



ACADEMIC POLICY AND PROCEDURES

Academic calendar: The academic calendar shall be prepared by Dean, Academics 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 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 time table committee, nominated by the Head of the Department.

Class Timings: The institution follows a schedule of 5 day week with 29 hours/week (Monday to Thursday – 6hours and Friday – 5hours). Classes commence by 9am and end at 4.10 pm, with an interval of 10 minutes at 11 am and 3 pm. From Monday to Thursday, lunch break is from 12.10pm to 1pm. On Friday, lunch break is from 12.10pm to 2 pm.

Attendance Timings: Faculty members shall take attendance within the first 5-10 minutes. Necessary entries shall be done by the faculty in Linways to record the attendance.

DMC and DQAC: In every Department, the Department Management committee (DMC) and Department Quality Assurance Cell (DQAC) shall function to monitor the Outcome Based Education. At the start of every semester, subject group meetings shall be convened to discuss and finalize the course plan containing CO –PO mapping, course delivery plan (Date wise) and content beyond syllabus. With the support from subject groups, DMC shall plan academic activities and ensure its conduct and active participation of the students. IQAC conducts internal academic audit of the department to monitor the quality of teaching-learning process.

LINWAYS: The academic activities shall be monitored through the academic supporting software LINWAYS. Timetable and Roll number entry in LINWAYS shall be completed one

week prior to the commencement of classes. Faculty members use this platform for entering marks of the assignment /series test within seven days after the submission of assignment/conduct of examination. All reports generated from Linways shall be an authentic document of the institution without any signature.

Attendance Requirements Shortage of Attendance and Duty Leave: KTU regulations are strictly followed. Senior Faculty advisor/advisor monitors the attendance and informs the shortage of attendance if any to respective student/parent/guardian.

Assignments: Students shall do a minimum of three assignments per theory course per semester. The assignments 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 booklet from the student before leaving the examination hall.

Role of Advisory system: There shall be a Senior Faculty 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 sent to the parents after the first series test by the Senior Faculty 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. Slow learning students shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Bright students shall be given guidance by the advisors to excel in their studies. Advisors shall extend mentoring to average learners to improve their learning skill. 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 make use of the digital library facilities.

Remedial classes are conducted to assist slow learners and motivate them to perform effectively with confidence in their learning activities.

Laboratory sessions are conducted for attaining skills in design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions. Experiments are normally done in groups of 5 students through which the students learn to work in teams.

Tutorials classes are conducted by the faculty handling the subject with assistance of one or two other faculty members to ensure more personal attention to the students. Tutorial classes make students active in learning by involving them directly in answering or raising questions, in verbalizing their views and in understanding different topics, concepts and methods. Tutorial hours also help to enhance the critical thinking and problem solving skills of the students

Lecture method and Interactive learning - The faculty use black board and audio visual aids in teaching. Students are encouraged to interact during the lecture hour by raising their doubts and getting them clarified. All the class rooms are smart class rooms equipped with ICT enabled class rooms and Wi-Fi connections. These are effectively used for teaching

Seminars - The students are encouraged to present seminars from lower semester itself on selected topics. For curriculum seminar, students are encouraged to select topics from peer reviewed journals, to conduct literature review on the chosen topic, prepare a technical report and present it as a seminar.

Project based learning - Design Project/ Survey Camp/ Mini project and Project work in the curriculum expose the students to many real time projects under the guidance by both faculty and Industry/Research person. These projects are carried out by groups of students wherein students apply their knowledge in all related courses to arrive at experimental/analytical solutions.

Continuous assessment is done by considering internal exam, laboratory experiments and assignments. Based on the evaluation, students are identified as bright and slow learners. Necessary measures are taken to support and encourage them.

Feedback - Class/ course committee: The course committees and class committees consisting of HOD, Academic coordinator advisors, faculty handling courses for the semester and student representatives are conducted at least twice in a semester, the first at the beginning of the semester, the second at the end of the semester respectively. Additional

meetings are conducted just after the first internal examination. Both committees monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students. Based on the suggestions from class/course committee meetings, necessary remedial steps are taken to improve the teaching-learning process at the appropriate time.

Faculty evaluation is done twice in a semester for all courses and maximum participation of the students is ensured. This is done using online facility through Linways Campus software. The evaluation index of all teachers is obtained from the process and appreciations/corrections for individual staff member are given by the HOD.

At the end of every semester, the course exit survey is done to understand the attainment of knowledge by the student on various courses. At the end of the programme, Graduate exit survey is performed to understand the real life implementation of the B. Tech program by the graduates.

Addressing curriculum gaps -The identified curriculum gaps are covered through seminars, invited talks, lectures, industrial visits and workshops. For the seminars and lectures, experts from industries as well as academicians from reputed institutions are invited, which enhance industry institute interaction. Industrial visits and internships are conducted to reduce the gap between industries and institute.

Online courses- E-learning facilities like National Program on Technology Enhanced Learning (NPTEL) courses/lectures, other online resources are also made available for bridging the gaps: TKMIT caters as a local chapter for the learning platforms such as NPTEL. Students as well as faculty are encouraged to attend Massive Open Online Courses (MOOC) by NPTEL for which they receive certificates. Students are also awarded with activity points, a requisite in the curriculum for attending the same.

Technical fests are organized in the institute with a lot of events which help to develop the technical as well as managerial skills. NSS, IEDC and IEEE serve as avenues for expressing opinion and play a key role in improving the public speaking skills of the students. Student Chapters of professional bodies like ASCE and IEI provide a platform for the students to enhance their professional development. Students also participate in the technical fests organized by other institutions. Seminar presentations, project work, industrial visits, invited talks and workshops also provide self-learning facilities for the students.