

**CIRCULAR**

Sub:- SITTTR Kalamassery - Guidelines for conducting Open Elective course in the sixth semester - Reg.

Ref :- Minutes of the Academic Council meeting held online on 16/11/2023

Principals of all Govt. / Govt. Aided / IHRD/CAPE/Self Financing Polytechnic Colleges are hereby informed that the guidelines for conducting Open Elective course in the sixth semester is attached here with. Principals may ensure that the guidelines issued is followed in their institutions for the smooth conduct of Open Elective course in the sixth semester as per the schedule given below.

Sl No	Particulars	Time Schedule
1	Publication of list of Open Elective Courses offered by Program/Department and modalities of selection	On or before 22/11/2023
2	Last date for the submission of options for open elective course by student	On or before 24/11/2023
3	Last date of Publication of list of students finalized for each Open Elective course(as per modality decided by Academic Council)	On or before 28/11/2023
4	Publication of Internal marks of open elective courses (shall be given by the faculty conducting the course to the Head of the student's parent Department through the Head of the Department offering the course)	Before the date as notified by CTE

Encl: guidelines for conducting Open Elective course

**Geethadevi R**  
Joint Director ( Incharge)

To  
Principals of all Polytechnic Colleges.

**Approval Valid**

Digitally Approved By

Geethadevi R

Date: 18.11.2023

Reason: Approved

## OPEN ELECTIVE COURSES - GUIDELINES

Open Elective Course are elective courses that provide an opportunity for students to take up Interdisciplinary courses. In the sixth semester all students shall compulsorily register for an Open Elective Course offered by other programs/departments in the respective institution. Every student shall earn 4 credits by choosing one of the open electives in the sixth semester along with other courses. Means of evaluation and attendance requirements for open elective will be same as that in the evaluation scheme already published. The following guidelines shall be adhered to, for the effective implementation of Open Elective Courses in Polytechnic Colleges.

- i. Each program/Department in an institution shall offer at least one open elective course.
- ii. Students of a particular program shall opt for an open elective course offered by a department in his/her Polytechnic College, other than his/her own program.
- iii. The list of Open Elective Courses offered by the various programs in the institution during the sixth semester shall be notified at least 2 weeks before the commencement of 6th Semester and respective Heads of Department shall collect the options from the students using Google form or any other method as decided by the Academic Council.
- iv. Options are to be collected from students in the order of their priority of preference for Open Elective Courses.
- v. The Academic Council shall decide the modalities for selection of students for Open elective course. Such modalities (for eg. Criteria can include SGPA of previous semester, first cum first served etc.) shall ensure:
  - a. A minimum of 25 students from the total final students on roll in the college in the particular 6th semester are included for the open elective course of each program. In cases where minimum 25 students each cannot be ensured for all the departments, the academic council can decide on an appropriate number of students.
  - b. The maximum number of students in a particular Open Elective course shall be decided based on the demand for the particular Open Elective course, infrastructural facilities etc.
- vi. Each department shall identify a course coordinator for the effective implementation of the Open Elective course.
- vii. While preparing the Time table for sixth Semester, all departments shall allot a common time slot of 2 hours each on two days per week for Open Elective Course.

The following schedule may be followed in the implementation of Open Elective courses.

Sl No	Particulars	Time Schedule
1	Publication of list of Open Elective Courses offered by Program/Department and modalities of selection	Two weeks prior to the start of the semester
2	Last date for the submission of options for open elective course by student	One week prior to the start of the semester
3	Last date of Publication of list of students finalized for each Open Elective course(as per modality decided by Academic Council)	Five days prior to the start of the semester
4	Publication of Internal marks of open elective courses (shall be given by the faculty conducting the course to the Head of the student's parent Department through the Head of the Department offering the course)	Before the date as notified by CTE

Joint Director in-charge