ACADEMIC
POLICY

Subramanya Education Society
EAST WEST INSTITUTE OF TECHNOLOGY
Bengaluru-560091
www.ewit.edu.in

EAST WEST

Subramanya Education Society [®]

EAST WEST INSTITUTE OF TECHNOLOGY

(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka,

Accredited by NAAC & Recognized U/S 2 (f) & 12 (b)) of the UGC Act 1956)

ACADEMIC

POLICY

Principal
East West Institute of Technology
Off. Magadi Main Road, Bangaluru-91

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Policy Statement:

EWIT strives to achieve academic excellence, by providing quality education through excellent teaching learning process and research activities. The continuous assessment of the academic pursuits empowers the individual student to evolve as self-reliant citizen of the global standards who can cater for social welfare and sustainability.

Policy Objectives:

The academic policy encloses the ***Vision, Mission, Quality Policy and Objectives*** adopted for quality teaching at East West Institute of Technology and defines the procedures for the multiple levels of accountability in teaching and learning process.

Vision

To be an Institute of Academic Excellence in Technical and Management Education on par with global standards to meet changing needs of the Society.

Mission

- *To impart quality technical education that nurtures the young minds by providing the best of teaching learning process and state of the art infrastructure.*

- *To foster technological advancement through research*

- *To inculcate holistic personality development through best practices.*

- *To implant ethical and social commitment that grooms the students to become responsible citizens*

Quality Policy

- To enhance capacity development in the institution

- Attaining excellence in teaching – faculties and methodologies

- Improving competency of staff and student

- Enhancing institution industry collaboration

- Strengthening academic reforms in the institution

- To nurture the holistic development of students community

- To impart quality oriented teaching pedagogies in enriching young minds.

Objectives

- To inculcate the values of *DISCIPLINE, DEDICATION, DETERMINATION and DIVERSITY* and inspire the young students to imbibe them scrupulously.

- To standardize and document every activity as per stipulated quality policy.

- To pave way for sustainable knowledge based education to replace the ubiquitous examination oriented education.

- To develop compassion to fellow citizens.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute as well as departments stand responsible for ensuring quality of its educational environment. This includes

1. Academic accountability

2. Ensuring the quality of technical education including

   i.   Prescribing its own certificate courses along with University prescribed syllabus in accordance with the need of the society and the professional requirements.

   ii. Preparation of the course materials with adequate standard.

   iii. Delivery of course contents by adopting appropriate technologies.

   iv. Assessment to enable quality.

   v.   Continuous improvement through quality assurance.

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Roles and Responsibilities:

Roles	Academic Responsibilities
Management and Principal	Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions
Internal Quality Assurance Cell	1. Developing and implementing quality assurance policies and procedures. 2. Carry out the academic auditing in each department of the institute at the stipulated interval. 3. Preparation of Academic Calendar and Semester Plan.
Head of the Department	1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the department. 4. Subject allocation for faculty for every semester keeping in view various extraneous duties. 5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 6. Ensuring academic integrity of the course assigned. 7. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. 8. Arranging student feedback of the faculty and initiating corrective measures. 9. Review of the progress of teaching- learning process and institution of remedial measures. 10. Review and approve the internal assessment Questions, Answer Keys and its assessment. 11. Verification of the computation of continuous evaluation marks. Review and approve the internal assessment

	questions, Answer Keys and its assessment. 12. Ensure that a good communication is maintained between the faculty handling the same course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters. 13. Validation and suggesting the gaps in the syllabus. 14. Identify the topics and person for invited talks related to the module. 15. Verification of CO-PO mapping and assessments. 16. Verification of Course Files.
Faculty Members	1. Ensuring academic integrity of the course assigned. 2. Facilitating information sharing on best practice in teaching and learning. 3. Facilitating a learner centric environment. 4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 5. Impartial and proper assessment of the assigned course and computation of the sessional marks. 6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). 7. Conduct of the remedial classes as and when required. 8. Preparation/modification of the course materials. 9. Responsible for completion of the syllabus. 10. Providing opportunities for students to develop the Graduate Attributes (GAs) relevant to the course of study. 11. Seek feedback from student for improvement in course delivery.
Seminar /Project Coordinator	1. Prepare appropriate schedule for seminar/project presentation. 2. Ensure that the Seminar topic/ Project topic and content are relevant and meet standards. 3. Give proper guidelines for the preparation of presentations.

	4. Prepare appropriate assessment procedure in consultation with the HoD.
	5. Form Seminar/ project evaluation committee and conduct Seminar/ Project review meetings to assign marks.
	6. Give guidelines for preparing the report.
Examination Coordinator	1. Conduct of Continuous Internal Evaluation and Semester End Examination.

Action Plan:

Step by step process of the academic activities is listed:

1. **Publishing of the EWIT Academic Calendar**- Based on the academic calendar of VTU, a calendar of Events (COE) is published by IQAC which includes all the academic, co-curricular and extra- curricular activities. This is followed by department wise COE with the clear indications about activities of the departments.

2. **Course Allotment**- The course allotment to the faculty is based on the preference given and the experience of the faculty in the particular domain. Before the commencement of the semester the courses are allocated to the faculty members.

3. The **Lecture Plan and work diary** is prepared by the faculty which is then verified by the HOD.

4. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment is carried out by HOD.

5. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching learning process to make it more students centric. EWIT organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty.

6. **Seminar/Project** coordinators in the departments ensure that all activities related to seminar and projects take place in the stipulated time.

7. Conduct of **assignments/tutorials** and class work according to the plan. Publish the attendance at regular intervals.

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8. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the HOD to ensure that the standard is maintained and that portions are covered appropriately.

9. Publishing of the assessment marks after every internal test.

10. Conduct of Parent Teachers Meeting to address any issues related to the class/course.

11. Mapping of the assignment, tutorial and Continuous Internal Evaluation (CIE) marks for computing the attainment of the course outcomes and the programme outcomes.

12. Collecting and analyzing feedback by students and other stakeholders.

13. Counseling of faculty members based on the student's feedback and results attained.

14. Organizing various seminars, workshops and **skill development programs** by eminent personalities, the professional societies and the department associations.

The academic policy is linked with EWIT Regulations.

Academic Monitoring and Student Support

Various committees like Internal Complaints Committee, mentoring is also formed to ensure proper monitoring of the academic activities and to provide support to the students.

Anti-ragging Committee: is formed to ensure zero ragging in the institution. This comprises of the teaching fraternity, non-teaching and supporting staff of the institution.

Mentoring System:

20 – 25 students are assigned to a staff coordinator, mentor. The mentor maintains all documents related to the academic and non-academic matters of the students. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, and internal marks in their advisory group.

Academic Auditing:

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities

including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Academic Audit Committee (IAAC) is responsible for carrying out the academic audit in stipulated intervals. The IAAC has a coordinator and representatives from all departments to carry out the audit. The audit also covers the co-curricular and extracurricular activities, feedback from stakeholders, mentoring mechanisms and the performance indicators of various accreditations such as NAAC and NBA. IQAC will also keep the relevant data on website up to date.

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