilities of various authorities and officials at Symbiosis Institute of Technology, Pune, are defined in accordance with regulations set by governing bodies:

Director: Ensures the development and enforcement of quality assurance policies and procedures mandated by regulatory bodies, overseeing all academic and administrative areas.

Deputy Director Academics: Responsible for smooth implementation of all academic activities, academic audit, curriculum development and revisions, getting approval for the same from University.

Deputy Director Administration: Ensures the infrastructural requirement for maintain the academic standards.

Head of the Department: Responsible for subject allocation, monitoring of teaching learning progress, course files, evaluations, and other academic as well as administrative matters from the department.

Examination Head: Ensure timely conduction of internal and external examinations as per norms and examination policy and academic calendar, evaluation of answer sheets and publication of final results including issue of certificates to the students.

Faculty: Ensure quality teaching, timely completion of syllabus holding of invited talks/guest lectures, remedial / compensatory classes, competitive classes, class tests, Internal Assessments etc. and all kind of additional assignments/works assigned by the higher authorities.

ACADEMIC RULES AND REGULATIONS

(A) Attendance-

- 1) Minimum 75 % attendance is mandatory for each student to qualify for ESE.
- 2) In case of any medical leave, the overall attendance by excluding medical leave period must be 90% then only the benefit of medical leave be given provided the care of following points be taken.
 - (i) The medical leave for more than continuous 10 days will only be considered.
 - (ii) The students must inform the hospital authority / coordinator of the department about their sickness on the very first day either by themselves/ parents/classmate.
 - (iii) The valid SUHRC certificate be submitted within 8 days after availing the medical leave.

- (iv) The certificate submitted at the end of a semester will not be considered.
 - (v) Taking care of academics missed during this leave period is the responsibility of student. He/ She can take help from the respective teachers
- 3) In case of curricular & extracurricular activities the attendance will not be considered it will be over and above 75%.
 - 4) No students will be allowed entering in the class after the faculty enters.

The mentor of each group will verify the attendance at the end of every month and communicate the attendance to the students. It needs to be communicated at the end of every month.

The students with less than 75% attendance will be communicated to be communicated to the parents by mentors.

(B) Mentoring-

- 1) Each mentor will conduct the meeting of their mentee in the slot prescribed in the time table and maintained the record of attendance, grievances raised by the students (academic/ administrative) and the action taken on the grievances raised in the previous meeting.
- 2) The grievances must be brought to the notice of head of the department within 2 days after conducting the meeting so as the resolve the issues in time.
- 3) The action taken on any such grievance must be communicated to the concerns (through mail) and to the students in the next meeting.
- 4) The performance of the week students must be communicated to the mentors so as to communicate the same to the parents.
- 5) Mentors of a particular batch will be responsible for any complaint raised by the student or parent related to non- communication of their attendance, performance and disciplinary action if any.

(C) Session and Evaluation Plans

- 1) Each faculty must prepare the session and evaluation plan for the subject assigned to them before the start of the semester. The study material must be uploaded in the Google Classroom.
- 2) We cannot assure the existence of MS team, hence all the correspondence with the students related to the course must be done through Google Classroom.

- 3) The Google classroom must be shared with the respective head. Heads will verify the material uploaded in the google classroom. Do not upload any copy write material (Taken from website, books etc.) without giving proper citation to it.

(D) Internal Assessment

- 1) All the Internal Assessment component (no. of components = credits of the course) must be conducted on the dates mentioned in the evaluation plan. In case of any change in the date/ pattern the approval from the respective head must be taken in advance.
- 2) The result of Internal Assessment must be shown to the students within 10 days of the exam. The result of the course must be communicated to the class-teacher by keeping head in a loop.
- 3) The faculty acting as course coordinator for the visiting faculty must ensure that visiting faculty conducts the Internal Assessment as per the plan and declare the result within 10 days.
- 4) For any communication by visiting faculty the buddy faculty must be in a loop.
- 5) The communication with parents of the students with poor performance must be done by the mentors once the first component is conducted / result is declared for all the subject.
- 6) Students must be made aware that no retest conducted for any component. (In case of genuine cases the decision can be taken with the approval of head.
- 7) The final marks of Internal Assessment must be shown to the respective head before displaying to the students.

(E) External Evaluation

- 1) Paper setting – the paper setting must be done carefully by maintaining the levels of 50% average, 20 % easy and 30% difficult. The papers must be design with the proper mapping of CO, Blooms Level and PI indicator.
- 2) Scrutiny - Scrutiny team must take care of checking the levels of the questions, duplication of questions, marks assigned etc.
- 3) Evaluation – The checking must be done carefully and marks must be shown to the respective heads before locking to avoid the outliers in the result grading system.

(F) CO-PO attainment

CO-PO attainment must be done for internal as well as external examination separately as and when the final result of the course is ready (In excel sheet).

STUDENT SUPPORT

Students consultative committee: The constitution of students' consultative committee comprises of director as a chairperson, deputy directors, heads of the department, officer student welfare, admin officer and class representatives. The frequency of meeting is once in a semester to understand the views of students, faculty with respect to academic environment as well as administrative facilities so as to take the corrective action.

Along with this the open house session is also organised once in a semester for all the students to get an insight of teaching learning processes.

ACADEMIC AUDIT PROCESS

To improve the quality of the teaching-learning process, academic audit plays a significant role. It assures the continuous improvement of the education quality process and assessments. The academic audit process addresses the decision-making of the department, designing syllabi, and working collegially to provide excellence in education. The audit process monitors the two-step verification of internal and external audits. Due to the pandemic 2021, the audit process was completed in online mode ensuring all compliance as per the university norms

INTERNAL AUDIT

1. Phase-1 in the beginning of every semester to know the preparedness, which includes the formation of google classroom/teams, uploading the syllabus, students list, session plan, evaluation plan and rubrics, reading material, etc. uploading List of experiments planned with lab manual. Preparedness of Tutorial questions, Assignments, Experiential learning activities etc. This is done at the department level as per the guidelines provided.
2. Phase-2 in the middle of the semester, the documents related to continuous evaluation component with result declarations based on the syllabus covered, attendance of the students, status of the lab experiments conducted and Continuous Assessment sheets are examined by the audit team. The deviations are communicated to the head of the department for necessary compliance. The departmental coordinator ensures the compliance of all the deviations.

3. Phase-3 at the end of the semester, the internal academic audit is carried out by the office of Deputy Director Academics along with the audit team members to ensure compliance of all the documents required along with CO attainment of the Internal Assessment as per University norms for all departments.

EXTERNAL AUDIT

1. Academic department at SIU decides and appoints the team of auditors and the schedule for the audit. The audit team consists of members from different SIU institutes.
2. Audit team visits the institute on a scheduled date and time based on prior communication and mutual convenience of the date and time.
3. The university designs different forms; those are filled in by the faculty, heads of the departments, higher authorities of the institute and external audit team members.
4. Audit team follows the pattern decided by the university and, as mentioned in the formats, validates all documents and proofs, prepares a report indicating best practices adopted and deviations if any, and submits it to the university.

Continuous Improvement of Assessment – To ensure the quality of teaching, the faculty plan innovative pedagogy like a mind map, open book test, and video preparation, as per the course requirement, ensuring to achieve the outcomes. During online mode, the way of assessments was more focused on presentation, viva, exploring new tools, using Microsoft Team platform. Faculty ensures to keep all data in the in-audit folder which regularly been monitored by the audit team. In offline mode, it is more emphasis on overall development, focusing on technical competency, hands-on experience, industrial visits, and project-based learning of students. The audit process checks all the documents faculty-wise to ensure the correctness.

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