Academic Policies

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The following policies govern the academic aspects of the institution and are framed to ensure fairness, consistency and the smooth functioning of academic processes.

1. Attendance Policy

1. Attendance may be calculated as per the Kannur University Rules and Regulations 2019 (CBCSS) for calculating attendance percentage.
2. Attendance should be marked in the Mary Matha TCS Software on all working days and hours.
3. Attendance editing and modification are purely based on the policies of the College.
4. Classes Suspended by the Principal for the College Level Programme will be frozen by the centralized team and which will be calculated as present.
5. Attendance: A student shall be permitted to appear for the semester examination, only if she/he secures not less than 75% attendance in all courses of a semester put together. Records of attendance shall be maintained by the concerned Department for a period of six years and the attendance register shall be made available for verification, as and when required by the University.
6. Only those students who are registered for the university examination with eligible attendance (including those under condonable limit) alone are eligible to be promoted to next semester. Students who have attendance in the prescribed limit but could not register for examination are eligible to move to the next semester after availing token registration. The candidates shall apply for token registration within two weeks of the commencement of the next semester. Token registration is allowed only once during the entire Programme. It shall be the duty of the principal to ensure that only eligible candidates are promoted to the next semester. The Vice Chancellor shall be competent to cancel the ineligible promotion and impose penalty on the principal.
7. Condonation: Students are eligible for the condonation of shortage of attendance for a maximum of 14 days in a semester subject to a maximum two times during the whole period of an UnderGraduate Programme. Condonation of shortage of attendance may be granted by the Vice Chancellor on production of the medical certificate from a registered medical practitioner for the days absent. Students who attend, with prior concurrence from the Head of the department/ institution, the approved co-curricular activities of

college/university/higher level /other agencies approved by the Principal are eligible to get their lost days treated as 'Present' on submission of an application to the Principal through the head of the Department with a certificate of participation / attendance certificate in such activities, provided the student concerned must receive the required course of instruction in lieu of the days/ hours lost as may be decided by the Head of The Department/ Principal. A student who is not eligible for condonation of shortage of attendance shall repeat the semester along with the subsequent batch by availing re-admission.

8. In case of programs approved by the principal/conducted by other agencies/co-curricular activities conducted by the college, students shall submit a request to their mentors in advance.

9. In a semester, if the total working days are less than 90 days, then it has to be converted to 90 days. That means, in a semester student with less than 67.5 days of attendance comes under shortage/ condonation.

Formula for calculation:

$$\frac{\text{Number of days present}}{\text{Number of actual working days}} \times 90$$

2. Certificate Course Policy

Conducting certificate courses in a college requires well-defined policies and guidelines to ensure that these programs are effectively managed to meet the educational needs of students. The policy guidelines are:

1. There shall be a Certificate Course Coordinator as delegated by the Principal to supervise the running of all certificate courses offered by the institution.

2. The institution shall encourage students to enrol in certificate courses offered by various departments in the college, other external agencies approved by the College Council and courses on Swayam/ NPTEL platform.

3. All students who get admitted to the college should enroll in at least one certificate course during their three-year graduation period.

4. Certificate courses content shall align with the college's mission and vision.

5. All departments (major, minor, languages and physical education) shall run at least one certificate course in an academic year.

6. Departments shall:

   a. Delegate a Course Coordinator for each certificate course.

   b. Follow the formal process for developing and approving certificate courses including curriculum design, learning outcomes, and assessment methods.

   c. Define admission criteria, prerequisites, and eligibility requirements for the certificate courses.

   d. Communicate admission policies and procedures clearly to prospective students.

   e. Specify the duration of the certificate courses, including the total number of hours or weeks required for completion.

   f. Ensure that the course duration is appropriate for the content and objectives.

   g. Establish minimum qualifications and experience requirements for instructors and faculty members teaching certificate courses.

   h. Ensure that instructors have expertise in the subject matter they are teaching.

   i. Determine whether the certificate courses will be offered in-person, online, or through a hybrid format.

   j. Provide guidelines for class schedules, including the number of sessions per week and duration of each session.

k. Define the assessment methods, grading criteria, and evaluation processes for certificate courses.

l. Establish a clear policy for revaluation or regrading if needed.

m. Determine how student participation and engagement will be assessed.

n. Provide academic support services, such as tutoring, counselling, or access to learning resources, to help certificate course students succeed.

o. Specify how certificates will be awarded upon successful completion.

p. Maintain accurate records of students' enrolment, progress, and completion of certificate courses.

7. All students should meet the attendance requirements and adhere to the policies for certificate courses.

8. For certificate courses offered by external agencies, the College Council shall approve the tuition fees and any additional costs, such as materials or textbooks

9. The College shall allocate necessary resources, including classrooms, technology, and instructional materials, to support certificate courses effectively.

10. The Certificate Course coordinators shall ensure that certificate courses are accessible to individuals with disabilities.

11. The certificate course coordinators shall ensure inclusivity and diversity in course offerings.

12. The College shall periodically review and update certificate course policies to reflect changing educational needs and regulatory requirements.

13. The College shall ensure that certificate courses comply with relevant accreditation, licensing, and regulatory standards.

14. The College shall solicit feedback from students, instructors, and other stakeholders to assess the effectiveness of certificate courses and make improvements.

3. Policy on Curriculum Planning and Delivery

1. Annual Academic Meeting: An academic meeting shall be held at the beginning of each academic year.

2. Academic Calendar Alignment: The college academic calendar shall be synchronized with Kannur University's calendar.

3. Departmental Academic Plans: Each department is responsible for developing an academic plan in line with the college calendar.

4. Departmental Meetings: At the commencement of the academic year, departmental meetings shall be conducted to allocate the syllabus and teaching hours.

5. Individual Faculty Calendars: Every faculty member is required to create an individual academic calendar based on the department's schedule.

6. Adherence to Departmental Timetables: Departments are expected to strictly follow the timetables.

7. Work Done Diaries: Faculty members must maintain work done diaries to ensure adherence to their individual academic calendars. Heads of Departments are responsible for overseeing this.

8. E-content Development: Faculty members should develop e-content and make it available to students through the Learning Management System (LMS).

9. Bridge Courses and Remedial Coaching: Departments shall conduct bridge courses and provide remedial coaching to support slow learners. Comprehensive records of these efforts should be maintained within the department.

10. Internal Evaluation Criteria: Internal evaluation of students shall be based on assignments, seminars, and internal/model examination marks.

11. Course Files: Faculty members are required to maintain course files for the courses they teach.

4. Examination Policy

To conduct examinations effectively, college established specific policies and guidelines. Below are some key policies and best practices for conducting examinations:

1. The university examinations shall be supervised by the college principal as Chief Superintendent as per the Kannur university norms.

2. An Examination Committee shall be constituted comprising 2-4 members from teaching and non-teaching faculty for the effective management of internal examinations (continuous evaluation) and Kannur University examinations.

3. The Examination Committee shall be headed by a senior faculty who will be the Controller of Examinations (Senior Assistant for University examinations.)

4. Internal examinations shall be supervised by the Controller of Examinations.

5. The Examination Committee:

    a. Shall publish the examination schedule including dates, times, venue and shall communicate it to students and faculty well in advance.

    b. Shall define the format of the examination, such as multiple-choice, essay, practical, or a combination of different types.

    c. Shall ensure that question papers are prepared impartially by subject experts (faculties).

    d. Shall appoint qualified invigilators to oversee the examination process.

    e. Shall monitor the examination venue to prevent unauthorized materials or communication.

    f. Shall ensure equal access and opportunities for students with disabilities to appear for the examinations.

    g. Shall safeguard examination materials, including question papers, answer scripts, and digital files, to prevent leaks or tampering.

    h. Control the access to examination materials and maintain a chain of custody.

    i. Clearly define the grading criteria and ensure consistency in evaluation across different examiners.

    j. Ensure medical emergencies, technical issues and other unforeseen circumstances during examinations are adequately addressed.

    k. Establish an appeal process for students to challenge their examination results, ensuring fairness and transparency.

l. Collect feedback from students and faculty members about the examination process to make continuous improvements and Use assessment data to inform curriculum development and teaching methodologies.

6. Invigilators shall verify the identity of students using photo identification/ hall tickets to prevent impersonation.

7. Examiners shall maintain transparency in the grading process and provide students with access to their graded papers.

8. The Departments shall ensure that examination results are conveyed to the parents.

9. The College shall ensure that the college's technology infrastructure, including science labs, computer labs and network connections, is reliable and suitable for lab examinations.

10. The College shall maintain open and transparent communication with students, faculty, and staff regarding examination policies and procedures.

11. The College shall maintain comprehensive records of examination-related activities, including question papers, answer scripts, and correspondence.

12. Periodically review and update examination policies to align with evolving educational practices and technological advancements.

5. Policy on Feedback System for Academic Performance

This policy establishes a system for obtaining and using feedback from various stakeholders on the academic performance and ambience of the institution. The policy guidelines are:

1. This policy applies to all students, teachers, employers, alumni, and other stakeholders of the institution.
2. The IQAC shall develop and distribute feedback surveys to students, teachers, employers, and alumni at regular intervals.
3. The surveys will cover a range of topics, including academic quality, teaching effectiveness, student support services, campus facilities, and the overall ambience of the institution.
4. The feedback on the staff of the college shall be taken by the Principal.
5. The Department Heads shall be responsible for coordinating the feedback process within their departments.
6. The IQAC shall be compile the results of the surveys and share them with the Principal, departments, and other relevant stakeholders.
7. The Principal and the IQAC shall review the feedback results and develop action plans to address any areas for improvement.
8. The Principal will monitor the implementation of the action plans.
9. All feedback shall be kept confidential. The institution shall not share any individual's feedback with anyone without their permission.

6. Policy on Outcome Based Education (OBE)

Objectives

1. To ensure that every student possesses the essential knowledge, skills, and qualities required for success upon completing their degree.
2. To provide enough opportunities for students by adopting a student-cantered learning approach.
3. To enable the students to actively engage in the learning process and demonstrate their skills through challenging tasks and cognitive thinking.

OBE Implementation Steps

1. Define Programme Outcomes (POs) and Programme-Specific Outcomes (PSOs) for each programme..
2. Define course outcomes (COs) with Bloom's Taxonomy for each course.
3. Map COs with PSOs at suitable levels of Bloom's Taxonomy.
4. Map COs with POs at suitable levels of Bloom's Taxonomy & Mapping assessment pattern with COs of each course (CO-PO Mapping Matrix).
5. Map content/module/topics with COs.
6. Define pedagogical tools for course outcomes delivery.
7. Map questions with COs at Bloom's Taxonomy levels and assessments.
8. Define rubrics with Bloom's Taxonomy and COs.
9. Calculate CO-PO & CO-PSO Attainment score using "Accredit360 Software".
10. Track students' performance through proper remedial measures.
11. Measure students' performance against CO threshold, course-wise.
12. Measure students' performance against the PO threshold, semester-wise.
13. Measure the attainment of each PO through direct/ indirect assessments.
14. Compare PO for the last 3 academic years and propose remedial actions.

These policies shall be reviewed regularly to ensure its relevance and effectiveness. Any proposed changes to the policies will be subject to approval from the relevant authorities.