



# RAAK

## ARTS AND SCIENCE COLLEGE


### ACADEMIC POLICY


POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
RASC/IQAC/POLICY/001	02/01	13/05/2022	2025


PREPARED BY	VERIFIED BY	APPROVED BY
		
ACADEMIC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
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Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

## ACADEMIC POLICY

### SCOPE

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

### PROCEDURE

**Academic calendar:** The academic calendar shall be prepared by IQAC in line with the University Academic Calendar and approved in the HOD meeting. Academic calendar shall be published one week prior to the commencement of classes. All the activities shall be strictly adhered to the academic calendar.

**Time table:** Timetable shall be published one week prior to the commencement of classes. Timetable shall be prepared by the Timetable coordinator nominated by the Principal. Department timetable shall be published Two weeks prior to the commencement of classes. Department timetable shall be prepared by the timetable committee nominated by the Head of the Department

**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 (Date wise) and content beyond syllabus.

**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 and Shortage of Attendance:** 75% of attendance is mandatory for internal exams including labs. Attendance shall be calculated three working days prior to the internal test. In case of medical emergencies/genuine reasons if a student fails to attain 75 %





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attendance, the case shall be considered by principal upon reports/recommendations from HoDs. Senior advisor/advisor shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

**Assignments:** Students shall do assignments as per regulations. The assignments questions shall include complex/open ended problems and the students are encouraged to use modern software/hardware tools.

**Role of Advisory system:** There shall be a Senior Advisor and a team of advisors for a batch nominated by the Head of the Department. Personal and academic data of the students shall be updated and maintained by the advisory team. Performance of the students shall be sent to the parents after the first series test by the senior advisor with the help of advisors. Advisors shall ensure the teachers' evaluation by the students in every semester. Advisors shall support and mentor the students. At-risk students shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Students and parents shall be informed about the relevant notifications from the Principal/Head of the Department by the Senior Advisor.

**Library Usage:** Faculty and students shall utilize the facilities of the main 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. For curriculum seminar students are directed to select seminar topics from peer reviewed journals. Students are encouraged to take up quality projects leading to publication of paper(s) in conferences/journals. Poster presentation of final year UG/PG projects and selection of Best UG/PG project for all the branches shall be





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done. All the publications are to follow the standards including avoiding plagiarism 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:** It is highly desirable that faculty members shall attend at least one FDP conducted in national level institutions. Faculty members are encouraged to conduct in-house Faculty Development Programmes.

**Supporting academic activities:** All laboratories shall be open, upon student request at the interest and convenience of students. Active teaching methods/novel methods of content delivery such as Mini projects, Expert talk are encouraged in the campus. Students are encouraged to register and get certificates for online courses.

