STUDENT GUIDELINES

Thousands of Satisfied Students with Best of Career Opportunity in Life......

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Jagdu Singh Charitable Trust's (Regd.)

THAKUR SHYAMNARAYAN ENGINEERING COLLEGE

Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE), and Government of Maharashtra (GoM)

Thakur Complex, Kandivali (East), Mumbai - 400 101.
Mob. : 8828888840 / 9833463489 Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 6675 6300 / 301 / 302 / 303 Email : tsec@thakureducation.org

Website : www.tsecmumbai.in

Estd. in 2024

I N D E X

Sr. No	Particulars
01	Institute Level Student Guidelines
02	Induction Program
03	Guidelines For Parents
04	Scholarship Facility
05	Student Insurance Coverage
06	Counselling & Mentoring
07	Library Rules
08	Institute/ University Examination Guidelines
09	Institute Level Committees
10	Student Council
11	Student Feedback System
12	Research Cell
13	Industrial Visit Guidelines
14	Training, Placement & Higher Studies
15	Achievements & Accolades
16	Document Related Guidelines (ABC ID,
17	Safety Awareness & Primary First Aid
18	Emergency Helpline Numbers

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Zagdu Singh Charitable Trust's

Thakur Shyamnarayan Engineering College

(DTE Code – 03143 MU -1286)

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Thakur Shyamnarayan Engineering College (TSEC), a **Hindi Linguistic Minority Institute** under the **Zagdu Singh Charitable Trust**, is committed to providing world-class engineering education. The institute is approved by the **All India Council for Technical Education (AICTE)**, recognized by the **Government of Maharashtra**, and affiliated with the **University of Mumbai**. TSEC stands as a symbol of academic excellence and innovation, offering a comprehensive, industry-oriented curriculum, state-of-the-art infrastructure, and an enriching learning environment.

TSEC traces its roots back to **Thakur Polytechnic**, established in 1998, which has now evolved into a full-fledged degree-granting institute. By transitioning from a diploma institution to a degree engineering college, TSEC fulfills its mission of empowering students with the knowledge and skills necessary to thrive in the dynamic world of engineering and technology.

Our vision is to foster creativity, encourage exploration, and drive transformation, as we nurture the next generation of engineers—visionaries and innovators who will lead with expertise, integrity, and a commitment to excellence.

AICTE Approved Four years full time courses :

DTE Code No.	Course Name	Establishment Year	Intake
1211161	Computer Engineering	2024	120
1214061	Mechanical Engineering	2024	60
1212761	Electronics and Computer Engineering	2024	60
1213461	Information Technology	2024	60
1211661	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	2024	120

Important Instructions for students :

Students should regularly visit the website of institute for important information or refer their respective WhatSapp Group generated by the class Teacher and notice board.

- Website: www.tsecmumbai.in
- email : tsec@thakureducation.org
- Contact Details 022-28543540 / 28542481 / 28547707 / 9833463489 / 8828888840
- For Feedback/ Suggestion/Compliant students & parents can email to institute on feedback@tsecmumbai.in
- Note: Complaint received from authentic Email address from Students and Parents along with basic information like Name, Program / Year will be only accepted by the institute.

Highlights of the Institute

- **Over 25 Years of Academic Excellence**
  - A legacy of over 25 years in delivering top-notch education and shaping future leaders in engineering and technology.
- **State-of-the-Art Infrastructure**
  - Equipped with cutting-edge facilities to foster innovation and academic excellence.
- **Modern Classrooms, Workshops, and Labs**
  - Our smart classrooms, fully equipped workshops, and modern laboratories are designed to foster creativity and technical skills, powered by the latest AI technologies.
- **Highly Qualified Faculty**
  - A team of skilled and dedicated faculty members who are experts in their fields and passionate about student success.
- **Comprehensive Library Facilities**
  - Fully computerized, air-conditioned library with a collection of over 25,000 books.
  - Subscriptions to leading national and international journals, magazines, and a robust e-library for research and learning.
- **Spacious and Hygienic Dining Facilities**
  - A large, well-maintained canteen and cafeteria offering a variety of healthy and delicious meals.
- **Hackathon Contests**
  - Active participation in "Smart India Hackathon" to encourage problem-solving and innovation.
- **Industry-Institute Interaction (III)**
  - Strong tie-ups with industrial institutions to bridge the gap between academics and industry requirements.
- **Techno Fest Events**
  - Organizes project competitions and exhibitions at state and national levels, promoting creativity and technical skills.
- **Professional Association Memberships**
  - Member of renowned organizations such as IEEE, CSI, MESA, ISTE, and IIC, providing students with global exposure and networking opportunities.
- **Tantrautsav**
  - State-level paper presentation and technical quiz competition to enhance technical and analytical abilities.
- **Aventura - Annual Sports Meet**
  - A vibrant sports event promoting physical fitness, team spirit, and healthy competition.
- **Goonj – Ek Aagaz (Annual Day Celebration)**
  - A grand annual cultural fest showcasing talent, creativity, and unity.

1. INSTITUTE LEVEL STUDENT GUIDELINES

1.1 Institute Timings

- **Reporting Time**:
  - Students are required to report to the institute by **9:00 A.M.**
- **Class Schedule**:
  - Regular classes are conducted from **9:00 A.M. to 4:45 P.M.**, Monday through Friday.
- **Additional Sessions**:
  - Extra academic or practice sessions may be scheduled on Saturdays or holidays as needed.
  - Prior notice will be provided for such sessions to ensure student preparedness.

1.2 Attendance Policy

- **Minimum Attendance Requirements**:
  - A minimum of **75% attendance** is mandatory for each theory course.
  - **75% attendance** is required for all practical courses to qualify for the term grant, in accordance with Mumbai University's guideline.
- **Attendance for Activities**:
  - Attendance for participation in extra-curricular and co-curricular activities will be granted as per the institute's norms and standards.
- **Leave Policy**:
  - For emergencies or medical reasons, students must submit a formal leave application to the Head of the Department (HOD) for approval.
  - For a half-day leave, a **half-day leave form** must be filled out. This form is available at the reception desk.

1.3 ID Card / Dress Code

- **ID Card Usage**:
  - Wearing an institute-issued ID card at all times on campus is mandatory.
  - Students must present their ID card upon request by any staff member or security personnel.
  - In case of loss, students should promptly apply for a duplicate ID card at the office.
- **Dress Code**:
  - Students are required to adhere to the prescribed formal dress code while on campus.
  - Attire such as half-pants, capris, and sleeveless T-shirts is strictly prohibited.
  - The dress code promotes a professional and respectful environment within the institute.

1.4 Classroom Discipline

- **Punctuality**:
  - Students must be regular and punctual for both theory and practical sessions as per the timetable.
  - Students are required to arrive in the classroom at least **10 minutes before the scheduled session time**.

- **Prohibited Use of Mobile Phones and Gadgets**:
  - o The use of mobile phones and other electronic gadgets during classroom and laboratory sessions is strictly prohibited.
  - o This includes activities such as speaking, texting, taking pictures or videos, and using other devices.
- **Maintaining Academic Decorum**:
  - o Students must uphold discipline, maintain silence, and demonstrate courtesy and respect during class sessions.
- **Prohibition of Food and Beverages**:
  - o The consumption of eatables or beverages in the classroom during ongoing sessions is strictly forbidden.
- **Cleanliness**:
  - o Students are expected to maintain cleanliness in the classroom and throughout the institute premises, fostering a hygienic and pleasant learning environment.

1.5 Care of Institute Property

- Students are expected to use the institute's amenities, equipment, and other resources responsibly and with care.
- Materials from laboratories or workshops must not be removed without prior approval from the faculty member in charge and the Head of the Department (HOD).
- Students are responsible for the safety and security of their personal belongings and must ensure they are not misplaced or damaged.

1.6 Disciplinary Policy

- **Misconduct and Disciplinary Actions**:
  - o Misconduct such as the use of abusive language, threatening behavior, unreasonable actions, assault, or any behavior causing fear, distress, or injury to others will not be tolerated.
  - o Offenses including sexual abuse, harassment, racist activity, or discriminatory behavior will result in strict disciplinary measures.
  - o Disciplinary actions may include counseling, verbal warnings, written warnings, or suspension, depending on the severity of the offense.
- **Interference with Institute Activities**:
  - o Any conduct that disrupts academic or administrative operations, such as teaching sessions, examinations, or other campus activities, is prohibited and will lead to disciplinary action.

- **Accountability for Behavior**:
  - o The institute is not liable for injuries or accidents arising from the misbehavior of students, whether occurring within or outside the institute premises. Students are expected to uphold responsible and safe conduct at all times.

1.7 Lost & Found Policy

- **Submission of Found Items**:
  - o Any unclaimed or found items should be promptly submitted to the **reception counter** at the administrative office on 2nd floor.
- **Claiming Lost Items**:
  - o Students can inquire about lost items at the reception counter on 2nd floor and must provide sufficient details to verify ownership.

1.8 Laboratory & Workshop Discipline

- **Adherence to Instructions**:
  - o Students must follow all instructions given by the faculty, laboratory technician, or workshop technician during laboratory and workshop sessions.
- **Timeliness**:
  - o Students are required to report to laboratory and workshop sessions on time to ensure full participation.
- **Proper Attire**:
  - o Students must wear the prescribed **laboratory/workshop apron** as mandated by the institution for safety and hygiene.
- **Footwear Policy**:
  - o Students must remove their shoes before entering the computer lab to maintain cleanliness and protect the equipment.
- **Careful Handling of Equipment**:
  - o All laboratory equipment, workshop machinery, appliances, and chemicals must be handled with utmost care to prevent accidents and damage.
- **Reporting Malfunctions**:
  - o Any breakages or malfunctioning equipment must be reported immediately to the faculty, laboratory assistant, or workshop assistant as soon as it is noticed.
- **Attendance for Missed Sessions**:
  - o Students who are absent for laboratory or workshop sessions must attend **rescheduled practicals** to make up for the missed work.
- **Completion of Work**:
  - o Assignments, manuals, journals, projects, and tutorials must be completed and submitted as per the given schedule, ensuring timely progress in coursework.

2. INDUCTION PROGRAM

2.1 Purpose of the Student Induction Program:

- **Ease Transition:** Helps new students adjust to the unfamiliar environment of higher education by acclimating them to their roles and surroundings
- **Foster Comfort:** Creates a welcoming atmosphere for students to feel at home in the institution, reducing stress and anxiety
- **Cultural Integration:** Inculcates the ethos and culture of the institution
- **Build Relationships:** Promotes bonding among peers, and between students and faculty members
- **Promote Holistic Development:** Encourages awareness, sensitivity, self-exploration, and understanding of one's role in society
- **Develop Values:** Instills universal human values and nurtures character.

2.2 Key Components to Include in the Induction Program:

- **Physical Activity:**
  Daily sessions involving sports, games, or yoga to promote teamwork and health
- **Creative Arts and Culture:**
  Opportunities for students to explore arts such as painting, music or dance, fostering creativity
- **Mentoring and Universal Human Values:**
  Group discussions and mentoring to encourage self-awareness, decision-making skills, and sensitivity through universal human values.
- **Familiarization with Institution:**
  Guided tours of the campus, departments, and facilities. Explanation of academic systems like grading and examinations
- **Literary Activities:**
  Reading, debates, and dramatics to develop critical thinking and communication skills
- **Proficiency Modules:**
  Crash courses to address deficiencies in areas such as English or computer skills
- **Lectures and Workshops:**
  Sessions by eminent speakers from diverse fields to inspire and educate students
- **Local Area Visits:**
  Educational trips to heritage sites, natural landmarks, or community centres to foster bonding and awareness
- **Extra-Curricular Activities:**
  Introductions to clubs and student councils to encourage participation in co-curricular activities
- **Feedback Mechanisms:**
  Collecting feedback and reflections from students to refine the program.
  These activities span a structured three-week program to ensure students feel integrated and prepared for their academic journey.

3. <u>GUIDELINES FOR PARENTS</u>

- **Provide Proper Nutrition**:
  - o Parents should ensure that their ward receives proper and nutritious food daily to support their health and academic performance.
- **Stay Informed**:
  - o Parents are encouraged to regularly visit the **institute's website** for updates, notices, and important information.
- **Parent-Teacher Meetings**:
  - o Parents should make it a priority to attend **Parent-Teacher meetings** whenever scheduled, as these provide valuable insights into their ward's progress.
- **Communication with Faculty/HOD**:
  - o If necessary, parents can reach out to the **faculty** or **Head of Department (HOD)** to discuss their ward's performance and any concerns.
- **Limit Providing Valuable Electronic Devices**:
  - o Parents should avoid providing their ward with valuable electronic devices, as these can be distracting and may impact their focus on academics.
- **Encourage Career Growth**:
  - o Parents should motivate and guide their ward toward making informed decisions for a successful career.
- **Monitor Behaviour and Progress**:
  - o Parents are advised to regularly monitor their ward's behavior, as well as their academic and non-academic performance, to ensure balanced development.
- **Inculcate Human Values**:
  - o Parents should focus on instilling strong human values such as respect, empathy, and integrity in their child to shape them into responsible individuals.

4. <u>SCHOLARSHIP FACILITY</u>

4.1 <u>Government Scholarship & Fee Concession</u>
The institute provides facilities for all types of scholarships under the **MAHADBT (Maharashtra Direct Benefit Transfer)** scheme, including various government scholarship schemes.

- **Reservation Category & Economically Backward Class (EBC)** candidates are eligible for **fee concessions** based on the norms and standards set by the **State and Central Government**.

- These concessions and scholarships aim to support students from economically disadvantaged backgrounds and those belonging to reserved categories, ensuring equal opportunities for all.

Sr. No.	Scheme	Category	Concession	Income Limit	Admission Thorough	Require Documents
1	Scholarship	SC	No Tuition Fee & Development Fee	Upto 2.5 Lakh	CAP & Institute Level	- Caste Certificate, - Caste Validity, - Income Certificate (Last Financial Year), - Domicile Certificate - Aadhar Card Linked with Bank A/c. & Mobile No. - Non-Creamy Layer Certificate for VJNT, OBC, SBC & SEBC
		ST	No Tuition Fee & Development Fee	Upto 2.5 Lakh	CAP Candidate	
		VJDT, NTB, NTC, NTD, SBC, OBC-GIRLS	No Tuition Fee	Upto 1.5 Lakh		
		OBC-BOYS	50% Tuition Fee	Upto 1.5 Lakh		
2	Freeship	SC	No Tuition Fee & Development Fee	More than 2.5 Lakh		
		ST				
		VJDT, NTB, NTC, NTD, SBC, OBC-GIRLS	No Tuition Fee	More than 1.5 Lakh		
		OBC-BOYS	50% Tuition Fee	More than 1.5 Lakh		
3	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Yojna (Economically backward Class)	SEBC-BOYS	50% Tuition Fee	No Limit		
		SEBC-GIRLS	No Tuition Fee	No Limit		
		EBC-GIRLS	No Tuition Fee	Upto 8.0 Lakh	CAP Candidate	- Domicile Certificate, - Income Certificate (Last Financial Year), - Aadhar Card Linked with Bank A/c. & Mobile No.
		EBC-BOYS	50% Tuition Fee	Upto 8.0 Lakh		
4	Religious Minority Muslim, Sikh, Christian, Jain, Buddhist, Parsi, Jews 1. State Level 2. National Level	Who are not eligible for above reserved category or any other concession	Rs.50,000/- From Minority Cell	Upto 8.0 Lakh	CAP & Institute Level Candidate	

4.2 Institute-Level Financial Assistance for Students

The institute is committed to supporting students in need by offering financial assistance based on the **financial status of their parents**.

4.3 Fee Concession through S.T.E.P. (Seva Sahayog Foundation)

The **Seva Sahayog Foundation**, in collaboration with SS&C Globe Op under its **S.T.E.P. (Student Training and Education Program)** initiative, has been tirelessly working since 2009 to uplift underprivileged sections of society.

- **Thakur Polytechnic** partnered with Seva Sahayog Foundation in 2016-2017, helping numerous students and their families by addressing their financial needs through sponsorships.
- To date, **over numerous deserving and meritorious students** from Thakur Polytechnic have benefited from scholarships provided by the foundation.
- This noble initiative will continue to extend its support to students of **Thakur Shyamnarayan Engineering College**, ensuring that financial constraints do not hinder their academic aspirations.

The institute takes pride in collaborating with organizations like Seva Sahayog Foundation to empower students and contribute to their academic success.

5. STUDENT INSURANCE COVERAGE :

The college offers a comprehensive Group Accident Insurance policy with a coverage of ₹5 lakh to all enrolled students, reaffirming its commitment to safeguarding their well-being throughout their academic journey. This initiative is designed to provide financial protection and support in the event of unforeseen accidents alleviating the burden on students and their families. The policy ensures 24/7 coverage, offering peace of mind and security to students during their time at the college.

6. STUDENT COUNSELING AND MENTORING:

6.1 Counseling
Engineering education encompasses more than acquiring technical knowledge; it emphasizes personal development, emotional well-being, and professional growth. Counseling plays a pivotal role in helping students:

- Overcome challenges, both academic and personal.
- Enhance their emotional resilience.
- Optimize their overall academic experience.

Through counseling, students gain access to valuable resources and support systems that empower them to navigate their educational journey with confidence.

6.2 Mentoring
Every student joining the institute is paired with a dedicated **faculty mentor**. This mentoring relationship creates a supportive and nurturing environment where mentors:
- Offer personalized guidance on academic, personal, and professional matters.
- Encourage holistic growth, helping students balance studies with other life aspects.
- Foster a sense of belonging and trust within the academic community.

Research and observations indicate that mentoring programs have a positive impact on:
- Academic performance and consistency.
- Student well-being and mental health.
- Building a collaborative and healthy campus culture.

This dual approach of counseling and mentoring ensures that students are equipped with the tools they need for both personal success and professional excellence.

7. <u>USE OF LIBRARY & ACCESS TO E-LIBRARY</u>

Library Timings: 8:00 A.M. to 7:00 P.M.

7.1 The institute's fully computerized library is a treasure trove of knowledge, offering an extensive collection of textbooks, reference books, and periodicals across all engineering disciplines.

- The library boasts a collection of over 25,000 books, along with access to national and international journals, periodicals, and newspapers.
- Resources such as encyclopedias, dictionaries, and almanacs further enrich the library's offerings, ensuring it serves as a constant source of learning for students and faculty.
- Books are available for current reading in the library or for home issue at the circulation counter.

7.2 <u>Library Features</u>

- Fully computerized using KOHA Integrated Library Management Software.
- Spacious reading room for comfortable study.
- High-speed internet facility in the e-library.
- DELNET Membership (Developing Library Network) for resource sharing among libraries.
- Membership with National Digital Library (NDL).
- Access to e-journals through DELNET and NDL.

7.3 <u>Library Services</u>

- Book Bank Facility for students.
- Fully computerized services for seamless operations.
- Open Access System for easy browsing of books.
- OPAC (Online Public Access Catalogue) for locating books and materials.
- Reference resources including past board question papers, syllabi, and laboratory manuals.
- Newspaper Clipping Services for updated information.

7.4 <u>Library Membership</u>

- Regular students of the college.
- Faculty members and support staff.

7.5 <u>General Rules & Instructions</u>

- Students must carry a valid college ID card to enter the library.
- Attendance must be recorded in the reading section attendance register.
- Lost library cards can be replaced for a fee of ₹200.
- Silence and discipline are mandatory in the library and reading room.
- Bags and personal belongings must be kept in the designated area.
- Overdue books will incur a fine of ₹2 per day.
- Students should regularly check library notices for updates.

7.6 Book Bank Policy

- Books are issued on a merit-cum-means basis and on a first-come, first-served basis.
- Each student may borrow up to 5 books.
- Annual membership charges apply.
- Damaged or lost books must be replaced at their full price by the student.
- All books must be returned immediately after exams.

7.7 E-Library

- The institute offers a state-of-the-art e-library equipped with 30 PCs connected via LAN and high-speed broadband. The e-library provides access to e-resources and e-documents for quick retrieval of information.

- Students can utilize the e-library to access course materials, research projects, and additional learning resources to expand their knowledge.

7.8 Instructions for E-Library Usage

- E-Library Time Schedule: Students can access the e-library for one hour per session.
- E-Library Rules:
  - ➢ Students must properly sign the e-library attendance register.
  - ➢ Installing software without prior permission is strictly prohibited.
  - ➢ Students must avoid saving any documents directly on the desktop.

This well-organized library and e-library system ensures students and faculty have access to a vast repository of information, enhancing their academic journey.

8. INSTITUTE/UNIVERSITY EXAMINATION GUIDELINES:

Examinations are a vital component of the educational process, ensuring academic rigor and adherence to institutional standards. The **Exam Cell** at Thakur Shyamnarayan College of Engineering functions as a **confidential unit** that oversees the entire examination process, maintaining fairness, transparency, and compliance with the regulations of **Mumbai University**.

Roles and Responsibilities of the Exam Cell
- **Communication and Notifications**:
  - o Circulars, guidelines, office orders, and notifications received from **Mumbai University** are processed and disseminated by the Exam Cell.
  - o Notifications related to **exam fee collection**, deadlines, payment modalities, and fines are shared with all concerned students.
- **Examination Management**:
  - o The Exam Cell conducts **Internal Examinations** and **Mumbai University End-Semester Examinations** (theory and practical) for all **B.E. courses**.
  - o Responsibilities include preparation of the **exam timetable**, allocation of **invigilator duties**, and **seat arrangements** in examination halls.

- **Paper Scrutiny and Result Declaration**:
    - o Internal examination papers are reviewed to ensure compliance with **Mumbai University academic regulations**.
    - o Results of end-semester examinations, received from the university, are declared promptly.
- **Analysis and Reporting**:
    - o Examination results are analyzed, and reports are prepared in consultation with the Principal.
    - o These reports are submitted to appropriate authorities for follow-up actions.
- **Distribution of Academic Documents**:
    - o The Exam Cell handles the distribution of **mark sheets**, **LORs (Letters of Recommendation)**, **transcripts**, and **duplicate marks memos** for students.
- **Academic Awards and Recognition**:
    - o The Exam Cell organizes the **distribution of academic awards, medals, and rank certificates** to eligible candidates annually.
- **Feedback and Process Improvement**:
    - o Surveys are conducted to gather feedback from students regarding the **strengths and weaknesses** of the examination process.
    - o Suggestions are analyzed to improve examination protocols and overall efficiency.
- **Grievance Redressal**:
    - o The Exam Cell addresses examination-related grievances raised by the administration, faculty, staff, and students to ensure a smooth and satisfactory resolution.

9. INSTITUTE-LEVEL COMMITTEES

The details of the committees are available on the **TSEC official website**: www.tsecmumbai.in and are also displayed on the respective floors.

9.1. Internal Quality Assurance Cell (IQAC)

In line with **AICTE notifications**, the Internal Quality Assurance Cell (IQAC) at Thakur Shyamnarayan Engineering College (TSEC) is established to ensure and improve the institute's quality as per **ISO 9001:2015 standards**.

The IQAC monitors and enhances the quality of technical education by providing proper guidance to faculty and students.
Objectives:
- Ensure continuous improvement in academic and administrative performance.
- Foster a culture of quality within the institute.
- Conduct periodic assessments and evaluations.
- Establish mechanisms for effective feedback collection.
- Implement and uphold accreditation standards.
- Guide and support faculty and staff development initiatives.
- Encourage research, innovation, and knowledge dissemination.
- Strengthen institutional governance and student engagement.

9.2. Institution-Industry Cell (IIC)

The **Institution-Industry Cell (IIC)** serves as a platform to bridge the gap between academia and industry, ensuring students and faculty align with industry standards.
Key Objectives:
- Foster **industry-academia collaboration** to enhance research, training, and development.
- Enhance student skills through **internships, live projects, and industrial training**.
- Promote **knowledge exchange** between academic and industry experts to address technological challenges.
- Enrich the curriculum by incorporating **industry insights and advanced trends**.
- Support **entrepreneurial ventures** by connecting start-ups with industry mentors.

9.3. College Development Committee (CDC)

The **College Development Committee (CDC)** ensures the overall development of students by creating an enriching educational environment and fostering industry connections.
Objectives:
- Formulate and implement development plans.
- Ensure effective utilization of resources.
- Review and recommend institutional policies.
- Monitor progress in academic and extracurricular activities.
- Provide guidance on faculty recruitment and development.
- Promote a **student-centric environment** for growth.
- Support **research, innovation, and industry collaboration**.
- Oversee infrastructure development and ensure compliance with regulatory standards.
- Enhance the overall quality of education.

9.4. Research Cell

The **Research Cell** at TSEC, established in **2024**, plays a crucial role in fostering innovation, developing new knowledge, and building industry-academic partnerships. It provides students with a platform to develop, test, and commercialize innovative projects.
Key Activities:
- Evaluate student projects at department and institutional levels.
- Facilitate commercialization and **intellectual property (IP) rights** for innovative projects.
- Organize skill-enhancing workshops, seminars, and hackathons at institutional, state, and AICTE levels.
- Promote **start-ups, innovation, and entrepreneurship**.
  Objectives:
- Foster a **culture of research and innovation**.
- Facilitate **funding and collaboration** with external organizations.
- Organize workshops, seminars, and conferences to encourage research dissemination.
- Ensure the **publication of research findings** in reputed journals and conferences.

9.5. Establishment of Committee for SC/ST

This committee is established to safeguard the rights of SC/ST students and provide guidance to ensure they can fully utilize the benefits offered by state governments and the Government of India.

9.6. Internal Committee

The Internal Committee addresses and resolves internal complaints and cases to ensure a safe and conducive environment for all stakeholders.

9.7. Women Grievance Redressal Committee

This committee handles complaints related to harassment, eve-teasing, indecent behavior, and other issues faced by women. It aims to provide a safe and respectful environment for female students and staff.

9.8. Grievance Redressal Cell (GRC) for Faculty/Staff

This cell addresses grievances, complaints, and malpractices reported by faculty and staff, ensuring prompt resolution in a fair and transparent manner.

9.9. Grievance Redressal Committee for Persons with Disabilities

This committee addresses grievances, complaints, and challenges faced by disabled students and staff, ensuring inclusivity and accessibility within the institution.

9.10. Student Grievance Redressal Committee (SGRC)

The SGRC handles grievances and complaints from students, faculty, and other stakeholders to ensure their concerns are addressed effectively.

9.11. Ombudsman/Grievance Redressal Committee

This committee works to prevent unfair practices and provide justice to staff, students, parents, and stakeholders while ensuring transparency and maintaining ethical standards.

9.12. Anti-Ragging Committee

The Anti-Ragging Committee is tasked with maintaining discipline and preventing ragging on campus. It works in collaboration with teaching staff, students, parents, police, NGOs, and media to implement anti-ragging measures.

Key Functions:
- Prevent ragging through stringent anti-ragging measures.
- Enforce disciplinary actions against offenders as per the guidelines.

9.13. Anti-Ragging Squad Committee

This squad actively patrols the campus, including common areas and hostels, to prevent and address incidents of ragging, ensuring a safe and secure environment.

9.14. Department of Lifelong Learning and Extension (DLLE)

Established on **October 12, 1978**, and recognized as a statutory department of the **University of Mumbai** since 1994, DLLE promotes meaningful connections between universities and the community.

Objectives:
- Sensitize students to socio-cultural realities.
- Offer extension work projects to degree college students, awarding **10 grace marks** (under Ordinance 229-A) upon successful completion.

9.15 DLLE at Thakur Shyamnarayan Engineering College:

Since **November 2024**, the DLLE department has been active, offering various projects aimed at creating social awareness. Students participate in activities addressing issues such as:

- Save Food, Save Water, Save the Girl Child
- Pollution Control
- HIV/AIDS Awareness
- Global Warming
- Tree Plantation
- Child Labor
- Waste Management
- Dowry Deaths

Activities include:

- Rallies
- Street Plays
- Poster Making
- Surveys
- Elocution Competitions

9.16 Indian Society for Technical Education (ISTE) Chapters

Our institute has established ISTE chapters to foster the holistic development of staff and students, enabling them to acquire the necessary skills to excel as professionals and responsible citizens.

History and Membership:

- The ISTE chapter for staff was initiated in **2003**.
- The ISTE chapter for students was introduced in **2005**.
- These chapters collectively boast a membership of over **2,000 individuals**, providing a robust platform for skill enhancement and knowledge sharing.

Activities Under the ISTE Student Chapter:

The ISTE Student Chapter actively organizes a variety of events to nurture technical and non-technical skills. Key activities include:

- Technical and non-technical seminars
- Technical poster exhibitions
- Paper presentations
- Elocution contests
- Quiz and debate competitions
- Various other major events

Tantra-Utsav

In recognition of the competitive technological landscape, the institute organizes **"Tantra-Utsav"**, a **State-Level Paper Presentation and General Quiz Competition**, every year. This event serves as a platform for students to demonstrate their technical expertise, research capabilities, and intellectual acumen.

TechnoFest: State and National-Level Project Competition

TechnoFest is a prominent annual event that hosts **State-Level** and **National-Level Project Competitions and Exhibitions** for the students.

Highlights of TechnoFest:

- **Showcasing Final Year Projects**: Projects developed by final-year tudents from various institutions are exhibited.
- **Platform for Technical Awareness**: The event provides an avenue for students to display their technical knowledge and creative problem-solving skills.
- **Promoting Presentation Skills**: Students refine their ability to effectively communicate and present their projects.
- **Encouraging Collaboration**: Participants exchange ideas and perspectives, fostering collaboration and synergy among students from diverse regions.
- **Towards Global Integration**: The event promotes the development of synergies and innovative thinking that aligns with global standards.

Through ISTE initiatives like **Tantra-Utsav** and **TechnoFest**, our institute is committed to nurturing technical competence and innovation among students, preparing them for the challenges of the ever-evolving engineering landscape.

9.17. <u>Green Club</u>

The **Green Club** aims to foster a love for nature, adventure, and environmental stewardship within the college community. Its primary focus is on tree conservation and raising awareness about pressing environmental issues, including deforestation, land degradation, water pollution, and global warming. The club actively engages in initiatives to uplift and preserve the natural environment.

9.18. <u>Cultural Committee</u>

The Cultural Committee at Thakur Shyamnarayan Engineering College organizes events that contribute to the holistic development of students by encouraging cultural awareness and inclusivity while recognizing and nurturing talent.

Objectives:

- **Holistic Development**: Promote personal and professional growth.
- **Cultural Awareness and Inclusivity**: Encourage diversity and understanding.
- **Talent Recognition and Nurturing**: Provide a platform for showcasing skills.
- **Building Confidence and Communication Skills**: Enhance self-esteem and public speaking abilities.
- **Teamwork and Networking**: Foster collaboration and community spirit.
- **Stress Relief and Fun**: Provide a break from academic rigors.
- **Organizational and Management Experience**: Develop event planning and leadership skills.
- **Strengthening College Identity**: Foster pride and connection with the institution.

Key Celebrations:

- **Independence Day**
- **Garba Day**
- **Republic Day**
- **Goonj - Ek Aagaz** (Annual Cultural Festival)

These events are instrumental in shaping students' personalities and preparing them for future challenges in both life and career.

9.19. Sports Committee - "Aventura"
The Sports Committee is dedicated to promoting sports and physical fitness among students. The institute is equipped with facilities for various sports and games, supporting students' athletic pursuits.

Key Highlights:
- Membership with the **Inter Engineering Diploma Students Sports Association (IEDSSA)** to encourage students to participate in inter-collegiate sports tournaments.
- Organization of the **Annual Sports Meet - "Aventura"**, which includes both indoor and outdoor sports competitions.

By providing these opportunities, the committee helps students showcase their talent and achieve excellence in sports.

10. STUDENT COUNCIL

The **Student Council** is a platform for students to take on leadership roles across various committees. The council empowers students to actively participate in college activities and initiatives.

Committee Roles:

10.1. Cultural Committee
- Cultural Secretary (Male & Female)
- Assistant Cultural Secretary (Male & Female)

10.2. ISTE (Indian Society for Technical Education)
- Chairperson
- Secretary

10.3. IIC (Institution Innovation Council)
- President
- Vice President

10.4. NSS (National Service Scheme)
- Leader (Boys)
- Leader (Girls)

10.5. Green Club
- President
- Vice President
- Technical Head
- Documentation Head
- Campaign Coordinator

10.6. Sports Committee
- Secretary (Male & Female)
- Assistant Secretary (Male & Female)

10.7. TPC (Training and Placement Cell)
- Coordinator (Male)
- Coordinator (Female)

10.8. DLLE (Department of Lifelong Learning and Extension)
- Student Manager

The Student Council ensures active student involvement in fostering a vibrant and engaging campus life.

11. STUDENT FEEDBACK SYSTEM :

The **Student Feedback System** is a vital mechanism that facilitates continuous improvement in the teaching-learning process by gathering insights directly from the learners. Regular feedback serves as a bridge between students, faculty, and higher authorities, ensuring a shared understanding of educational practices and expectations for the overall growth of both students and faculty.

Sr. No.	Activity	Schedule
1	Suggestions / complaints / Feedback through Email	As and when required
2	Institute Feedback	At the end of academic year
3	Parents Feedback	During Parent-Teacher meeting
4	Participants" feedback about Guest Lecture / Seminar /Workshop/ Training Program	On the completion of the event
5	Alumni Survey	After declaration of result
6	Industrial Visit Feedback	After Industrial visit
7	Participants Feedback about Extra-curricular Events	On the completion of the event
8	Students Feedback	Before IAT-1 and IAT-2
9	Performance Appraisal & Development System (PADS) of Staff	Yearly

12. RESEARCH CELL

Research and Development plays a vital role in the growth and success of engineering colleges as they contribute to the creation of new knowledge and technologies and also improves educational quality, fostering innovation, and building strong industry-academic partnerships.

The TSEC Research & Development Cell, established in 2024, nurtures students' technical talent by providing a platform to develop and test innovative projects through Institutions Innovation Council cell Thus-

- Provides a platform for developing and testing student projects.

- Projects evaluated by experts at department and institute levels.

- Reviews potential projects for commercialization and IP rights.

- Encourages participation in competitions and skill-enhancing workshops.

- Hackathon at institute level , state and AICTE .

- Promotes innovation, start-up and entrepreneurship .

13. INDUSTRIAL VISIT GUIDELINES :-

Industrial visits are an essential part of the educational journey, providing students with practical exposure and real-world insights. The aim is to train students to gather, analyze, and synthesize information during the visit and present it in an organized manner to their teachers. To ensure a productive and safe experience, students are required to adhere to the following guidelines:

13.1 General Guidelines
- **Mandatory Attendance**: Attendance is compulsory for all students during the industrial visit.
- **Discipline**: Maintain proper discipline and professionalism at the industry or institute being visited.
- **Dress Code**: Dress appropriately and maintain a decent appearance during the visit.
- **Safety Protocols**: Avoid touching machines, equipment, or any restricted items unless explicitly permitted.
- **Punctuality**: Be punctual for the visit and adhere to the schedule provided.

13.2 Preparation before the Visit
- **Information Gathering**: Research and gather prior information about the industry or site from its official website or other resources.
- **Parental Consent**: Submit a signed undertaking from parents to the class teacher before the visit.
- **Identification**: Carry a valid college ID card at all times during the visit.

13.3 During the Visit
- **Respect and Courtesy**: Greet the industry personnel respectfully when meeting and leaving.
- **Behavior**: Avoid carrying or using inflammable, sharp, toxic, hazardous, or alcoholic materials during the visit.
- **Record Keeping**: Keep a detailed record of observations and insights during the visit as per the instructions of the subject teacher.

13.4 Post-Visit Requirements
- **Visit Report**: Submit a well-documented visit report to the class teacher within two days of the visit. The report should include key learning's and observations.

By adhering to these guidelines, students ensure a safe, informative, and productive industrial visit that enriches their educational experience and fosters professional development.

14. TRAINING, PLACEMENT & HIGHER STUDIES:

The Training and Placement (T&P) Cell of **Thakur Shyamnarayan Engineering College (TSEC)** plays a pivotal role in preparing students for successful careers by aligning their technical expertise, life skills, and aptitude with industry requirements.

Purpose & Scope
The T&P Cell is committed to providing career guidance, organizing training programs, and facilitating placement opportunities for students. It aims to bridge the gap between academia and industry by enhancing students' employability and supporting their aspirations for higher education.

Key Activities and Services :

14.1 Training Programs & Workshops
- Regularly organized sessions to enhance technical skills, communication, and soft skills.
- Mock interviews, aptitude tests, and group discussions to build confidence and preparedness.

14.2 Campus Placements
- Collaboration with leading organizations to conduct placement drives.
- Internship opportunities that provide hands-on experience in real-world scenarios.

14.3 Guidance for Higher Studies
- Information on national and international higher education opportunities.
- Support in preparing for competitive exams such as GATE, GRE, TOEFL, and IELTS.
- Assistance with applications, documentation, and educational counseling.

14.4 Expectations from Students
- **Active Participation:** Students are encouraged to actively participate in all T&P activities to maximize learning and opportunities.
- **Timely Registration:** Ensure timely registration for placement and training programs to stay updated with the schedule and requirements.

Through its focused approach, the T&P Cell helps students build a strong foundation for their professional journeys, ensuring they are equipped with the skills and knowledge necessary for success in the corporate world or higher education

15. <u>ACHIEVEMENTS & ACCOLADES</u> :

To ensure holistic development and recognize outstanding performance, the following guidelines for achievements and accolades are established:

15.1 <u>Submission of Achievement Certificates</u>

- All students are required to submit their achievement certificates (curricular or extracurricular) to their respective mentors for record-keeping and acknowledgment.

15.2 <u>Participation in Activities</u>

- Students must actively participate in a minimum of **two curricular** and **two extracurricular activities** during every academic year. This ensures a balance between academic and personal growth.

15.3 <u>NPTEL Course Requirements</u>

- As part of the academic curriculum, students are expected to complete and qualify for at least **two NPTEL (National Programme on Technology Enhanced Learning)** courses during the four-year engineering program. This enhances subject knowledge and improves learning outcomes.

By meeting these criteria, students not only contribute to their personal and academic growth but also build an impressive portfolio of achievements, preparing them for future endeavors.

16. <u>DOCUMENT RELATED GUIDELINES</u> :

16.1 <u>Academic Bank of Credit (ABC)</u> :

The **National Education Policy (NEP) 2020** promotes a flexible curriculum and academic mobility for students. To facilitate this, the **Academic Bank of Credit (ABC)** has been introduced, offering a national platform that allows students to personalize their learning journey. ABC enables the attainment of degrees, diplomas, and post-graduate diplomas through a system with multiple entry and exit points, as well as opportunities for anytime, anywhere learning at various educational levels.

In line with the NEP 2020's focus on digital initiatives, it is mandatory for all students to generate their **ABC IDs**, which will serve as a unique identifier for their academic credits and courses.

Steps for Students to Generate ABC ID:
Option A: Via the ABC Portal
- Visit the official website: **www.abc.gov.in**
- Navigate to **My Account** and select **Student**.
- For new users, click on **"Sign up for Meri Pehchan"**.
- Enter your mobile number and you will receive an OTP on your registered mobile number.
- Fill in all necessary details in the required fields and click on **Verify**.
- Upon successful verification, you will be issued your **ABC ID,** save the ABC ID and contact Admin Office to update your ABC Id in official record.

Option B: Via DigiLocker
- Visit **www.digilocker.gov.in** and sign in using your **Mobile number** or **Aadhar number**.
- Once signed in, go to **Search Documents**.
- Under the **Education** section, search for the **ABC ID** widget.
- Click on the widget to generate and download your **ABC ID**.
- After generating, save the ABC ID and contact Admin Office to update your ABC Id in official record.

Note: The **ABC ID** is essential for students pursuing a variety of academic programs under the National Education Policy, ensuring the easy transfer of academic credits and providing greater academic flexibility.

16.2 Railway Concession Facility :

Our institute is pleased to offer a railway concession facility for engineering students to make travel more affordable and convenient. This service is available for students traveling for academic purposes.

Eligible students can obtain a concession certificate from the administrative office, which allows them to avail of discounted railway fares as per government regulations. To apply, students need to submit a valid ID, proof of enrollment, and travel details to the administrative office.

16.3 Recommendation (RECO) Letter Guidelines:

- Students must obtain prior approval and have the printed draft of the recommendation letter reviewed by the respective HOD or staff member they are approaching.
- A written application addressed to the Principal, along with the reviewed draft recommendation letter, must be submitted. Additionally, a scanned copy of the reviewed draft should be emailed to the institute's official email ID.
- The final recommendation letter, printed on the college letterhead, can be collected from the administrative office within three working days.

16.4 Bonafide Certificate :

Students must collect an application for a bonafide certificate from reception counter and submit to the Student Section Clerk in the administrative office, clearly stating the valid purpose and duly signed by Principal sir, & Office Superintendent.
- The certificate can be collected from the student section within a stipulated time frame of three working days.

16.5 Procedure for Obtaining a Duplicate ID Card

- Collect the Duplicate ID Card form from the reception counter, fill it out completely, and get it signed by the Principal sir, & Office Superintendent.
- Make a payment of ₹200/- at the Accounts Department.
- Submit the completed form to the Admin Student Section Clerk.
- The Duplicate ID Card will be available for collection approximately one week after submission.

16.6 Leaving Certificate Procedure :

- For Regular Final-Year Students: Students passing their respective SUMMER exams must collect their original documents and Leaving Certificate on Orientation Day, as per the informed schedule.
- For Mid-Year Departures or WFLY/WFLS Cases:
  o Submit a written application addressed to the Principal, signed by your parents, HOD, Admin, and the Principal.
  o Submit the signed application at the reception counter.
- NOC Application:
  o Collect the Application for Leaving Certificate (NOC) from the reception upon completing the written application formalities.
- Submission and Collection:
  o Submit the completed NOC application to the Branch In-charge.
  o The Leaving Certificate and original documents will be issued within three working days.

17. SAFETY AWARENESS & PRIMARY FIRST AID :

Thakur Shyamnarayan Engineering College (TSEC) prioritizes the safety and well-being of its students, faculty, and staff. The institute is committed to promoting safety awareness and ensuring immediate assistance in case of emergencies.

17.1 Primary First Aid Assistance

- The institute is equipped to provide **basic first aid** for minor injuries or health issues.
- Trained staff members are available to administer first aid and guide individuals during emergencies.

Medical Emergency :
- Students are advised to promptly inform the college about any major illnesses to ensure proper support and prevent potential complications or incidents.
- In case of serious medical emergencies, the institute has established **tie-ups with nearby healthcare facilities**, including:
  1. **Sai Hospital**
  2. **Surbhi Hospital**
- These partnerships ensure prompt medical attention and care when needed.

17.2 **Safety Awareness Initiatives**

- Regular **safety drills** and awareness programs are conducted to educate the college community on emergency procedures.
- Comprehensive guidelines on emergency management, including fire safety protocols and evacuation plans, are communicated to all stakeholders
- By fostering a culture of safety and readiness, the institute ensures a secure environment where students and staff can focus on their academic and professional pursuits with confidence.

17.3 **Fire Safety Guidelines**

- Fire safety equipment is installed on every floor and in common areas for use in minor fire incidents.
- Fire fighting equipment, such as extinguishers, should ideally be operated by trained faculty or staff. All personnel should be familiar with their use.
- In case of a major fire, those closest to the fire should evacuate first, followed by others.
- Elevators and lifts must not be used during evacuation.
- All personnel should gather at the designated assembly point on the ground floor.
- The building's power supply must be shut down during large fires and evacuations.
- Emergency services and the fire brigade must be contacted immediately.

18. EMERGENCY HELPLINE NUMBERS :

For immediate assistance, the following helpline numbers can be contacted:

Sr.No.	Institute/ Person	Contact Number
1	Institute Mobile Contact Number	9833463489/ 8828888840
2	Mr. Pravin Singh	9820975407
3	Mr. Rajendra Singh	9867493532
4	Mr. Randhir Singh	9930530317
5	Mr. Amit Singh	8779915597/ 8655605872
6	Dr. Suresh Pathak	9869525639
7	Institute Reception Number	2854 2481 / 2854 3540 67756300 to 320