

## TKM COLLEGE OF ENGINEERING, KOLLAM-5

### ACADEMIC INITIATIVES

#### CIRCULAR

No. P1/363/1/2016

21.12.2016

Sl. No.	Action/initiatives	Responsibility
<b>GENERAL</b>		
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	Recognitions for best performing Department/HoDs/Senior adviser/faculty/staff etc.	IQAC
5	Evaluation of faculty by students/HODs by faculty/Head of the Institution by faculty (atleast once in every semester)	IQAC
6	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
7	Registration of students to higher semesters: arrangements and planning	UG Dean/PG Dean
8	First year admission, handbook for fresher's and ID cards of students: Norms and Procedures	First year Coordinator
9	General timetable shall be published 1 week prior to the commencement of classes	General Timetable Coordinator
10	Timetable and Roll number entry in EAZY CAMPUS shall be completed 1 week prior to the commencement of classes	EAZY CAMPUS Coordinator
11	Student Attendance/Duty leave Entry in EAZY CAMPUS	IQAC
<b>A. Academic Matters (Institute Level)</b>		
12	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
13	Department timetable shall be published 2 weeks prior to the commencement of classes	HOD/Academic Coordinator
14	Students' programmes should be accommodated in the evenings/weekends without affecting the normal working hours except in most emergency situations	Dean, Student affairs/HoDs

15	Every semester, after the second series test, remedial classes should be arranged.	UG Dean/HoDs
16	80% 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 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
17	There shall be no retest for series tests. Instead, one make up exam at the end of the semester shall be arranged one week after second series test. This test should cover the entire syllabus. Students' desires of appearing makeup exam shall submit the request to Senior Advisor. Senior advisor shall endorse applications of the deserving candidates and shall forward the list to Exam wing through HoDs. The makeup exams will be arranged centrally.	Exam Wing/ Senior Advisor/ HoD
18	Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian	HoDs/ Sr Advisers
19	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.	IQAC/UG Dean
20	All laboratories must be opened upon student request at the interest and convenience of students	HoDs/Lab-in-Charges
21	Faculty members are to take attendance within the first 5-10minutes and handover the slip to IQAC rep. Late comers are to be permitted to attend the class anytime without any claim for attendance	All Faculty
22	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
23	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 atleast 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
24	Poster presentation of final year UG projects are to be conducted before the last working day of the semester	UG Dean/HoDs
25	PG thesis final internal evaluation shall be conducted as open defense. Minimum one publication based on the thesis is to be made mandatory for submitting the thesis.	PG Dean/HoDs/PG Coordinator
26	Best UG project award-criteria and selection	Dean Research
<b>B. Academic Matters (Department Level)</b>		

27	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
28	Academically weak students should be discouraged from being absent in the class for arrangement of students programmes.	Advisors
29	Question banks for all subjects should be made available along with Lesson Plan/ Lecture Schedule at the beginning of the semester.	Faculty/DQAC
30	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
31	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
32	Make the lecture and laboratory sessions more informative and minimize the usage of PPT for fundamental/core subjects	Faculty
33	Encourage the students to do quality projects leading to publication of paper(s) in conferences/journals	Faculty/Advisors
34	The quality of Series test question paper(s) should be improved. There should be at-least one challenging question.	Subject Group/ DQAC
35	Avoid home assignments. Better to give class assignment and tough problems which can be solved using modern software/ hardware tools	Faculty/academic coordinator
36	Grace mark system for sessional mark be limited to 1 or 2. In any case, maximum grace mark shall be limited to 3.	Faculty
37	Include active teaching methods/novel methods of content delivery Mini projects, Expert talk, QEEE/NPTEL	Faculty
38	Initiate Seminar topics from lower semester itself without making the students select it during semester breaks. Direct them to select seminar topic, mini project and final year project based on different aspects of a unique problem.	Advisors/Faculty
39	Encourage students to register and get certificate for online courses	Advisors/Faculty
40	Teachers should not be allowed to use mobile phone/tab/laptop in laboratory classes	Faculty
41	Encourage and Monitor the peer group study mechanism	Advisors
42	Motivational strategies can be adopted to maintain better behavior. (Offering rewards etc.)	Advisors/faculty
43	Encourage the students to refer/follow standard text books.	Faculty/Subject Groups
44	Portions to be covered are to be fixed and informed. Question papers for 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 setting	DQAC/Subject Group
45	Before the first internal exam, academic coordinator/HOD ensure that the topics/portions assigned for the examination are completed.	HoD/ DQAC/ IQAC

46	Advisors may conduct class meetings every two weeks. HODs should ensure monthly meeting of Senior Advisors and Academic Coordinators	HoDs/Advisers
47	Library based tasks should be must	Faculty/Subject Group
48	Faculty members are to enter the series test marks in Eazycampus within 7 days of the particular examination	Faculty
49	One class wise get-together of students and concerned staff may be arranged every semester	Advisers/HoDs
50	AT RISK students are to be identified early. Proper mechanism to address their grievances.	Faculty/Advisors
51	<b>Remedial Workshops:</b> Majority of courses requires pre requisites. If the students have not acquired the pre requisites, it would be difficult for them to understand the courses even if it is 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
52	<b>Pre-requisite Evaluation Test:</b> For courses which require pre requisites, an evaluation of students' knowledge and understanding of the pre requisites 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
53	<b>Extracurricular activities:</b> The present practice of extracurricular activities occupying the whole academic space should be avoided. As far as possible, extracurricular activities be limited to the first half of a semester only. The second half of the semester preferably be fully devoted to academic activities.	Dean Student Affairs/ UG Dean
<b>C. Administrative Matters (Institute/Department Level)</b>		
54	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
55	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
56	In hostels proper monitoring of regular studies should be done by providing strict study time	DCW
57	Advisers/senior professors should visit hostels/places of stay of their wards	DMC



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