



## ACADEMIC POLICY

1. Academic Monitoring Committee (ACM) to be formed in All the Colleges.
2. All Mails to be forwarded to [cac@rungta.ac.in](mailto:cac@rungta.ac.in) for Mail to Management
3. All Top Management Mails can be forwarded to [cacteam@rungta.ac.in](mailto:cacteam@rungta.ac.in) having all Senior Academic Team of all Colleges.

## CT / Test

1. 2 CT for semester Course and 3 for yearly Course
2. If any student misses the CT, the Principal can allow him to appear again immediately after the CT after judging the genuineness.
3. Online MCQ Test after every Unit.
4. CT dates to be included in the Academic Calendar.
5. MCQ and CT Marks to be submitted to the Principal, ACM, Mgt on every 15<sup>th</sup>/30<sup>th</sup>.

## Assignments

1. Unitwise Questions to be given after every Unit as assignments.
2. Student to submit answers for the above questions.
3. Grading to be done for the same.
4. Assignment Grading to be submitted to the Principal, ACM, Mgt on every 15<sup>th</sup>/30<sup>th</sup>.

## Student List / CR / Identity Cards

1. Student List as of now is being circulated to all the principals.
2. Any Addition or Deletion to be informed centrally through Students Section in the MST group.
3. Class Wise CR to be appointed.
4. College wise WA Group to be formed of the CR with HOD and Principal in the group. All Old Groups to be deleted.
5. Course wise WA Group to be formed of the students with HOD in the group. All Old Groups to be deleted.
6. Student Identity Card to be issued immediately by Student Section / Back Office.
7. First Year admitted students to be issued temporary Identity Cards by Admission team.
8. A CR Meeting to be taken every 15 days by the Principal and Vice Principal.
9. CR Meeting Report to be mailed to Management on every 7<sup>th</sup>/21<sup>th</sup>.



### Teaching Diary

1. Teaching Diary to be maintained.
2. The same to be reviewed by the HOD/principal on a weekly basis.
3. Subject Wise fortnightly Report and Plan to complete the backlogs to be mailed by the principals / Management on every 7<sup>th</sup>/21<sup>th</sup>.
4. Format of Fortnight report will be provided.
5. External Audit to be done at the end of the Semester to review the Academic Planning and implementation.

### Student Attendance

1. Daily Attendance to be maintained.
2. Fortnightly attendance report to be mailed to Management on every 15<sup>th</sup>/30<sup>th</sup> and Displayed on Notice board without any sign.
3. Every 15 Days Call to be made to Students having attendance less than 75%. For Students having attendance less than 50% - Letter to be sent to Parents by Registered post and Mailed on Parents Email ID and Letter Scan to be sent on Parents Mobile no. and call to be made to Parents.

### Fees Follow up

1. Fees Follow up to be done every 15 Days
2. List will be provided by Accounts Dept.

### Timetable and Engagements

4. Department wise Timetable and Engagement Committee to be Formed.
5. Timetable at the Beginning of the Semester and all subsequent changes to be mailed to ACM by the Department Committee.
6. Department Committee to mail the Planned and Unplanned Engagements to ACM daily by 10 AM.
7. ACM to mail the Combined Engagement Plan to Principal & Mgt. daily.

### Guardian Teacher

1. Guardian Teacher to be appointed for every 20 Students
2. GT to meet preferably every 15 Days.
3. GT will not be changed for the duration of the course
4. GT to submit a report of the fortnightly meeting on every 7<sup>th</sup>/21<sup>th</sup>.



The academic factors involved in achievement of the PEOs:

1. Faculty wise Subject Allotment [Departmental Subjects Load distribution]
2. Submission of teaching Plan /Lesson Plan based on the syllabus prescribed by CSVTU Teaching scheme along with few recent topics which are beyond syllabus.
3. Regular Conduction / Teaching [Theory and tutorials] of various subjects based on the syllabus component prescribed by the CSVTU teaching scheme.
4. Conduction of Class Test - I [CT-I] on completion of first 2.5 units followed by marks display; Attendance criteria students having more than 75 % attendance.
5. Conduction of Class Test – II [CT-II] on completion of next 2.5 units followed by marks display Attendance criteria for students having more than 75% attendance.
6. The criterion for assessment of Internal marks is as follows:

| Sr. No. | Formula for distribution | Attendance | MCQ | Assignment | Total |
|---------|--------------------------|------------|-----|------------|-------|
| 1       | Theory                   | 16         | 7   | 7          | 30    |

| Sr. No. | Formula for distribution | Attendance | Practical Performance | Viva | Total |
|---------|--------------------------|------------|-----------------------|------|-------|
| 1       | Practical                | 10         | 5                     | 5    | 20    |

7. Remedial/ Extra classes for below average students are also conducted for their performance improvement purpose.
8. The Department Conducts Parent Meet in every Semester to inform the parents about their ward's Performance from time to time.
9. Important to Note: For 3rd semester Direct Admitted students (Diploma Holder Students), special Time Table is displayed & Extra classes are conducted for all the subjects of 3rd semester and specifically for Applied Mathematics.
10. Practical conduction of various subjects as per the syllabus prescribed by Chhattisgarh Swami Vivekananda Technical University (CSV TU).
11. Extra classes/ tutorials are conducted for weaker students.
12. Expert lectures from academicians and Industry personnel which helps students to get firsthand information regarding recent trends and thrust areas in the field of Civil engineering.
13. Regular Industrial visits are organized for making students acquainted with industrial culture.
14. Rungta Student Development Cell (RSDC) organizing various student activities & intercollegiate events at inter and intra level.
15. Entrepreneurship Awareness Camps to develop an urge in students to take up entrepreneurship, industry oriented programs and events are organized by Rungta Business Incubation (RUBI).



### **The Additional Co-Curricular Activities:**

The administrative system helps and co-operates the department by providing

Infrastructural facilities and financial aid for organizing various events such as

- National Conferences.
- Parents Teacher Interactions.
- Faculty Development Programs.
- Short Term Training Programs/Workshop.
- Sports & Cultural Activities.
- Training & Placements

### **Work Shops Organized**

- Industrial Visits.
- Industrial Interactive Programs.
- Parents Teacher Interaction.
- Sports & Cultural Activities.
- Guest Lectures.
- Entrepreneur Awareness camps.
- Participation in intercollegiate paper and Model presentation competitions.
- Summer industrial training programs.

*S. S. Borge*  
Prof S. Borge  
Dean (Academics)

*[Signature]*

