ACADEMIC POLICY

Prepared By

Academic Monitoring Committee (AMC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

ACADEMIC POLICY

1. INTRODUCTION

This policy document reflects the academic objectives, major challenges, action plan and mechanism strategies to follow the action plan of Ganga Institute of Technology and Management, Kablana.

1.1 ACADEMIC OBJECTIVES

The Academic objectives of the Institute are as under:
- To develop the knowledge among the students so that they have the ability to apply in-depth knowledge in the relevant branch of engineering.
- To develop the technical and professional skills that will prepare the students for employment.
- To develop the capability among students so that they have the ability to participate in creative and integrative activities.
- To develop the knowledge among the students so that they become familiar with the important technical areas.
- To develop communication skills so that the students can express their ideas clearly.
- To develop the ability to perform experiments and to acquire the ability to interpret the experimental results.
- To develop the spirit of life-long learning and teamwork among students for professional and social settings.
- To develop an understanding among the students about the human, social and business context in which they will utilize their engineering and managerial skills.
- To develop the ability to recognize and appreciate value based ethical standards in professional work.

1.2 THE MAJOR CHALLENGES

The main challenges in to get the professional education are as under:
- Encouraging students to appear for competitive examinations and higher studies (GATE/ PSUs/GMAT/CAT etc.)
- Keeping pace with the latest update and recent trends of the industry.
- To make 100% students employable and entrepreneurs.
- The students must strive hard to improve their communication, technical and other skills to compete with the changing world.

1.3 STRATEGIES TO ACHIEVE THE ACTION PLAN

Keeping in view the objectives and the challenges, the following strategies have been adopted for the future course of actions.

- **Effective Curriculum delivery:** Faculty prepare the course file which contain Lesson Plan, daily progress report, assignment sheets, Tutorial sheets, Lecture notes, topic beyond syllabus and question bank etc to ensure the effective curriculum delivery.
- **Technology Orientation:** More focus on Expert lectures, seminars, workshops, Industrial Visits, Add On programmes etc. throughout their degree programme.
- **Core Engineering:** Focused to provide in-depth and core knowledge of the theory, practical courses and training to make our student eligible and confident as per the industry need.
- **Awards and Honours:** Awards and Honours to the Meritorious students to motivate them as per the Scholarship Policy of the Institute.
- **Doubt Sessions/ Classes:** Students are encouraged to clear their doubts in the class or outside the class as per the availability of the Faculty.
- **Remedial Classes:** Remedial classes are provided to students having poor academic performance.
- **Bilingual Teaching:** The Faculty will deliver their lectures bilingually to ensure effective understanding.
- **Elective courses:** Students may select elective courses from groups of courses as per the guidelines by the University.
- **Learning as a Team:** The practicals are conducted in groups so that the students can learn to work in a team.
- **Experiential Learning:** Experiential learning through Case Studies, Industrial Visit, Expert Talks, Alumni talks, Workshops, Seminars, Visit to Exhibitions etc.
- **Social activities:** Social Activities to develop the social responsibilities in the students.
- **General Proficiency Viva:** Oral examination as per the University Curriculum.

ACADEMIC SYSTEM

With reference to the Academic Monitoring Committee meeting held on 4th Jan, 2020 it has been decided that the academic system from the forthcoming semester will be followed as

1. **ACADEMIC PLAN**
   1.1. **Academic Calendar:** The IQAC will finalize the academic calendar well in advance to the commencement of the session.
   1.2. **Departmental Plan:** The HOD with the help of the Departmental Academic Committee (DAC) will prepare the comprehensive plan.

1.3. **Course Distribution:** It must be done immediately after the semester ends. This ensures that faculty gets sufficient time to thoroughly prepare the allocated courses and completes the course files before commencement of the next semester. The HODs will take the choices from the faculty in the prescribed format. The courses are then allotted to the faculty depending upon their choices. In case, same choice is given by the faculty members then the courses can be allotted

    1.3.1. Through mutual understanding of faculty members.

    1.3.2. on the basis of expertise of faculty members if they are not agreed on 1.3.1

    1.3.3. On the basis of seniority if faculty members are having the same expertise.

    1.3.4. If courses are not allotted through 1.3.1 to 1.3.3, then HOD is authorized to allot the courses with his/her discretion.

1.4. **Time Table:** The Time-Table will be prepared as per the Policy (Point No. 8)

1.5. **Lesson Plan:** The faculty will prepare the lesson plan for both Theory as well as Lab Courses and get it approved from the respective HOD. The faculty members who are teaching in the other departments will take the approval of the Lesson plan from the Head of the Department in which they are teaching.

2. **POLICY FOR THEORY COURSES**

2.1. **Course Distribution:** HODs are responsible for the course distribution as per the Point 1.3.

2.2. **Course File:** The faculty member will prepare or update the required content of the course file before the commencement of the classes in the prescribed format (Refer Annexure A.1).

2.3. **List of Books:** Prepare course wise list of standard books and circulate to all the students. It should be verified by the HOD/Academic Committee every semester.

2.4. Supplement the course L/T/P with brain teasers, quizzes so that student's interest will be maintained in the classroom.

2.5. View/Listen/Use NPTEL to provide materials to the students.

2.6. Arrange expert lectures by eminent personalities from Industry/Academia on relevant technology or career opportunities.

2.7. **Conduction of Lectures:**

    2.7.1. Reach the classroom before the schedule given in the Time Table. This sends a strong message to students regarding your commitment & persuades them to come on time.

    2.7.2. Allow late comers to enter the class with warning.

2.7.3. Use ICT tools also for better delivery of lectures.

2.7.4. Make the session interactive by encouraging discussions.

2.8. **Conduction of Tutorials and Assignments:**

2.8.1. Two assignments per course will be given which contain the logical questions with bloom's level against each question.

2.8.2. Tutorial sheets (if applicable) will be given to the students.

2.8.3. Minimize/Avoid LOTs Level questions and focus on HOTs Level questions.

Note: Depending upon the difficulty of courses, Extra classes or tutorials can be arranged.

3. **POLICY FOR LAB COURSES:**

3.1. Faculty will perform the experiment/program on their own to ensure that the setup is ready & functioning well.

3.2. Ensure lab manuals are updated before the start of every semester.

3.3. HOD/Academic Committee will check the Lab manual randomly and suggest improvements, if any.

3.4. Enrich your write up with Viva-voce questions on each experiment so that students become ready to face oral exams.

3.5. Lab experiment list should contain University prescribed list of experiments along with some experiments beyond syllabus depending upon the need of course.

3.6. Follow the standard template for Lab Manual Preparation. Keep the uniformity across the department.

3.7. **Lab Conduction**

3.7.1. Faculty should be present in the lab for the entire duration.

3.7.2. Complete practical and its write-up in the stipulated time, so that students (and you as well) need not carry the burden till the end of semester.

3.7.3. Oral exam should be conducted while checking the write-up of a practical file.

3.7.4. Discourage the poor quality & delay of submission of practical files.

4. **POLICY FOR CONTINUOUS EVALUATION**

4.1. **Sessional Exams:**

4.1.1. There will be two Sessional Exams per course per semester. All the Examinations are mandatory.

4.1.2. The sessional examinations will be conducted at the department level. HODs will be responsible for the smooth conduct and keep record of sessional exams.

4.1.3. HODs may allow any students to appear for the re-sessional exam in case the student was absent or want to improve his/her score.

4.1.4. At least 50% syllabus is to be covered before the first sessional exam and 100% before the second sessional exam. Extra classes can be arranged to ensure the timely coverage of syllabus.

4.1.5. Faculty may prepare & share important questions with the students for better exam preparation.

4.1.6. Keep records of performance of the students in sessional exams.

4.2. **Assignments**

4.2.1. Prepare the Assignment sheets well before the commencement of the classes.

4.2.2. Timely check the assignments & keep records of evaluation.

4.3. **Internal Practical Examinations**

4.3.1. Conduct internal Practical/Oral exam before external practical exams.

4.3.2. The datesheet of practical exams to be displayed on the departmental notice board well in advance.

4.3.3. Evaluation sheet for the exam should contain parameters as suggested by the DAC.

4.4. **Quizzes:** Quizzes are to be prepared by the concerned course faculty well in advance and are to be conducted in every semester.

4.4.1. The records of the quizzes are to be submitted by each faculty member to the concerned Head of Department on the last day of semester.

4.5. **Group Discussion and Presentations:**

4.5.1. Arrange Group discussions, Questionnaire Sessions etc. for students.

4.5.2. Schedule student presentations.

4.6. **Training/Project Assessment:**

4.6.1. Training/project assessment should be based on the continuous evaluation or as per the guidelines given by the University.

4.6.2. Faculty should visit the industry as per the need to monitor progress.

4.6.3. Final year project repository to be created in the department which will be useful for next batches.

4.7. Departmental Research Committee (DRC) meetings are to be worked out by the HODs at department level.

4.8. The results are to be analyzed in the prescribed format and are submitted to the controller of the examination within a week after declaration of the University results. The students are to be categorized as slow learners and advanced learners as per the process manual of categorization. One period per week per course will be assigned to the remedial classes for the slow learners. Classes for Additional skills/Competitive exams/Career guidance are to be conducted for the advanced learners. The advanced learners are to be encouraged to enroll or complete the courses through NPTEL/MOOCS/SWAYAM/other platforms (Refer Policy of student's categorization).

5. POLICY OF MONITORING ACADEMICS

5.1. Responsibilities of Director

5.1.1. To randomly check the classes and departmental records.

5.2. Responsibilities of HOD/Departmental Academic Coordinator

5.2.1. Maintain departmental Academic file as per given format (Refer Annexure A.2).

5.2.2. Prepare departmental Academic Calendar

5.2.3. Ensure timely commencement of the first lecture and lecture just after lunch.

5.2.4. Make sure that the daily attendance report of each class is filled properly.

5.2.5. Monitor the work of Mentor for smooth conduct of academic activities.

5.2.6. Conduct an audit of course files at least once in a semester or randomly and submit the report to the Academic Monitoring Committee.

5.2.7. Conduct an academic audit of their respective department in every semester.

5.2.8. Conduct interdepartmental Audit per year as per duty assigned by Convener Academic Monitoring Committee.

5.2.9. Observe lecture conduction of faculty members along with senior faculties.

5.2.10. Maintain discipline among staff & students.

5.3. Responsibilities of Faculty

5.3.1. Maintain student's attendance & evaluation record properly.

5.3.2. Adjustment of lectures and practical sessions in case of leave.

5.3.3. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parents (involve Mentor of respective batch).

5.3.4. Check Student I-cards daily.

5.3.5. Maintain overall discipline among students.

5.4. **Responsibilities of Mentor:**

5.4.1. Maintain Mentor-Mentee Records (Refer Annexure A.3).

5.4.2. Maintain batch wise student roll call list.

5.4.3. Keep contact details of students & parents.

5.4.4. Record of student Previous Semester Result

5.4.5. Record of Mentor-Mentee meeting (at least twice in a semester).

5.4.6. Provide information about students to the concerned faculty members whenever required.

5.4.7. Conduct counseling sessions as per need.

5.4.8. Send information to parents for Parent-Teacher Meet.

5.4.9. Maintain data of students' achievements

5.4.10. Maintain discipline among students.

6. **POLICY FOR ACADEMIC AUDIT**

6.1. **Academic audit is conducted as follows**

Annual audit is to be conducted at the Inter Departmental level as decided by the Convener of Academic Monitoring Committee in discussion with the committee members in presence of HOD/Academic Coordinator. It is to be conducted at the end of academic session for the verification of academic activities.

6.1.1.1. Implementation of Academic Calendar

6.1.1.2. Implementation of Departmental Comprehensive Plan

6.1.1.3. Course Files

6.1.1.4. Lesson Plan Execution

6.1.1.5. Syllabus Coverage Report

6.1.1.6. Sessional Examinations Record

6.1.1.7. Any other relevant Document.

6.2. Audit report should be submitted to the Academic Coordinator within a week of audit.

Audit Outcomes

1. Quality assurance in Academic Monitoring system.
2. Uniformity in policy implementation throughout the Institute.
3. Areas for improvement may be identified.

Corrective Action

The staff must comply with the deficiencies pointed out by the audit committee within the stipulated period and progress to be monitored by the HOD.

7. POLICY FOR STUDENTS

7.1. Maintain discipline – Wear Uniform (if applicable) and I-card.

7.2. 75% Attendance is compulsory and further relaxation is allowed as per university norms from time to time.

7.3. Take prior permission from the respective mentor or HOD before leave.

7.4. Be punctual in Lectures as well as in Practical's.

7.5. Students should perform experiments & complete the write ups in stipulated time.

7.6. Timely submission of Assignments/ tutorials sheets/practical files.

7.7. Students should not sit in the corridors and/or on the staircase for File Completion.

7.8. Submit the Class assignments given by the respective subject teachers within prescribed time.

7.9. Do not spend spare time in - chatting, talking/texting on mobile or netsurfing. Use this spare time for anything which adds value to your candidature like NPTEL Lectures, reading research journals, newspapers, technical articles etc. available in the library or through online mode.

7.10. Use of mobile phones is strictly prohibited in Academic premises.

8. POLICY FOR TIME TABLE PREPARATION

After course distribution, the departmental Time Table coordinator should prepare following,

8.1. **Class Time Table:** It should include Theory Course, Practical Course, Seminar, Project, Soft Skill, Library/Extra Curricular Activity.

8.2. **Individual Time Table:** It must include Lectures, Labs, Seminar, Project work load.

8.3. **Master Time Table:** All the departmental Time Table Coordinators will submit the time table through HOD to the central Time Table Coordinator. The central Time Table Coordinator will x-check the Time Table and prepare the Master Time Table of the Institute. He/She will then do the needful through the Committee to display

the Time Table on the Notice Boards and Institute Website before commencement of the classes.

9. ADD-ON PROGRAMMES/SKILL ENHANCEMENT PROGRAMMES

9.1. At least one Add-On programme is to be conducted in an academic year for each class. HOD/ Event Coordinator may work out to assess the students and issue a certificate on successful completion of the programme/event.

9.2. At least one Soft skills lecture per week to be planned in the Time Table and Certificates may be issued by the coordinator to the participants.

9.3. Seminars, Industrial visits, Expert lectures, Workshops etc. are to be conducted as per the schedule in the academic calendar for each class and Certificates may be issued by the coordinator to the participants.

Prepared by:

Coordinator –AMC

Approved/Not approved

Director DIRECTOR

ANNEXURE A.1 - COURSE FILE INDEX

Suggestive list of items for the course files

1. Academic Calendar
2. Time Table
3. Syllabus of Respective Course
4. Program Outcomes and Program Specific Outcomes
5. Lesson Plan/ Course Delivery Plan
6. Sample Assignment Sheets
7. Assignment Records
8. Tutorial Sheets (If Applicable)
9. University Question Papers
10. Sessional Exams
    a. Question Paper
    b. Marks Records
    c. Sample Answer Sheets
11. Lecture Notes
12. PPTs
13. Link for NPTEL or other Suitable Platform for Teaching
14. Any other relevant Document

ANNEXURE A.2 - HOD/ACADEMIC COORDINATOR FILE INDEX

Suggestive list of items for the HOD Records

1. Faculty Participation in Various Committees
2. Students Participation in Various Committees
3. Comprehensive Plan
4. Academic Calendar
5. Time Table & Teaching Load Distribution
6. Class wise Roll Call List
7. Mentor-Mentee Allocation/Records
8. Sessional Exams Records
9. Record of Guest/Expert lectures
10. Record of Industrial Visits
11. Record of ADD-ON Programmes
12. Record of Internships
13. Result of University Exams
14. Remedial Classes Time Table
15. Notices
16. Any other relevant Document

ANNEXURE A.3 - MENTOR-MENTEE FILE INDEX

Suggestive list of items for the Mentor-Mentee files

1. Batch wise Roll Call list
2. Contact Details of students and their Parents
3. Record of student Previous Semester Results
4. Record of Mentor-Mentee Meeting
5. Any other relevant document