

TKM COLLEGE OF ENGINEERING, KOLLAM-5

ACADEMIC POLICY AND PROCEDURES

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.

Time Table: General Time Table shall be published 1 week prior to the commencement of classes. General Timetable shall be prepared by the Time table coordinator nominated by the Principal. Department timetable shall be published 2 weeks prior to the commencement of classes. Department timetable shall be prepared by the time table 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 and handover the slip to IQAC representative

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

DMC/DAC 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.

Eazy Campus: The academic activities shall be monitored through the academic supporting software Eazy Campus. Timetable and Roll number entry in EAZY CAMPUS shall be completed 1 week prior to the commencement of classes. Student Attendance entry and approval of Duty leave in EAZY CAMPUS shall be done by IQAC.. Faculty members shall enter the assignment marks/series test marks in Eazy campus within 7 days after the submission of assignment/conduct of examination. .

All reports generated from EazyCampus 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. Shortage of attendance shall be reported to examination cell by IQAC.

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.

Maximum duty leave permitted in a semester is FIVE. However, half day DL may be permitted for improvement/supplementary exams subjected to a maximum of 5. Students are to submit request for duty leave to senior adviser. Entry of duty leaves in EAZY CAMPUS is entrusted with IQAC. Duty leave forms through proper channel, within 5 days of availing the same, are to be submitted to IQAC. Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

Assignments: Students shall do a minimum of three assignments per theory course per semester. 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 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 send 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 twice in a 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 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, after the second series test, remedial classes shall be arranged for academically weak students.

Make up Examinations: A make up exam at the end of the semester shall be arranged one week after second series test for the students failing to appear for the series test. The students who wish to improve their marks can also appear for the make-up test. This test shall cover the entire syllabus. Students who wish to appear for the makeup exam shall submit the request to Senior Advisor. Senior advisor endorses the applications and forwards the list to Exam Cell through HoDs. The makeup exams shall be arranged centrally by the Exam Cell.

Seminar/ Project: Students are encouraged to present seminars from lower semester itself on selected topics. Direct them to select seminar topic, mini project and final year project based on different aspects of a unique/ state of the art problems. 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 before the last working day of the semester. PG thesis final internal evaluation shall be conducted as open defense. Minimum one publication based on the thesis shall be mandatory for submitting the thesis. 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: and Faculty members shall attend atleast one FDP conducted in IITs/IIMs/NITs or equivalent national level institutions. Faculty members are encouraged to conduct in house Faculty Development Programmes

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, QEEE/NPTEL. are encouraged in the campus. Students are encouraged to register and get certificate for online courses.