



Capital University of Science and Technology

Academic Freedom Policy

1 Course Delivery

The course instructor is solely responsible for the conduct and evaluation of a course which has been assigned to him by the respective Head of Department or the Dean. Instructor is required to upload the approved course plan on the portal before the start of classes. Approved course plan document includes the grading policy, Course Learning Objectives (CLOs) with their appropriate learning levels, according to Bloom's taxonomy, and CLOs-Program Learning Objective (PLOs) mapping.

Theory Course: The instructors strictly follows the course plan distributed at the start of the semester in consultation with the HoD. It is ensured that the contents taught in the course are as per approved course outline. The course instructor is expected to complete 100% of the approved contents and if some topics are left, he/she is required to mention them in the course file as a record along with the reason of non-completion. In each course, the students are trained for in-depth understanding of the concepts of the subject. The classes are usually of an interactive nature, and the instructors ensure the understanding of the subject matter to the students.

Lab Courses: A plan for the lab experiments to be performed by the students is also prepared by the instructor and adherence to it is closely monitored. The lab manuals are regularly reviewed and updated, making sure that all the planned experiments are completed.

2 Assessment of Students

The examination papers are designed to judge the conceptual understanding of students. Minimum possible emphasis is placed on testing the memorizing abilities of the students. The students are supposed to answer all the questions without any choice. An important aspect of their assessment is exposing them to Complex Engineering/Computing Problems, Real Business Situations and Open-ended Projects. Problem Based Learning (PBL) is an integral part of our assessment methodology. Projects are usually assessed through pre-defined rubrics.

The experimental work is designed to develop practical skills of students in the handling and usage of modern equipment. The experiments performed by the students are monitored by the respective instructors and assessed through rubrics. The data analysis, presentation of results and conclusion are also evaluated for each experiment. Besides noting the experimental results on the lab manual, each student is also required to summarize the objectives, procedure, benefits and the outcome of the experiment in his own words. In the midterm, the student is required to perform one of the earlier experiments without help, including setting apparatus, implementation and analyzing results. Open ended lab projects are an important component in lab assessment where the learning of the student throughout the course is assessed. In final evaluation, usually the lab project is assessed through rubrics and report assessment. An oral examination for the experimental work is conducted at the end of the semester.

Tutorial and counseling system for cooperative learning: A very well organized counseling mechanism exists in the University and controlled by the respective HoDs. For each student, a counselor is nominated who guides and helps the student in his/her academic and non-academic matters throughout the study programs. Every faculty member is nominated as a counselor for a group of 20 to 30 students, and is expected to provide counseling to the students by arranging at least one meeting, in a month, providing his/her counseling hours to the students. Moreover, official tutorial hours are also posted in every teacher's course portal, so that if students have any problems in the understanding of lectures or other academic issues, they can consult teachers during these hours. It is the responsibility of the HoD to ensure the compliance of office hours.

3 Students' Workload, Class Sizes and Completion of Courses

Net Instructional Hours: For a 3 Credit Hours (Cr. Hrs.) theory course, there are 32 lectures per semester. Specific courses are supported by the associated labs. Each lab has three hours duration per week and is equivalent to 1 Cr. Hr.

Student Load: Students can register courses through an online registration process. A typical student can take all courses, i.e. the entire load of a semester as defined by the curriculum roadmap. The roadmap is designed keeping in mind the academic load of students. However, for weaker students with low GPA in previous semesters, restrictions are applied on the allowed load to enable them to improve their performance through lesser loading. The maximum permitted course load for a student depends on performance during the previous semester. However, it cannot exceed 21 Cr. Hrs. per semester for any reason.

Class Size: For core/required theory courses, the class size varies from 30 to 50 and for elective theory courses, the number may go up to 40. The maximum class size for lab courses is 30 students per lab, including 2 to 3 students per group per workstation.

Course Completion: A 3 Cr. Hrs. theory course includes 32 lectures (of 1 hour and 30 minutes duration) in a semester. On daily basis, a report of class held status is generated and based on that report, HoD ensures that all theory classes are executed as per the time table, and 32 lectures for 3 credit courses are completed. If the contents are not completed, the instructors note the reasons of non-completion in the Course Review Report, which is available in the instructor portal.

4 Test and Examination

During each semester the student will be assessed as follows:

Home Assignments: The instructors will design and assign at least 4 individual/group assignments: two before midterm and two after midterm examinations. They shall be checked and returned to the students. Presentation and discussion in the classroom may be held if required.

Quizzes: A minimum of 4 quizzes will be conducted in each course throughout the semester: two before midterm and two after midterm examinations.

Midterm Examination: There will be one such exam in each semester, con-

tributing 20% towards the final grades. Instructors are required to prepare the midterm examination in two equal parts, each having 10% weightage.

Semester Project: Depending upon the nature of the course, a semester project might be assigned to the students. Projects may be evaluated in the classroom but not at the expense of teaching hours.

Missed Quizzes, Assignments and Midterm Exams: As a general policy, there shall be no make-up for missed quizzes, assignments or a midterm examination, however under special circumstances, the decision regarding make-up for quizzes, assignments or projects can be made by the concerned instructor in consultation with the concerned HoD.

The selection decision about the average, all or highest of the quizzes and assignments (if more than 4 in each category) are made by the course instructor.

Final Examination: The final examination will be held for each course at the end of the semester. The controller of examinations will issue instructions, from time to time, regarding the conduct and mode of final examination. The weightage of the final exam should be 40%. Under OBE system, the university as a policy requires that the final examination shall have four parts/four questions each carrying 10% weightage. Instructors are not allowed to change the weightage of any parts of the final examinations.

Practical/Laboratory Work: In the course/programs where practical/laboratory work are part of the study scheme, the examination will be held according to the schedule prepared by the HoD.

Midterm and final examinations are arranged, controlled and executed by the office of Controller of Examinations, and in this respect, instructions issued by the Controller of Examinations office are final and binding for everyone. If a student is not happy with his/her grade or marking, the case shall be dealt with by the Controller of Examinations and the instructors are advised not to handle any such query directly.

5 Paper Setting and Evaluation

Question papers of all examinations are to be set by the instructors in consultation with the respective HoD. Instructions to be adhered to follow:

- (a) all question papers must be typed personally by the concerned faculty member.
- (b) pages of question papers should be properly numbered. The numbering must indicate page number and total number of pages.

- (c) all question papers will be vetted by the respective HoD before finalization.
- (d) the faculty members will submit the question papers for the final examination to their respective HoD.
- (e) the printing of the exam copies of the question papers will be arranged by the Controller of Examinations.
- (f) fresh exam papers must be set for each semester and not be repeated from the past years. Visiting faculty members should not repeat papers they may have used elsewhere.
- (g) answer books of students will be evaluated by the instructors concerned.
- (h) assessment of answer books must be completed by the date announced by the Examinations Office, and results, complete in all respects, must be uploaded within notified schedule and marked answer scripts of final exam should be returned to Controller of Examination office for further processing.
- (i) faculty members are required to return the final exam solved answer sheets of their subjects, within the announced date by the HoD office.