TKM INSTITUTE OF TECHNOLOGY

Academic Policy and Procedure

This college is affiliated to APJ Abdul Kalam Technological University, so strictly university regulations are followed.

Admission Procedure: Admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India and other statutory body such as AICTE. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education and the APJ Abdul Kalam Technological University.

Academic calendar: The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

Time Table: Time Table shall be published one week prior to the commencement of classes. Timetable shall be prepared by the Time table coordinator nominated by the Principal.

Class Timings: Classes commence by 9am and ends 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.

DMC and DQAC: In every Department, the DQAC shall function to monitor the Outcome Based Education. At the start of every semester, DQAC meetings shall convene to discuss and finalize the Course Plan containing co –po mapping, course delivery plan (Date wise) and content beyond syllabus. 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

Class/ course committee: Meeting of the class committee consisting of coordinator, 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.

Shortage of Attendance: Adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

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 sent to the parents after the first series test by the senior advisor with the help of advisors.

Remedial Class: Remedial class shall be arranged for academically weak students.

Research promotion scheme: The Institute promote research among faculty and students. The institute introduce characterization fund to support research activities. An amount of 30,000/- will be allocated to each researcher. The total allocation for each department will be capped at 100,000/- per year.

Supporting Academic activities: All laboratories shall be open, upon student request at the interest and convenience of students. Active teaching methods/novel methods are encouraged in the campus.