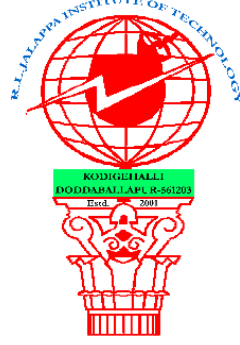


ACADEMIC POLICY



(Academic Policy- 2023)

(Revised Version of Academic Policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/001

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

Kodigehalli, Doddaballapura, Bengaluru Rural Karnataka, Pin-561 203

Mobile: 9019726800 website: www.rljit.in

Email: iqac@rljit.in

PRINCIPAL

**R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203.Karnataka.**

Sri Devaraj Urs Educational Trust (R.)
R. L. Jalappa Institute of Technology
(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
Kodigehalli, Doddaballapura, Bengaluru Rural Karnataka, Pin-561 203

Mobile: 9019726800 website: www.rljit.in

email: iqac@rljit.in

Recommendations of the Institution Council for the revision of approval Academic Policy.

History of changes in Academic Policy

Sl. No.	Newly Added/Revised	ACP 2018	ACP 2023
1.	Remedial classes for slow learners	Available in section 8.	Revised in subsections 8.5 and 8.6.
2.	Special classes for Fast learners	Available in section 8.	Revised in subsections 9.3 and 9.4.
3.	Continuous internal Assessments (CIE)	Available in section 13.	Revised in subsections 13.7, 13.8 and 13.9.



R. L. JALAPPA INSTITUTE OF TECHNOLOGY
DODDABALLAPUR – 561 203
Bengaluru (Rural), Karnataka, India
Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi
website : <https://rljit.in> | email : principal@rljit.in | Fax:080-27625380

Office of the Principal,
RLJIT
Email : principal@rljit.in
Ph:080-27625381 Extn :202

Ref. No. RLJIT /NAAC/2022-23/Policies/001

Academic Policy

Policy Statement:

Academic affairs provide the students with an excellent instruction and good opportunities for career readiness. R L Jalappa Institute of Technology is committed to maintain an environment that is supportive of various academic needs of the student and the staff.

The academic policy establishes operating procedures for outcome based learning and teaching, as well as continuous assessments and accountability. This academic Policy presents the guidelines/procedures which help students and staff in exploring common academic tasks, such as course registration/enrolment, attendance, assessment modes and more.

Purpose:

The purpose of this policy is to describe the procedures for academic activities and the related documentation.

Scope:

The academic (outcome Based Teaching, Learning, and Assessment) policy is applicable to the students who have registered for Engineering programmes affiliated to VTU, Belagavi and the academic staff/executives who are involved in Knowledge dissemination (and assessment) to the students of above-mentioned programmes.

Implementation:

The academic preview is responsible for implementation and monitoring of the policy.

The Principal shall be responsible for successful implementation of all the academic matters in the institution. Principal along with Heads of the Departments shall engage in fixing the

process of Outcome Based Teaching and Learning (OBE) as per the scheme of the University. The Academic committee along with internal assessment committee shall monitor the implementation of the academic and assessment procedures in the institution.

1. TEACHING AND OTHER ACADEMIC LOAD

RLJIT has adopted Outcome Based Education (OBE) since 2014. The OBE is being followed as a part of the regular curriculum with well-defined learning outcomes.

- 1.1 Faculty shall engage in teaching in the form of lecture, remedial, tutorial, assignment, quiz, practical, major project, internship, skill enhancement/development, seminar, mini-project and other co-curricular, research/innovation and accreditation activities.
- 1.2 Technical staff shall guide the students in practical sessions by giving instructions and demonstrations. Technical staff should assist the faculty in troubleshooting/experiment setup, program debugging/measurements, lab assessment documentation and other related academic/laboratory works like e-learning, certifications, skill enhancement.

2. COURES FOR THE SEMESTER

- 2.1 HoD shall finalize the courses (Programme Core, Programme electives, Mandatory learning course, bridge courses, self-learning courses, if any etc.) to be offered for the forthcoming semester as per the curriculum applicable (as per scheme) for the academic year to the students of higher semesters.
- 2.2 HoD shall finalize the open Elective Courses to be offered for the forthcoming semester as per the curriculum applicable {as per scheme) for the academic year to the students of other engineering programmes.
- 2.3 HoD shall notify the courses offered for the semester well in advance (at least 30 days prior to the commencement of the semester) to all stakeholders of academic activities in the prescribed format after obtaining the approval from the Principal.

3. INSTRUCTOR ALLOTMENT TO A COURSE

- 3.1 HOD shall invite course preferences (as per the prescribed form issued by the HOD) from the faculty for the forthcoming semester as per the course selection list.
- 3.2 Faculty shall submit the course preferences form (online/offline) to the HOD on or before the due date of submission by opting at least TWO theory courses per semester.

- 3.3 HOD shall allot course(s) to the faculty based on the course preferences, faculty expertise, departmental requirements, curriculum requirements and institutional needs.
- 3.4 HOD shall designate one of the course instructors (per course) as Course Coordinator for the course offered for the semester.
- 3.5 HOD shall prepare the course registration forms for core, electives, open electives, mandatory courses, ability/skill enhancement... etc. and obtain student registrations (via signature) for the courses offered by the department.

4. TIME TABLE PREPARATION FOR THE SEMESTER

- 4.1 Principal shall notify/ the academic calendar of events to the departments for the forthcoming semester as per the guidelines received from VTU from time to time.
- 4.2 Time Table committee meets at least twice in the academic year to finalize Time Table preparation guidelines, time table slots for common courses and to communicate academic updates to the departmental time table coordinators.
- 4.3 Time table coordinator of the department shall prepare the time table for the semester as per the academic calendar, the guidelines laid out by the Time table Committee of the institution and specific requirements (if any) of the department .

5. COURSE DELIVERY AND DOCUMENTATION

- 5.1 Course coordinator shall prepare Course Information and the course file for the new course. Course coordinator shall collect the course file from the Programme Coordinator and update accordingly during the semester for the existing course.
- 5.2 Course coordinator in collaboration with the instructors shall prepare necessary learning materials (presentation slides, lecture notes, lecture videos) for the new course.
- 5.3 Course instructor shall prepare the course delivery plan (lesson plan) citing the probable date of delivery before the commencement of the classes in IMS based on the academic calendar and the other guidelines issued by the Principal/HoD from time to time.
- 5.4 Course instructor shall share the Course Objectives, Outcomes, Credits, Syllabus, Delivery plan, Assessment methods, Textbooks & other sources for learning etc. with the students during the first lecture session.
- 5.5 Course instructor shall deliver the lectures, tutorials, practical classes, remedial classes and other academic sessions/activities as per the course delivery plan.

5.6 Course instructor shall use modern teaching tools & innovative strategies and felicitate interactions and knowledge sharing during the course sessions

6. TUTORIAL CLASSES

6.1 The courses having L-T-P with T=2, 20% of the allocated hours of each module should be conducted as tutorial. The contents of the tutorial needs to be documented in the course file as the prescribed format.

6.2 The courses having L-T-P with T=1, 10% of the allocated hours of each module should be conducted as tutorials.

6.3 The courses having L-T-P with P=2, 2 hours of practical sessions/lab per week should be conducted and the evaluation/test and documentation of practical shall be completed as per the course syllabus.

7. REMEDIAL CLASSES FOR SLOW LEARNERS

7.1 Slow - learners (CIE): Slow learners (CIE) are the students who have obtained less than 6.75 CGPA of the maximum marks in the CIE.

7.2 Slow - learners (SEE): Slow learners (SEE) are the students who have obtained marks, less than the qualifying marks in the SEE (theory & practical).

7.3 For each theory course, a remedial class of minimum 2 hours has to be conducted after each CIE for the slow learners (CIE). Minimum of 1-hour sessions of such remedial classes should be conducted for each course having lecture hours.

7.4 For each theory course, a remedial class of minimum 1 hour to be conducted for the slow learners (SEE). Minimum of Three such sessions should be conducted for each course having lecture hours.

7.5 For each laboratory course, a remedial lab session of minimum 2 hours to be conducted for the slow learners (SEE). Minimum of TWO such lab sessions should be conducted for each lab course.

7.6 Department shall notify the time table for the remedial classes (SEE) to students and conduction of remedial class (CIE & SEE) shall be documented as per prescribed format with course instructor & student signatures and shall be made available in the course file.

8. SPECIAL CLASSES FOR FAST STUDENTS

- 8.1 Department shall identify the fast students who have scored high marks in SEE & CIE put together that is 8.25 CGPA.
- 8.2 The HoD, Class Coordinator and Mentors shall address/motivate these students to excel in academics in terms of securing university ranks.
- 8.3 Department shall motivate the bright students to take up additional self-learning (MOOC) courses/certifications from internationally reputed online learning platforms like Coursera, edX, Udemy or NPTEL or others.
- 8.4 Department shall motivate the bright students to take up mini-projects from the department/other departments/other institutions associated with RLJIT.
- 8.5 Department shall motivate the bright students to take industry oriented projects/internships/apart from the regular internships/projects.
- 8.6 Department shall motivate the bright students to take part in National/International level events/competitions/contests.
- 8.7 Department shall motivate the bright students to take part research/innovation and to publish papers in National/international conferences.
- 8.8 Department shall maintain the relevant Documents as per the format for the initiatives taken towards encouraging the bright students.

9. SELF LEARNING THROUGH E-LEARNING (ONLINE) PLATFORMS

- 9.1 Department shall identify suitable online platform (preferably Coursera or NPTEL) for the self-learning.
- 9.2 Department shall identify (consultation with principal) suitable skill development/enhancement courses (4 to 12 week courses) leading to certification for I, II and III year students.
- 9.3 Coordinator of e-learning/self-learning committee along with departmental coordinators shall motivate the students to take courses as listed by the department.
- 9.4 Department shall consider the completion of course by students as a Seminar/assignment component (with seminar presentation/written assignment) for a designated course offered during the academic year/semester.
- 9.5 Certification documents, course seminar/assignment documents etc. available in the department registrations, course lists, are to be documented and made available in the department.

9.6 Department shall record the self-learning course registration form to document the online Courses offered/registered for a given semester/year.

10. BRIDGE COURSES FOR SKILL ENHANCEMENT/ DEVELOPMENT

- 10.1 The department shall offer bridge courses (to fill the curriculum gaps, if any) to the students towards the attainment of Programme Outcomes (POs).
- 10.2 Bridge courses for skill development/skill enhancement/ability enhancement should have a Course Information document containing Course Code, course title, purpose, objectives(s), syllabus,. Assessment methods, Outcomes and PO (CO-PO) mappings.
- 10.3 A separate course file shall be maintained for each bridge course containing all necessarily documents including Course registration, course. evaluation and course completion documents.
- 10.4 Bridge course proposal document should be submitted to HoD at least 10 days prior to the commencement of the semester, so that bridge course delivery is considered for academic load & time table. Bridge course should contain practical/hands-on or demonstrations or tutorial sessions (considered as laboratory). Use the relevant alphabet to indicate nature of sessions in the time table (like L, T, P, S).
- 10.5 Time slots for bridge courses by guest faculty/expert from academia/industry needs to be incorporated as per the instructions from the Principal (if applicable).
- 10.6 Bridge courses shall be evaluated based on at least ONE test, after conduction of at least 30 hours of skill enhancement sessions. On successful completion (Qualifying marks: 50%) of the course, students shall eligible to receive a course completion certificate from the department.
- 10.7 Department shall record the bridge course registration form to document the online courses offered/registered for a given semester/year.

11. COURSE (CURRICULUM) ATTENDANCE

- 11.1 Course instructor shall mark the attendance of students in the attendance Register at the beginning or end of the each session and update the same in ERP within 3 days from the date of session.
- 11.2 Every month (30 calendar days from the commencement of classes), the course instructor have to notify the students (via official class email group) who fail to secure the minimum attendance (shortage of attendance) as per the VTU regulations. HoD

shall submit the consolidated statement of attendance shortage with remarks to Principal via email.

- 11.3 Students representing the University in sports or attending events approved by the University and others shall be considered (as per the University regulations) while notifying the shortage of attendance.
- 11.4 Students having attendance shortage, need to be mentored by the course instructor and the course instructor has to take a written proof from the student with his & parent/guardian signature as a proof for the same.
- 11.5 At the end of the semester, the attendance report of the class (consolidated) obtained from IMS should be submitted to the Principal by the HoD (as per academic calendar). Course instructors shall submit the shortage of attendance (if any) in the course as per the format to the HoD. Consolidated report on the Shortage of attendance of each semester, needs be submitted by the HoD in, the prescribed form with all necessary supporting documents to Principal office as per the schedule specified in the academic calendar.

12. CONTINUOUS INTERNAL ASSESSMENTS(CIE)

- 12.1 Department (dept. test coordinator) shall schedule the CIE Tests of courses in accordance with the academic calendar.
- 12.2 Course assessments (other than CIE Tests) shall be conducted as per the Syllabus/scheme of VTU curriculum and the decisions taken in Principal From time to time.
- 12.3 CIE Test schedule for courses (Common to programmes) shall be finalized and disseminated to the departments by the Time Table/Examination committee.
- 12.4 Academic integrity: It is the pursuit of academic activity in an honest and responsible manner. In the classroom/assessments, academic integrity involves a range of issues, including - but not limited to - cheating, plagiarism, and facilitating acts of academic dishonesty by others.

- 12.5 The student who is involved in breaching academic integrity (item 12.4) during CIE (Test, Assignment, Quiz etc.) is considered as ineligible for that instance of CIE. Such instances of academic dishonesty shall be brought to the notice of the Special Conduct Review Committee through HoD and principal for necessary action.
- 12.6 The students who are unable to take CIE-Test are permitted to appear for the Test within 7 days from the date of the Test. The permission shall be granted to the students having medical issues (Hospital admission) and such students shall obtain prior permission from the HoD via email/letter. Question paper for such Test will for 80% of the max. marks with no options (Choices).
- 12.7 The students who are unable to take CIE-Test, because of the participation in University level sports/technical events are permitted (after approval from HoD) to appear for the test within 7 days from reporting back to the college. Such students shall get a written request signed by the student and parent to the HoD through course instructor and class adviser question paper with regular format is applicable to such students.
- 12.8 Department/Course Instructor shall notify the seminar schedule, Report-writing, Assignment and quizzes well in advance as per the VTU scheme/syllabus.
- 12.9 PARAKH (AICTE online Assessment Portal) shall be used to conduct Quizzes (CIE) for at least one course per semester.
- 12.10 At the end of the semester, the CIE marks report of the class (consolidated) obtained from IMS should be submitted to the Principal office by the HoD as per the schedule specified in the academic calendar.

Policy Preparation and Verification Team

Prepared by	Dr. Manjunatha B N IQAC Coordinator	 IQAC Coordinator R. L. Jalappa Institute of Technology Doddaballapur-561 203.
Reviewed by	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled by	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 Dr. Shivaprasad K.M. VICE PRINCIPAL R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved by	Dr. P. Vijayakarthish Principal	 PRINCIPAL R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203,Karnataka.