

Terna Engineering College, Nerul (East)- Navi  
Mumbai

## **Policy for Activity Point Programme as per AICTE.**

**Issued by: IQAC – Terna Engineering College, Navi Mumbai**

**Date: 1<sup>st</sup> September 2025**

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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 Dairy

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.

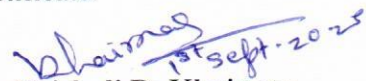
#### 12. Activity Process for TEC: Under the Dean SWC guidance.

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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