



# A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka  
(A unit of Laxmi Memorial Education Trust (R))

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## ACADEMIC POLICY

### 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 of the policy

This policy applies to all faculty, staff, and students at the institute.

### Procedure

### Academic calendar

The Institute academic calendar is prepared in line with the University Academic calendar and discussed in the IQAC meeting. The department calendar is prepared by all the respective Head of the Departments with reference to the Institute Academic calendar and approved by the Head of the Institute. Academic calendar shall be published 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 ONE week prior to the commencement of classes.

Department timetable shall be prepared by the timetable committee nominated by the Head of the Department.

  
Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

## **Class timings**

The institution follows a schedule for 6-day week (Monday to Saturday – First & Third Saturday is declared as holiday as per University norms, whereas college is functioning full day on 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Saturday). Classes commence by 9.00 AM and ends at 4.55 PM, with a lunch break.

## **Attendance timings**

Faculty members shall take attendance within the first 5 -10 minutes of each hour.

## **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 and content beyond syllabus. The 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.

## **Attendance Requirements Shortage of Attendance**

As per the University norms 85% of attendance is mandatory for internal exams including labs. In case of medical emergencies/genuine reasons if a student fails to attain 75 % attendance, the case shall be considered by Principal & Dean Academics upon reports/recommendations from HOD's. Adviser/Mentor shall inform the shortage of attendance (monthly) to respective student/parent/guardian. Students shall do assignments as per regulations.

## **Examination Policy**

Students are to report to the examination hall at least 5 minutes prior to the commencement of the Internal Assessment examination. No student will be permitted to enter the examination hall after the commencement of internal examination. Further students are to report to the Semester End Examination (SEE) hall at least 30 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall after the commencement of SEE. It is the responsibility of the invigilator to collect the answer

booklets from the student before leaving the examination hall and submit to the department head/examination control room.

### **Library Usage**

Faculty and students shall utilize the facilities of the central 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.

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 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 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. 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.

**The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.**

**for A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)  
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

**President**  
President

**Date:** 10/12/2016



**Principal**  
A.J. Institute of Engineering & Technology  
Mangaiuru - 575 006