## ACADEMIC POLICY

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| PREPARED BY | VERIFIED BY | APPROVED BY |
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## 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.
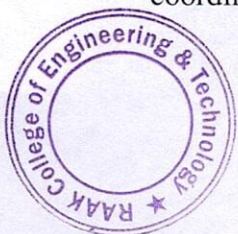
### PROCEDURE

**Academic calendar:** The academic calendar shall be prepared by IQAC 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

**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.

**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.

**Attendance Requirements and Shortage of Attendance:** 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 principal upon reports/recommendations from HoDs. Senior advisor/advisor 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. 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.