



ACADEMIC POLICY

No. AC/Policy/2022-23/04

Date: 09 February 2023

EARLY JOINING OF FINAL YEAR PLACED STUDENTS

General

1. Some students of final year miss a good placement opportunity due to constraint regarding completion of qualifying academic requirements. To address this issue, AKTU has issued policy guidelines on the subject vide their letter No. AKTU/VCO/2019/9977 dated 31 January 2019 and AKTU/Dean-UG/2020/356 dated 16 January 2020.
2. The proposed system for B. Tech. VIII semester students implies prolonged absence from the regular classes and labs. This, in turn, may sometimes mean drop-in class room learning and academic grades which have ever lasting implications throughout the professional life of a student. The decision therefore must be a well examined and considered one; even though permitted by AKTU.
3. Other than B. Tech. VIII semester, early joining policy may be extended to MBA & MCA-IV semester only, during the time when semester is running; provided the student has:
 - (a) Satisfactory performance in I Yr (above 50% without any carry-over papers).
 - (b) Received offer letter from company/organization of repute.
4. In view of above, certain actions should be taken by all concerned to ensure that neither the student/faculty nor the employer/company faces any difficulty in its implementation.

Training and Placement Cell

5. Only the students' (meeting the eligibility criteria as per the AKTU Policy) are released for 'Early Joining' as intern/trainee and would be subsequently issued 'No Objection Certificate--NoC' by Training and Placement Cell.
6. Since the student is joining the company concurrently with his/her final semester, following support is needed from the employer towards fulfillment of essential academic requirements of the AKTU:
 - (a) Regular attendance of the student should be forwarded to the Training and Placement Cell through e-mail by competent authority/HR on last working day of every month.
 - (b) The monthly attendance should also be supported with details of the assigned job; the trainee is working on and the progress thereof.
 - (c) Confirmation to spare the student for appearing in Pre-End Semester Exams as well as AKTU End Semester Exams.
7. Therefore, necessary follow-up action(s) should be taken by Training and Placement Cell in due coordination with the employer to ensure compliance of above procedures.
8. Training and Placement Cell is expected to release the 'List of Early Joining Students' (where the 'NoC' has been issued and the official confirmation of joining of the student has been validated) at the start of final semester. The necessary template for the same is attached herewith for reference (Appendix-'A' refers). Further, the same is requested to be consistently updated throughout the semester and shared with all the concerned.

Department

9. Course Coordinator and Faculty Mentor (FM) of these early joining students of the department will be the nodal point of contact between students, placement cell and the department during the entire course of this semester.

(a) Course Coordinators/FM are expected to take follow-ups on progress of these students in project-work on monthly basis. The same may be managed through online/virtual meetings.

(b) They should take a careful note of the duration of training programme of each individual student. In case, the duration of training/internship is less than the duration of complete semester; students should be notified to resume the classes immediately after completion of the training.

(c) They have to ensure proper maintenance of records of such students in their respective departments. These should be critically reviewed by HoDs during finalization of internal/sessional marks.

10. The decision for pursuing existing B.Tech. project by the student (as a part of team which was finalized in B. Tech. VII Semester) or pursue a new project will be taken by Project Coordinator(s) in consultation with Project Guide and HoD.

11. Meetings with Project Guides could be managed online or offline (preferably on Saturdays at least twice in a month). Same criteria are applicable to appearing for project/seminar presentations, demos, etc.

Students

12. Students' may join his/her assignment with the employer after 'NoC' is issued from the college. However, before signing off from the classes, the student, in his/her own interest, must educate himself on all the commitments and requirements of the employer as well as assessment methodology of the course (studying) explained below:

(a) When classes are running in offline mode in college campus; there would be no alternative to class room teaching. Hence, students have to remain in touch with their peers for class notes and other necessary updates.

(b) For all the modes of class conduction, student is expected to compulsorily connect to the Google classroom of each subject; wherein class notes/video lectures (if any) and other necessary updates (shared on Google Classroom by faculty) can be used by students.

(c) If the training starts in between the semester, then it is compulsory for the students to attend the classes as well as all the assessments; scheduled prior to joining date of internship/training.

(d) If the training/internship completes before the end of semester; then the students should immediately resume the classes after completion of their training. Also, it is compulsorily to attend the scheduled assessments after end date of individual's internship/training.

Procedure of Internal Assessment

13. The detailed action plan of internal assessment in theory as well as practical subjects (Project and Seminar) is annexed herewith for reference (Appendix-'B' refers). The same is subject to revisions from time-to-time based on the instructions from AKTU. Further, these procedures cease to apply for the duration, student attends the classes before the start and/or after the completion of training/internship (for short-term programmes when the duration of training is less than a semester).


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Director

PROCEDURE FOR INTERNAL ASSESSMENT OF EARLY JOINING STUDENTS

THEORY SUBJECTS		
S. No.	Assessment Component	Course of Action
(1)	Attendance	To be collected from company at the end of every month through Training and Placement Cell.
(2)	Tutorial/Assignment	<p>(a) Scanned hand written assignment should be submitted on Googleclassroom as per scheduled timelines.</p> <p>(b) Further, the hard copy of same assignments should be submitted to concerned faculty when student appears for the Pre-End Semester Exam.</p> <p>(c) If both the steps are not followed then the assessment may be carried out with 50% weightage.</p>
(3)	One Hour Quiz Tests	<p><u>Online Classes:</u> It is compulsory for the students to appear in these exams scheduled as per academic calendar of the college when conducted in online mode.</p> <p><u>Offline Classes:</u> Relaxation may be given (for the duration of internship/training) from this assessment as per the conditions detailed below:</p> <p>(a) If the training starts prior to commencement of First Quiz Cycle and extends beyond the completion dates of Third Quiz Cycle or longer, then the trainee students shall be exempted from appearing in One Hour Quiz Tests.</p> <p>(b) If the training starts in between the semester, then it is compulsory for the students to attend all the assessments; scheduled prior to joining date of internship/training.</p> <p>(c) If the training/internship completes before the end of semester; then it is compulsorily to attend the scheduled assessments after end date of individual's internship/training.</p>
(4)	Surprise Tests	Students are exempted from appearing in Surprise Tests during their internship/training period only.
(5)	Pre-End Semester Exam	It is compulsory for all the students to appear in these exams scheduled as per the academic calendar of the college (irrespective of mode of conduction—online/offline).
PROJECT WORK		
S. No.	Assessment Component	Course of Action
(6)	Project Progress Report	Should be submitted on Google Classroom as per scheduled timelines.
(7)	Project Progress Presentation	Presentation should be conducted via Zoom or any other online meeting tool as per schedule. For special cases, the presentation maybe conducted on weekend with due permission from project coordinator(s).
(8)	Project Report	(a) Draft softcopy of project report should be submitted to Project Guide via e-mail. Subsequent rectifications may be discussed online by Project Guides.

		<p>(b) Final softcopy of the project report (after approval of Project Guide) may be submitted on Google Classroom.</p> <p>(c) Final hard bound project report (after approval/signatures of Project Guide and HoD) may be submitted when student appears for the Pre-End Semester Exam.</p>
(9)	Final Internal Assessment	Poster Presentation and Demo of Project work will be scheduled during/prior to the Pre-End Semester Exam and students have to compulsorily attend it.
SEMINAR AND GD		
S. No.	Assessment Component	Course of Action
(10)	Topic Selection for Seminar and Topic Allotment for GD (if applicable)	This process should be completed by end of second week of commencement of classes and shall be communicated to students.
(11)	Seminar Report	<p>(a) Draft softcopy of this report should be submitted to Seminar Coordinator(s) on Google Classroom as per deadline given by coordinator and discussed online for any rectifications.</p> <p>(b) Spiral bound hard copy of Seminar report (after approval of Seminar Coordinator) may be submitted when student appears for the Pre-End Semester Exam.</p>
(12)	Final Internal Assessment	Presentation and GD Activity should be conducted via Zoom or any other online meeting tool as per schedule.

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