



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 02

Title: POLICY FOR ACADEMICS

Date of Issue: 01.05.2022

Page No. 1 of 4

Mar Baselios College of Engineering and Technology strives to achieve academic excellence by providing quality education through excellent teaching learning activities, research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would provide human welfare and sustainability.

1. OBJECTIVES

The purpose of this document is to disclose the principles used for quality teaching and defines the multiple levels of accountability in teaching and learning at Mar Baselios College of Engineering and Technology. It provides the guidelines for all activities related to teaching and learning across the campus, to make the activity transparent. The institute/department stands responsible for ensuring quality of its educational environment through

1. Academic accountability
2. Ensuring the quality of technical education including
 - i. Prescribing its own courses and syllabi in accordance with the need of the society and job requirements
 - ii. Preparation of the course materials with adequate standard
 - iii. Delivery of course contents and
 - iv. Assessment.

2. SCOPE

This policy is intended for the students and staff of MBCET.

3. POLICY STATEMENT

Prepared By	Approved By	Issued By
Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 02

Title: POLICY FOR ACADEMICS

Date of Issue: 01.05.2022

Page No. 2 of 4

3.1 Publication of the Curriculum and Syllabi

The Curriculum and syllabi are prepared taking into consideration the need of the society and the industry. The departments shall reappraise the curriculum every three years and the syllabus on a yearly basis in accordance with the changes in the discipline and the diverse quality of the incoming students.

3.2 Publication of the MBCET Academic Calendar and Timetable

Academic calendar is a schedule of the academic, co-curricular and extra- curricular events that occur in an academic year. These events may include the commencement of the semester, the course registration and enrolment dates, the schedule for continuous assessment tests for theory courses, dates of completion of laboratory/practical evaluations, date for finalization of internal marks, last instruction day in the semester, schedule of end semester examinations and result declaration, approved holidays falling within the semester. The college shall publish in its website the academic calendar for every academic semester one week prior to the commencement of classes. Master Timetable, Faculty Timetable and Class Timetable shall also be published week prior to the commencement of the semester. MBCET follows a schedule of 5 days per week with...hours/week. Classes commence by.....am and ends by.....pm with an interval ofminutes after every hour.

3.3 Allocation of subject

Prior allocation of the subject is essential for proper preparation and planning regarding the delivery and conduct of the course. Before the commencement of the semester, the subjects are allocated to the faculty members based on their preference and area of interest.

3.4 Teaching and Learning

Outcome Based Education (OBE) is a learner centric instruction model which enables to achieve high order of learning and achievement and is adopted in MBCET. High quality teaching and

Prepared By	Approved By	Issued By
Name :	Name :	Name :
DSGN:	DSGN:	DSGN:
SIGN:	SIGN:	SIGN:
Date:	Date:	Date:



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 02

Title: POLICY FOR ACADEMICS

Date of Issue: 01.05.2022

Page No. 3 of 4

learning resources are an integral component of an academic program and the policy aims to champion the use of such resources. Each member of the faculty is expected to enhance the learning environment through proper instruction and use of Information and Communication Technology (ICT) tools for delivery of content.

3.5 Evaluations

The evaluations should assess the academic performance of the students and should be impartial, academically rigorous and periodical.

3.6 Monitoring of Academic Activities

Monitoring should ensure that all the stakeholders perform their roles effectively in order to attain high standards of learning and teaching and raise achievements.

4. RESPONSIBILITY

The Course Instructor is held responsible for all activities related to the course assigned to him/her. Faculty advisor is expected to monitor and guide students assigned in all academic and non-academic activities. The Timetable Committee, Module Coordinators, Scrutiny Committee, Examination Cell, IQAC, Class Committee etc shall ensure that all the academic activities associated with them takes place in proper time. Policy Review Committee/Co-ordinator shall review/schedule review of the policy as and when required.

The Principal/ Dean (Academics)/HoD takes decisions on academic related matters as and when required. (to be finalised depending on the nature of the policy and in consultation with the Principal)

5. RELATED PROCEDURES AND OTHER DOCUMENTS

- i. Procedure for Curriculum and Syllabus Preparation

Prepared By	Approved By	Issued By
Name :	Name :	Name :
DSGN:	DSGN:	DSGN:
SIGN:	SIGN:	SIGN:
Date:	Date:	Date:



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 02

Title: POLICY FOR ACADEMICS

Date of Issue: 01.05.2022

Page No. 4 of 4

- ii. Procedure for Scrutiny of Course Files, Question Paper and Answer Sheets
- iii. Procedure for Auditing
- iv. Procedure for the conduct of CAT and ESE

Ref: B.Tech/M.Tech Regulations and Examination Manuals

6. POLICY HISTORY

Version/Date	Prepared by	Approved by	Remarks
V1.0/			Original Version.
V2.0/			Revised.

Prepared By	Approved By	Issued By
Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date: