

ACADEMIC POLICY

- 1. Academic Calendar:** Academic calendar of IIMT College of Management will strictly be in line with CCSU calendar.
- 2. Class Rounds:**
 - Directors & Deans must take three rounds in a day in each block. Any non-adherence must be recorded & reported in the GD Office.
 - HOD must take three rounds in their department.
- 3. Director, Dean & HOD to sit in the classes after Feedback (by everyone) everyday & report below points along Action Taken Report to be submitted in GD Office.**
 - Adherence of academic policy
 - Student Interaction with faculty during lecture
 - Satisfactory status
- 4. Faculty Meeting (MOM):**
 - The director must attend a faculty meeting once in a month. Copy of MOM to be submitted in GD Office.
 - HOD must take a faculty meeting fortnightly k & copy of MOM to be submitted in the office of Dean & Director.
- 5. Faculty Feedback from Students and eligibility criteria:**
 - 1st Feedback: Taken by HOD, within 15 working days from commencement of classes with 60% Attendance criteria.
 - 2nd Feedback: Taken by Director, on or before 25 working days from commencement of classes with 75% Attendance criteria.
 - 3rd Feedback: Taken by Group Director, before Put Exam (Attendance criteria 75%)
 - a. For all official purposes, Director's feedback shall be used.
 - b. Faculties showing poor performance, Counseling by Director will be initiated, the process may be repeated for faculties, if performance not improved, All such faculties, Whose performance does not improve one month notice will be served prior to closing of academic session.

- c. The counseling of weak performers has to be performed after every feedback and documented
 - d. Classes conducted by the Training and Placement department will also be included in all the feedback taken by HOD, Director and Group Director.
- 6. Conduction of Classes:** The classes for Odd/Even Semester will commence as per CCSU calendar.
- a. Class Time: 9:30 AM to 4:00 pm (Including Lunch Break). In this duration regular classes will be conducted during 09:30 AM - 04:00 PM for all students and to be engage for minor degree courses. From 04:10 – 05:00 PM classes will be conducted for low performance students If required .
 - b. Registration - No students should be allowed to attend the classes without registration and minimum 60% fee submission within 10 days from the commencement of the classes in odd semester& 100 % fees Even Semester
 - c. Tele-calling (On **Wednesday**) by mentors will be done for students whose attendance is less than **75 %** fortnightly.
 - d. All faculties should start effective teaching from the very first class and not waste their respective classes on mere mutual introduction or general discussions as an excuse for low attendance in the class.
 - e. Fortnightly tele-calling reports must be checked and signed by HOD and copy to be submitted in the office of Dean and Director.
 - f. **Parallel classes for detained students:** After the sessional exam all detained students will be counseled and motivational lecture by Director to attend classes regularly. Extra classes from 10:00 am to 12:00 pm and 2:00 pm to 4:00 pm are scheduled every day covering the revision of core courses in merged fashion, subject wise not class wise.
- 7. Instructions and Undertakings:** The required instructions (university statutes) are to be displayed before the commencement of the academic year.
- a. All undertakings are required to be completed at the time of registration
 - b. All students sign a common letter stating that min 75% attendance will be maintained to appear in Sessional, PUT & End term University exams.
 - c. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% or as per CCSU attendance for being able to appear in all sessional /PUT and university exams, or else they stand detained from the above exams.
- 8. List of Weak Students:** Weak students need to be identified, either based on the performance in University examinations or 1st sessional marks, whichever is available

earlier. Special consideration will be given by faculties to weak students in terms of their tutorials, labs, programming and learning of subject, based on evaluation of their weekly performance. Weak students should be given extra attention in the class in the way of personal attention of their understanding of the subject, other queries, writing notes etc. (Weak students will henceforth be referred to as 'slow learners').

9. Smart Classes: Where-ever the smart classroom is available; HOD's must ensure that, once in a week on the rotation basis, every section must have all the classes in the smart class room, as per the availability. HODs to ensure effective utilization of board for the whole week.

10. Director's Meeting with Heads: To ensure the quality of education and smooth conduction of academic activities, the Director meets with all HODs weekly. He also discusses and checks the performance of the events.

11. Quality Teaching:

- a. Carrying books in the class room and reproducing the material as it is from the book on blackboard is the main cause of losing interest in the subject contents. Avoid carrying text books to the class.
- b. Students must be motivated to ask questions during the last 5-6 minutes of lecture. Students may be asked to use a board for explaining some deliberation or their problems.
- c. Delivery of lectures must be in English to a large extent. However, discussions can be in Hindi also. The English content is to be: (1) In first year as per demand, (2) 50% in 2nd year (3) 75% in 3rd year
- d. A free and fearless homely environment should be provided to all students.
- e. Faculty by their hard work and knowledge must ensure that all students give better academic feedback.
- f. All faculty Members should reach their respective classes 5 minutes in advance.
- g. Before taking attendance, the class teacher has to ensure proper organization of the class.
- h. Revising previous lecture contents for 5-10 minutes before commencing next lecture, so as to ensure continuity of thought.
- i. Group interaction, counseling with faculty & students should be between Monday to Friday afternoon sessions.
- j. However, total freedom is given to the faculty to conduct the classes.
- k. HOD should ensure the condition of the classroom / common amenities are clean and in hygienic condition.

12. Revision of Course: Based on actual course covered the revision classes required are to be planned by respective HODs in consultation with respective faculty members. It should be mandatory for all faculties to ensure revision of courses after completion of every Unit.

- a. No tutorial classes to be converted into lecture classes and no sections can be merged without prior approval from the Director.
- b. After completing each unit, the numerical/question from question Bank should be discussed/solved in the class.
- c. Class notes of lectures missed by absentee students, should be provided to such students by the faculty concerned, if the demand comes from those students.

13. Assignments, Tutorials and Class Test: From each unit, at least one assignment (5-10 questions), one tutorial sheet (2-3 questions) and one class test / quiz (for 40-45 minutes) may be conducted. Tutorial is mandatory for those courses where the university has prescribed in its evaluation sheet, but for other courses it is optional. Good quality questions must be given as per university question papers. It should not be treated as a formality. Date of delivery to students, date of submission by the students must be written on the above. A copy of each of the above must be submitted to the head and one copy must be available in the faculty course file. All the above after critical evaluation must be submitted to the Head for checking and for verification by college authorities. A copy of the assignment grading and class test marks must be submitted to the head for record.

In numerical subjects only the unsolved questions should be given in assignment.

14. Monitoring of Academic Policy: Director/Dean Academics/Academic Monitoring Committee will be checking the effective implementation of academic policy, by inspecting the following activities/ documents in all classes/ courses. Any flouting of the same, will automatically invite “disciplinary proceedings” leading to show-cause notices/penalties/even termination.

15. Markings of Attendance on ERP through icloudems app:

- a. First lecture attendance has to be marked before the first 10 minutes and in subsequent lectures within the first 5 minutes.
- b. Each day the attendance is to be recorded and submitted in consolidated section /class wise form to the Director for 2nd, 5th& 7th lectures.
- c. For any mass bunk, the concerned faculty member should inform the HOD immediately and the respective HODs should convey the information to the Director immediately. Necessary steps/actions to be taken to ensure not to repeat mass bunk.

- d. The tele calling and its report, with proper remarks of the father/guardian, is to be submitted by all mentors to the respective HODs, on the same day.

16. Conduction of Labs/Practical Classes and their conversion to class lectures:

- a. Faculty should always be present in the lab, during conduction of experiments/programming.
- b. All experiments have to be guided by the faculty of lab concern, and not by lab technicians/ instructors.
- c. At least eight experiments are to be performed by students or as prescribed by AKTU.
- d. Faculty should ensure that all experiments are completed before PUT.
- e. Respective Lab manuals to be prepared and made available. Lab time should not be used for copying lab manuals/ practical records/files.
- f. The record file should be checked and graded observations taken by students must be written in lab record not in rough note book. The same to be signed by faculty with date.
- g. Students are to be motivated to write the lab record on their own.
- h. Lab records must be regularly evaluated and marked out of 10 marks.
- i. Post-experimental quiz questions (5-10) related with the concerned lab experiment must be given to each student and it should be added in experiment manuals.
- j. In the lab, no copying of lab reports from lab manuals is allowed and project report is to be suitably marked in scale of, say, 10 marks, after asking relevant viva-voce. FAQ should be developed for each lab experiment by associated faculties and students to be prepared for the same.
- k. Director/Dean/HODs must be on round when practicals are going on in I/II/III year classes. Monitoring team to focus on practical aspects in every lab. Lab manuals should be upgraded by faculty, as per requirement.
- l. Prepare the Practical distribution sheet as shown below and enter the dates against batches.

EXP NO. ⇒	EXP 1	EXP 2	EXP 3	EXP 4	EXP 5	EXP 6	EXP 7
GROUP NO. ⇓	Date	Date	Date	Date	Date	Date	Date
GROUP 1							
GROUP 2							
GROUP 3							

Directors / HOD will monitor thoroughly the conduction of Labs and Viva-Voce.

- m. **Question Banks:** Question Bank must be provided to the Student after the completion of syllabus
- n. For question bank, 10 to 20 Questions per unit have to be prepared including questions from last three years university papers. This may also consist of other important questions, which faculty consider important from university examinations point of view, should be provided. These questions have to be used for tutorials, assignments, practice & revision etc.
- o. A model question paper on university pattern has to be solved in the class after completing the syllabus before PUT.

17. Status of Syllabus coverage before every sessional exams: All HODs should provide the current status of each course with

- a. Percentage of syllabus covered
- b. No. of experiments completed
- c. Status of corrected lab records
- d. Syllabus to be covered before the commencement of 1st sessionals: 30% to 40%
- e. Syllabus to be covered before the before the PUT: 100%

18. Extra Classes, Assignments & Test: Notes to be provided, thereby avoiding any requirement of providing separate question banks (which most of the time contain only questions not their answers), and model paper at the end.

- a. Emphasis should be given on practical applications of the course.
- b. Revision classes to be conducted as and when required.
- c. A separate attendance sheet is to be prepared for slow learners for marking attendance.
- d. Extra classes for slow learners to be arranged after three weeks of class commencement daily 4:10 pm to 5:00 pm as and when required.
- e. Standard questions as per AKTUs pattern & tough marking for all sessional/PUT exams.

19. Detention & Attendance Cut Off %: Detention list to be finalized based upon actual attendance %. Special cases may need policy directions from higher authority, for some students. Such cases to be brought forward with all required details by respective HOD for inclusion/exclusion from the detention list.

- a. For all sessional exams, attendance cut off is to be always 75%, while students to be told to maintain a minimum 75% attendance conforming to CCSU guidelines.

- b. It should be announced at the beginning of semester, in each class, that all students through advisors/mentors have to sign such undertakings making them aware of 75% as cut off % for attendance.
 - c. A specific date is to be announced to be considered as attendance cutoff date, i.e. from start of the session till the time of examination, excluding those who register late due to clearing of their back papers, after declaration of CCSU result.
 - d. Detained List has to be prepared as per the guidelines and submitted to the university before the last date.
 - e. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.
 - f. **Undertaking by parents/students for detained students:** For detained students, all HODs have been advised to call the respective father/parents and tell them about detention of their ward and invite them to visit the college and meet HODs/Director, so as to sign an undertaking for being responsible for possible detention from PUT / final CCSU examination, if attendance found less than 75%. The HODs to be ready with the parents' feedback regarding the date of their arrival in the campus.
 - g. **Detained Students to be allowed to appear in sessional and PUT exam to monitor their performance for the improvement result. They will be informed and taken undertaking, if they will maintain their attendance criteria as per the AKTU ordinance then allowed to appear in the end semester exam.**
- 20. Progress Report to parents:** The "Progress Report" is to be sent to parents of students having low attendance and also to slow performers.
- a. After every sessional examination, a copy of attendance record and sessional marks must be sent to parents by through mail, signed by advisor, HOD and Director, with a clear intent that parents are kept in loop for pressurizing their wards to maintain at least 75% attendance and also to improve their academic performance.
 - b. No Call / SMS / Letter is to be sent to students above 75% attendance / marks.
- 21. Mentor/Advisor System:** For ensuring better understanding of personal/professional problems of students, Mentors/Advisors are to be appointed in each class, with assigned responsibilities as delineated below:
- More effective interaction/relationship with students & their parents/guardians with specific responsibilities.
 - Counselling of the students for all problems including personal and related to academic performance, sessional/ university examination results, fee, fines and all other academic-related issues.
 - Dispatch of Progress Report to parents after sessional examination.

- Rectify the changed/altered/fake mobile nos. of students' parents and submit such updated list, with email ids & postal address to HOD with a copy to Registrar and Director.
- Tele calling to be done by Mentors on **Wednesday** and on the same day if there is a mass bunk of classes.
- Attendance compilation on a regular basis.
- Compilation of results of Sessional, PUT and CCSU exams.
- Counseling tele-calling should be done for all classes/years except for final year / final semester students.
- Mentor/advisor should submit the report of the counseling once in 15 day.

22. Counseling reports: To be submitted with explicitly delineated problems faced by students after sessional exam in pre defined format, by advisors/mentors to solve them. After 15 days, HODs will take a follow-up and or provide complete solutions to pending problems /issues, if any.

23. Final Year projects: The students have to submit Project synopsis/report, based on literature survey as undertaken by students, on their already pre-allotted project titles by some prefixed date. It is further understood and agreed upon that the department will ensure the following:

- Project Guide and title of the project to be decided & finalized for students and submitted to HOD within 15 days after start of odd Semester.
- Both 7th and 8th Semester is utilized for the final year Projects as per the time table, but not at the cost of academics.
- Students to be desisted from purchasing readymade projects from the market.
- They should be inspired to think creatively, so as to make their projects as unique, innovative, interesting and thought-provoking.
- They should be persuaded to do things on their own.
- They should be insisted upon to understand the underlying principles and their general and specific applications, along with desired mathematical formulations / programming: if any, explicitly.
- They should be asked to undertake literature survey on their respective projects

- They should be guided more closely by their respective guides on weekly basis, so as to provide regular progress reports to their respective department.
- They should also be motivated to prepare FAQs for their Projects.
- Research paper based on the Project report to be published in reputed journals.
- Dean academic should ensure and monitor that all the projects are made by students themselves and the progress of projects should be reported on regular basis.

24. Industrial visit/PDP classes by T&P Cell:

- Students with 60% & above attendance only are permitted for industrial visits and that too in formal dress only. (Trousers, shirt, brown or black leather shoes for boys and salwar-suit/business suits for girls).
- Excluding 1st year, there should be one industrial visit per semester in core companies, one arranged by HOD and one arranged by T&P cell for one session.
- At least 2 PDP classes per week for 2nd& 3rd year and in 1st&4th year one PDP class per week.
- For 1st year students, English & Communication classes will be conducted, one class per week in even semester only.
- Every department should display the list of placed students in their department, including the name of the company and the package. There should also be a display board that will cover all the departmental activities. It should also display all newspaper cutting concerning their departmental activities.

25. Time Table Format for 1st year: New Time Table timings will comprise of 8 lectures.

- All practical classes shall be performed preferably in the afternoon session.
- Groups G1 and G2 will be adjusted as lab & tutorials Load distribution: It should be judiciously done by HODs and approved by Director at commencement of semester. Difficult courses in each department are identified and only senior/experienced faculty is to teach them. Senior faculties are to teach 2nd& 3rd year and junior ones to teach 4th year.

26. Course File: Before going to the classes all faculties to finalize the Course Files in desired Format for respective course as per NBA/NAAC format and to include:

- Lecture plan,

- one assignment per unit
- one tutorial per unit (as per point 9)
- course notes
- Unit wise question bank
- previous (3Years) AKTU question papers
- 1 model paper

Before going for the vacation at the end of the semester, faculty members have to submit the course file to HOD, duly signed by the HOD & Director.

27. Result: The target result for any course should be 5% to 10% high in comparison from the previous result of AKTU. Target fixing & Result analysis:

- Every faculty is given individual target for the course they teach.
- Target to be fixed based on previous semester result and students' performance in sessional and PUT.
- Faculty who achieves the target may be recommending for incentives.
- Every department has to prepare the critical analysis of the result and document it for record purpose.
- If any faculty member fails to deliver good result in the course taught by them, he/she may be withheld from taking advantage of additional perks.

28. Director's Meeting with CRs: Directors have to organize monthly meeting with Class Representatives (CRs). Maximum 2 meeting in a semester.

29. Department's Role: Each department has to organize/arrange:

- Minimum two guest lecture per semester, one from industry and one from academia.
- One 5 days' workshop.
- Two minor activity per semester.

30. Weak Student/Slow Learners Policy: It is applicable for 1st year only to focus on the following:

- Separate classes for slow learners and extra classes whenever required after three weeks of commencement of classes.

- Special notes covering important topics should be provided to weak students/slow learners, along with unit wise question banks with solutions.
- Only important/Difficult subject extra classes will be organized.

31. Counseling/problem Solving Sessions: It will be organized by a committee comprising Director, respective HODs/Dean and IQAC representative twice in a semester i.e. first one after MST and second before PUT for students with less than 40% attendance and weak students, for assessing the reasons of their absence from the class/mass bunk/poor marks in sessional/performance.

Min. cut off attendance of 75%: All students should be counseled by respective HODs to maintain at least 75% attendance, so as to be eligible to sit in Placement activities. In special circumstances it may be lowered up to 60%, after taking permission from higher authorities.

32. Miscellaneous Points: Composition of committee is permitted to be changed as per the requirement. Committee formed is only a guideline.

33. The revised CCSU Guidelines/Norms i.e. for syllabus and examination pattern is to be updated by the HOD regularly

34. Target & Rewards: To be among the Top 03 Colleges in Greater Noida.

35. Faculty appraisal will be based on their API Score: