ACADEMIC ACTIVITY POLICY

An **Academic Activity Policy** in an affiliated engineering college outlines the framework for ensuring that academic activities align with the institution's mission, vision, and educational objectives. The policy is designed to standardize and guide the organization and execution of academic events, such as lectures, seminars, workshops, conferences, projects, and exams, while maintaining the integrity and quality of the academic experience for students and faculty.

1. Objective

The primary objectives of the Academic Activity Policy are:

- To enhance the academic learning environment through structured academic activities.
- To ensure academic activities contribute to the overall development of students' knowledge, skills, and competencies.
- To promote faculty development and encourage active participation in teaching and research.
- To provide a framework for organizing academic events, activities, and assessments.

2. Scope

This policy applies to:

- **Students:** Encompasses activities that support learning, including lectures, assignments, projects, seminars, and workshops.
- **Faculty:** Covers teaching, research, professional development, and participation in academic events.
- **Administration:** Addresses the procedures for planning, coordinating, and evaluating academic activities.

3. Academic Calendar

- **Academic Schedule:** The academic year will be divided into semesters, with a clear start and end date. The calendar will include the dates for exams, holidays, and events.
- **Semester Plan:** A semester-wise plan will be prepared, indicating:
    - **Lecture Schedule**
    - **Examination Dates**
    - **Project Work/Internship Timeline**

- **Breaks and Holidays**

- **Timely Updates:** The academic calendar will be updated and shared with all students and faculty before the commencement of each semester.

4. Teaching & Learning Activities

- **Course Delivery:**
  - Lectures will be delivered as per the syllabus prescribed by the affiliating university, ensuring that the academic content is up-to-date and aligned with industry standards.
  - Blended learning, including both physical and online teaching, will be encouraged to maximize accessibility.
- **Student Engagement:**
  - Encourage active student participation through interactive methods like group discussions, debates, quizzes, and case studies.
  - **Experiential Learning:** Activities such as field visits, lab experiments, and industry projects will be organized to give students real-world exposure.
- **Assessments & Assignments:**
  - Continuous assessment through quizzes, assignments, presentations, and projects will be used to gauge student understanding.
  - Mid-term and end-term exams will be held according to the prescribed university schedule.
  - Timely feedback will be provided to students to help improve their academic performance.

5. Co-Curricular & Extracurricular Activities

- **Workshops and Seminars:**
  - Regular academic workshops, guest lectures, and seminars will be organized to enhance students' technical and soft skills.
  - Topics of workshops may include emerging technologies, industry trends, entrepreneurship, research methodologies, etc.
- **Conferences & Competitions:**
  - The college will encourage students to participate in national and international conferences and competitions (such as hackathons, coding challenges and paper presentations).
  - Internal conferences or symposia may also be organized to promote research and innovation among students and faculty.
- **Student Clubs and Societies:**
  - Academic clubs related to engineering disciplines (coding club, robotics club, IEEE student chapter) will be established to foster peer learning and project-based activities.

6. Faculty Development

- **Training & Workshops:**

- Faculty will undergo regular training sessions and workshops on pedagogical skills, research, new technologies, and subject expertise.
- Participation in external seminars, conferences, and academic courses will be encouraged to keep faculty updated on recent advancements.

- **Research & Publications:**
  - Faculty members will be encouraged to pursue research projects and publish papers in peer-reviewed journals and conferences.
  - Support for funding, collaboration with industries, and interdisciplinary research will be facilitated.

7. Research & Innovation Activities

- **Student Projects:**
  - Research projects and innovations will be integrated into the curriculum. Students will be encouraged to work on projects related to real-world issues or industry problems.
  - The college may provide seed funding for promising student-led projects and innovations.
- **Research Facilities:**
  - The institution will provide necessary facilities and infrastructure to support research activities, including laboratories, research centers, and computing resources.
- **Collaboration with Industry & Academia:**
  - The college will collaborate with industry partners, research organizations, and other academic institutions to foster a culture of research and innovation.

8. Internal Evaluation and Feedback Mechanism

- **Continuous Evaluation:** Regular assessments will be carried out to evaluate students' progress and identify areas for improvement.
  - This may include quizzes, assignments, presentations, and viva voce.
- **Student Feedback:**
  - Students will be encouraged to provide feedback on courses, faculty performance, teaching methods, and academic infrastructure.
  - Feedback will be taken at regular intervals and used for course improvements and faculty evaluation.
- **Grievance Redressal:** A formal mechanism will be established for addressing student grievances related to academic matters, such as evaluation, faculty behavior, and course content.

9. Academic Integrity and Ethics

- **Plagiarism Policy:**
  - Students and faculty will be made aware of the importance of academic integrity, and plagiarism will not be tolerated.

- A strict policy will be followed to detect and penalize plagiarism in research papers, projects, and assignments.

- **Ethical Standards:** Students will be trained in ethical practices such as honesty in assessments, respecting intellectual property rights, and conducting research with integrity.

10. Use of Technology in Academic Activities

- **Learning Management System (LMS):**
  - An LMS will be used for managing course content, assignments, grades, and student communication. Faculty will be trained in the effective use of LMS tools.
- **Virtual Learning:**
  - The college will encourage the use of online learning resources, webinars, and e-learning platforms to supplement traditional classroom teaching.
- **E-Examinations:**
  - The college may implement e-examinations for internal assessments and even consider remote proctoring for online exams where applicable.

11. Academic Monitoring and Reporting

- **Regular Monitoring:** Faculty will monitor the academic progress of students through regular assessments and evaluations.
- **Departmental Reports:** Departments will maintain records of academic activities, including course delivery, faculty performance, and student progress, which will be periodically reviewed by the administration.

12. Responsibilities of Stakeholders

- **College Administration:**
  - Ensures smooth implementation of the policy, provides necessary infrastructure, and coordinates with faculty and external bodies.
- **Faculty:**
  - Deliver quality teaching, assess student performance, and engage in continuous professional development.
- **Students:**
  - Actively participate in academic activities, attend classes, complete assignments on time, and adhere to the academic code of conduct.