



Policy for Activity Point Programme as per AICTE.

Issued by: IQAC – Terna Engineering College, Navi Mumbai

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Terna Engineering College is affiliated with the University of Mumbai, which focuses on curricular activities and teaching-learning processes (TLP) that are oriented towards a mark trend-based education. This is far from Holistic Development of the students.

According to NEP 2020, students in Holistic development encompass three Holistic aspects.

- **Curriculum**:- Through the University of Mumbai curriculum and examination.
- **Co-Curricular**: Avalon – Technical fest, Professional Chapters, Hackathon, Conference, Project Competition, internship, Industry-based projects, MOOCs, training, research, etc.
- **Extra-Curricular**: Sports, Cultural, NSS, etc.

AICTE Activity points as explained below:

1. Purpose

To implement, monitor, and certify the AICTE Activity Point Programme so that TEC students must complete the mandatory activity-based requirements for the award of the degree while ensuring transparency, fairness, and academic integrity.

2. Background — regulatory summary

- Every regular student admitted to a 4-year degree Programme must earn a minimum of 100 Activity Points. Students admitted through lateral entry must earn 75 Activity Points.
- These points cover co-/extra-curricular, professional, community, entrepreneurship, internships, MOOCs, sports, NCC/NSS, cultural, training, research, and institutional service activities.
- TEC will maintain documented evidence and a clear verification process through Students' activity diary.

3. Objectives

1. Ensure all students meet AICTE Activity Point requirements in a timely, thorough student activity diary verification manner.
2. A transparent tracking & certification mechanism.
3. Integrate activity points with mentoring, employability initiatives, and the final degree audit.
4. Maintain records for IQAC audits, autonomy, approvals, and NBA/NAAC accreditation purposes.

4. Roles & Responsibilities

- Director IQAC: Policy, review.
- SWC Dean: Execution, verification, and ensure compliance before issuing a degree.
- HoDs: Department-level planning, faculty allocation.
- Faculty Mentors: Validate activities, maintain departmental register.
- Dean IIPC/Training & Placement/Student Development: Validate internships, entrepreneurship.
- NSS/NCC/Sports/Cultural/Clubs Coordinators: Validate participation.
- Students: Register, upload proofs, and meet minimum requirements.
- DQAC Committee: Random checks, spot verifications.

5. Activity categorisation & minimums

TEC list of Institute-level committees.

6. Process & Workflow

1. Orientation at admission.
2. Registration of activities.
3. Execution & documentation.
4. Mentor verification & point allocation.
5. Departmental HoD & DQAC endorsement.
6. DQAC committee audit & random spot checks.
7. Semester report to Exam Section.
8. Final certification from exam department before degree award.

7. Evidence & Documentation

Acceptable proofs: certificates, supervisor reports, attendance sheets, published DOIs, internship letters, MOOCs certificates, geotag photo/video proofs. All must contain event name, student name, roll number, branch, class, dates, duration, and committee in-charge sign, DQAC sign, HoD sign, Dean SWC signatory.

8. Proof Submission

Students need to submit documents/proof within 15 working days → to the respective department Committee In-charge → HoD → SWC team will publish the outcome within 30 working days.

9. Integration with Examinations

The Exam department will add the Activity Point Program Certificate with all the event details checklist upon graduation of UG - 4year degree program. With a degree, the certificate will be issued to all students who have met 100 (regular) / 75 (lateral) points.

10. Monitoring & Review

Dean SWC will issue semester reports and an annual review of the point matrix.

11. Students' Digital Diary

Dean SWC will create of digital Student diary to maintain proof, and a monitoring purpose will be created and published for time-to-time updates of the activities.

12. Activity Process for TEC: Under the Dean SWC guidance.

1. Activity Point Matrix – Activity details, brochure, schedule, Committee details with faculty in charge.
2. Student Registration Google Form as per the event.
3. Resource Person Details for the event.
4. Evidence Checklist – geotag photos, videos, etc.
5. Feedback Form
6. Action for improvement of the event.
7. Semester Activity Consolidation Report
8. IQAC End Semester Audit.

13. IQAC Audit list:

- Approval of events in the meeting with Dean SWC and Principal.
- Publish policy & orientation to staff and students by Dean SWC.
- Audit before semester end, i.e, last week of the semester, with all committees under Dean SWC.

14. TEC adoption: Terna Engineering College is adopting this AICTE Activity Program Concept. At the end of the 4-year Terna Engineering College proud to announce students' achievements in the transcript and issue the Activity Certificate with the Degree Certificate.

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