2. ACADEMIC POLICY

Statement

The upgradation of our knowledge, skills, research and learning are essential for the creation of practical and adaptable solutions in the field of engineering and technology. Therefore, the purpose of this academic policy is to render guidance on academic programmes and services provided to students as well as those that support the faculty's academic and professional lives.

Scope

This policy applies to all faculty, staff, and students of the institute.

Procedure

Academic calendar

The academic calendar shall be prepared by UG Dean in line with the University Academic Calendar and approved in the HOD meeting. Academic calendar shall be published one week prior to the commencement of classes. All the activities shall be strictly adhered to the academic calendar.

Timetable

General Timetable shall be published one week prior to the commencement of classes. General Timetable shall be prepared by the Timetable coordinator nominated by the Principal. Department timetable shall be published Two weeks prior to the commencement of classes. Department timetable shall be prepared by the timetable committee nominated by the Head of the Department.

Class timings

The institution follows a schedule for 5-day week with 29 hours/week (Monday to Thursday – 6hours and Friday – 5hours). Classes commence by 9am and ends at 4.15 pm, with an interval of 5 minutes after every hour.

Attendance timings

Faculty members shall take attendance within the first 5-10 minutes of each hour.

Subject groups

In every Department, the subject groups shall function to monitor the Outcome Based Education. At the start of every semester, subject group meetings shall convene to discuss and finalize the Course Plan containing CO –PO mapping, course delivery plan (Date wise) and content beyond syllabus. The DMC with support from subject groups shall plan academic activities and ensure its conduct and active participation by the students.

Class/ course committee

Meeting of the class committee consisting of HoD, Academic coordinator advisors, faculty handling courses for the semester and student representatives, shall be conducted two times in a semester. Remedial actions shall be taken based on the class committee reports.

ETLAB

The academic activities shall be monitored through the academic supporting software ETLab. Timetable and Roll number entry in ETLab shall be completed one week prior to the commencement of classes. Faculty members shall enter the assignment marks/series test marks in ETLab within seven days after the submission of assignment/conduct of examination. All reports generated from ETLab shall be an authentic document of the institution without any signature.

Attendance Requirements Shortage of Attendance and Duty Leave

80% of attendance is mandatory for internal exams including labs. Attendance shall be calculated three working days prior to the series test. In case of medical emergencies/genuine reasons if a student fails to attain 75 % attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs. Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

Assignments

Students shall do assignments as per regulations. The assignments questions shall include complex/open ended problems and the students are encouraged to use modern software/ hardware tools.

Examination Policy

Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of internal examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving the examination hall.

Role of Advisory system

There shall be a Senior Advisor and a team of advisors for a batch nominated by the Head of the Department. Personal and academic data of the students shall be updated and maintained by the advisory team. Performance of the students shall be sent to the parents after the first series test by the Senior advisor with the help of advisors. Advisors shall ensure the teachers' evaluation by the students in every semester. Advisors shall support and mentor the students. At-risk students shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Students and parents shall be informed about the relevant notifications from the Principal/Head of the Department by the Senior Advisor.

Library Usage

Faculty and students shall utilize the facilities of the main library as well as Department libraries for their academic work. The faculty and students are also encouraged to use digital library facilities.

Remedial Class

Every semester, remedial classes shall be arranged for academically weak students.

Seminar/ Project

Students are encouraged to present seminars from lower semester itself on selected topics. Direct them to select seminar topics, mini projects and final year projects based on different aspects of a unique/ state of the art problem. For curriculum seminar students are directed to select seminar topics from peer reviewed journals. Students are encouraged to take up quality projects leading to publication of paper(s) in conferences/journals. Poster presentation of final year UG projects and selection of Best UG project for all the branches shall be done. PG thesis final internal evaluation shall be conducted as per regulations. All the publications are to follow the standards including avoiding plagiarism and adhering to ethical principles.

Faculty Research and Publications: Faculty shall be given appreciation for publications in peer reviewed journals, funded projects and research collaborations.

Faculty Development Programmes /QIP

It is highly desirable that faculty members shall attend at least one FDP conducted in IITs/IIMs/NITs or equivalent national level institutions. Faculty members are encouraged to conduct in-house Faculty Development Programmes. Faculty shall avail QIP facility to acquire PhD following Government norms.

Supporting academic activities

All laboratories shall be open, upon student request at the interest and convenience of students. Active teaching methods/novel methods of content delivery such as Mini projects, Expert talk, NPTEL are encouraged in the campus. Students are encouraged to register and get certificates for online courses.

Academic Duties and Responsibilities

Sl. No.	Action/initiatives	Responsibility
General		
1	All staffs are to undertake all duties/responsibilities assigned by the Hon'ble Chairman/TKM Trust/Principal/HODs/Faculty-in-charges time to time for Institutional development	All Staff
2	All faculty/technical staff must be available in campus at least for 1-hour daily evening for contact/interaction with students	Faculty and Technical Staff
3	Each department/faculty will be given targets for research funding/research publication and upon research collaborations/MoUs with industries and research organizations as decided by the Research Council	Dean, Research Council
4	Evaluation of faculty by students/HODs by faculty/Head of the Institution by faculty (at least once in every semester)	IQAC
5	Faculty members will be deputed for FDPs in IITs/IIMs/NITs or equivalent national level institutions only (except in most emergency situations by Principal). At least one-week FDP programme from such institutions is compulsory in a year.	Principal/HoDs

6	Registration of students to higher semesters: arrangements and planning	UG Dean/PG Dean
7	First year admission, handbook for fresher's and ID cards of students: Norms and Procedures	First year Coordinator
8	General timetable shall be published 1 week prior to the commencement of classes	General Timetable Coordinator
9	Timetable and Roll number entry in ETLAB shall be completed 1 week prior to the commencement of classes	ETLAB Coordinator

Academic matters (institute level)

10	Academic calendar needs to be published one week prior to the commencement of classes and needs to be strictly adhered to.	Principal/ UG & PG Deans
11	Department timetable shall be published 2 weeks prior to the commencement of classes	HOD/Academic Coordinator
12	Students' programmes should be accommodated in the evenings/weekends without affecting the normal working hours except in most emergency situations	Dean, Student affairs/HoDs
13	Every semester, after the second series test, remedial classes should be arranged	UG Dean/HoDs
14	75% of attendance is mandatory for internal exams including labs. Attendance will be calculated three working days prior to the series test. Shortage of attendance will be reported to the examination cell by IQAC. Hall allotments will be done only for eligible students. In case of medical emergencies/genuine reasons if a student fails to attain 80% attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs.	IQAC/Exam Supdt/Sr adviser/ Adviser
15	Retest shall be permitted only on written request from students duly recommended by the Sr. Advisor. The requests are to be made within 1 week of completion of the series test and the retest completed within the next week.	Sr. Advisor/ HoD/Faculty

16	Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian.	HoDs/ Sr Advisers
17	All laboratories must be opened upon student request at the interest and convenience of students.	HoDs/Lab-in-Charges
18	Faculty members are to take attendance within the first 5-10minutes. Late comers are to be permitted to attend the class anytime without any claim for attendance.	All Faculty
19	Timetable of technical staff is also to be displayed in the HOD room along with that of faculty. They need to be assigned with more responsibilities during their free time slots.	Academic Coordinator
20	Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of internal examination. The student is expected to remain in the examination hall at least 50% of the duration of the examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving the examination hall.	Faculty
21	Poster presentation of final year UG projects are to be conducted before the last working day of the semester.	UG Dean/HoDs
22	PG thesis final internal evaluation shall be conducted as open defence. Minimum one publication based on the thesis is to be made mandatory for submitting the thesis.	PG Dean/HoDs/PG Coordinator
23	Best UG project award-criteria and selection	Dean Research
Academic matters (department level)		
24	First faculty evaluation by students shall be conducted within 3 weeks after the commencement of a semester. The report shall be studied along with the class committee reports and remedial actions should be taken.	HoD/Sr Adviser

25	Academically weak students should be discouraged from being absent in the class for arrangement of students' programmes.	Advisors
26	Question banks for all subjects should be made available along with the Lesson Plan/ Lecture Schedule at the beginning of the semester.	Faculty/DQAC
27	DMC with support from subject groups should plan academic activities for all semester students and ensure its conduct and active participation by the students.	HoD/DMC
28	Active participation of Advisors in mentoring and motivation is to be ensured by conducting weekly meetings. Advisors and faculty should also take extra efforts in moulding the students as responsible citizens.	Sr Advisor/ Advisors
29	Make the lecture and laboratory sessions more informative and minimize the usage of PPT for fundamental/core subjects.	Faculty
30	Encourage the students to do quality projects leading to publication of paper(s) in conferences/journals.	Faculty/Advisers
31	The quality of Series test question paper(s) should be improved. There should be at-least one challenging question.	Subject Group/ DQAC
32	Avoid home assignments. Better to give class assignments and tough problems which can be solved using modern software/ hardware tools.	Faculty/academic coordinator
33	Grace mark system for sessional marks be limited to1 or 2. Even in exceptional cases, the maximum grace mark shall be limited to 3.	Faculty
34	Include active teaching methods/novel methods of content delivery Mini projects, Expert talk, NPTEL	Faculty
35	Initiate Seminar topics from lower semester itself without making the students select it during semester breaks. Direct them to select seminar topics, mini projects and final year projects based on different aspects of a unique problem.	Advisors/Faculty

36	Encourage students to register and get certificate for online courses	Advisors/Faculty
37	Teachers should not be allowed to use mobile phone/tab/laptop in laboratory classes	Faculty
38	Encourage and Monitor the peer group study mechanism	Advisors
39	Motivational strategies can be adopted to maintain better behaviour. (Offering rewards etc.)	Advisors/faculty
40	Encourage the students to refer/follow standard textbooks.	Faculty/Subject Groups
41	Portions to be covered are to be fixed and informed. Question papers for the series test should be handed over to DQAC within 10 days of the commencement of the classes for that session. Ensure that COs are properly addressed in question paper settings.	DQAC/Subject Group
42	Before the first internal exam, the academic coordinator/HOD ensures that the topics/portions assigned for the examination are completed.	HoD/ DQAC/ IQAC
43	Advisors may conduct class meetings every two weeks. HODs should ensure monthly meetings of Senior Advisors and Academic Coordinators.	HoDs/Advisers
44	Library based tasks shall be given.	Faculty/Subject Group
45	Faculty members are to enter the series test marks in ETLAB within 7 days of the particular examination.	Faculty
46	One class wise get-together of students and concerned staff may be arranged every semester.	Advisers/HoDs
47	AT RISK students are to be identified early. Proper mechanism to address their grievances.	Faculty/Advisors

48	Remedial Workshops: Majority of courses require prerequisites. If the students have not acquired the prerequisites, it would be difficult for them to understand the courses even if they are well taught. Before the start of a semester (or during the initial days) workshops/tutorial sessions can be arranged to impart knowledge and skills required for better understanding of core subjects.	Subject Group/ DQAC
49	Prerequisite Evaluation Test: For courses which require prerequisites, an evaluation of students' knowledge and understanding of the prerequisites can be done in the first class. (This can be implemented as a surprise test). This will help teachers identify weak students before course delivery and suitable measures can be taken to ensure that learning happens among the weak students also.	Subject Group/ DQAC/ Faculty
50	Extracurricular activities: The present practice of extracurricular activities occupying the whole academic space should be avoided. As far as possible, extracurricular activities are limited to the first half of a semester only. The second half of the semester is preferably fully devoted to academic activities.	Dean Student Affairs/ UG Dean
Administrative matters (institute/department level)		
51	Slots for all faculty meetings in the college/department level may be fixed so that faculty could plan their academic activities and student meetings in advance.	Principal
52	Invigilators should keep a strict vigil of the class and senior professors and HODs may be asked to monitor the fair conduct of examination.	HoDs/DMC
53	In hostels proper monitoring of regular studies should be done by providing strict study time	DCW
54	Advisers/senior professors should visit hostels/places of stay of their wards	DMC