

ACADEMIC POLICY

Policy No.:- IIMTU/RO/IQAC/2020/11

ACADEMIC POLICY

| S.No. | Items | Details | Action taking authority |
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| 1. | Academic Calendar | The academic calendar (separate for UG,PG and PhD) will be declared by the registrar in the month of July of the year for the coming session and to be put on the website. | Registrar |
| 2. | Feedback / satisfaction Survey, online Analysis report of each survey is to be uploaded on the website within 15 days of the survey by IQAC | Five Tier feedback mechanism: | |
| 2a | | <p>Student academic satisfaction survey Twice a year Sept and march, analysis report is to be segregated school wise and to be sent to Dean of each school with copy to VCO.</p> <p>Faculties showing poor performance shall be issued an advisory note from the side of dean with copy to HR for record in the personal file, follow-up will be taken by dean after a fortnight and report will be send to the VCO, in view of non-performance and no improvement, a warning letter will be issued by the RO/ HRO which may lead to termination of services due to non-performance</p> | IQAC, HRO, RO |

IIMTU-Academic Policy (Policy No. IIMTU/RO/IQAC/2020/13)

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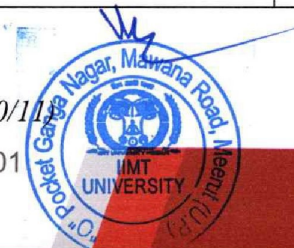
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| 2b | | Faculty Satisfaction Survey Twice a year Oct and April | IQAC |
| 2c | | Parents Satisfaction Survey Twice a year Oct and April | IQAC |
| 2d | | Alumni Satisfaction Survey Twice a year Oct and April | IQAC |
| 2e | | Employer Satisfaction Survey Twice a year Oct and April | IQAC |
| 3. | Student Satisfaction Survey (SSS), online Analysis report of each survey is to be uploaded on the website within 15 days of the survey by IQAC | Twice a year Oct and April | DSW and IQAC |
| 4. | Commencement of classes, examination and other activities | As per Academic calendar | Registrar office, COE and Deans |
| 5. | Orientation session | 15 days/ two weeks as per approved plan | VC/PVC Office through a committee of five senior academicians |
| | Remedial classes | Part of Orientation session | To be conducted by departments |
| 6. | Examination Grievance redressal mechanism, online through examination portal | Online , to be checked, redressed reviewed | COE |



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| 7. | Mentor- mentee system (to be supervised by Mentoring and counselling cell constituted under NEP) | One mentor: 20 mentees ; twice a week mandatory interaction with fortnight report submission on google form. | Chairperson Mentoring and counselling cell with fortnight report of redressal submission to VC office (on google form) |
| 8. | TLP (Teaching learning process) | <p>Each faculty should have course file, teachers daily lecture plan, e- content developed on the guidelines of UGC (video lecture, audio enabled PPT, animated illustrations etc.)</p> <p>Each topic is taught with learning objective and learning outcome.</p> <p>Conduction of Labs/Practical Classes</p> <ul style="list-style-type: none"> • Faculty should always be present in the lab, during conduction of experiments/programming. • All experiments have to be guided by the faculty of lab concern, and not by lab technicians/ instructors. • At least ten experiments are to be performed by students or as prescribed by the university. <p>Faculty should ensure that all experiments are completed before ESE.</p> | Teachers, HOD, Dean, PVC academics |



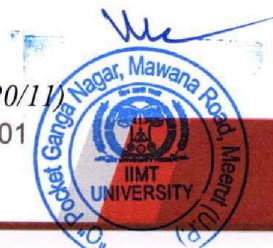
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| | | <ul style="list-style-type: none"> • Respective Lab manuals to be prepared and made available. • The record file should be checked and graded, observation taken by students must be written in lab record not in rough note book. The same to be signed by faculty with date. • Students are to be motivated to write the lab record on their own. • Lab record must be regularly evaluated and marked out of 10 marks. • Post-experimental quiz questions (3-5) related with the concerned lab experiment must be given to each student and they should be asked to write the answers in the Lab record itself. FAQ for each experiment should be prepared and shared with the students. • In lab, no copying of lab report 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 experiments by associated faculties and students to be prepared for the same. • Dean/HODs must be on round when practical are going on in II/III/IV year classes. For other years also | |
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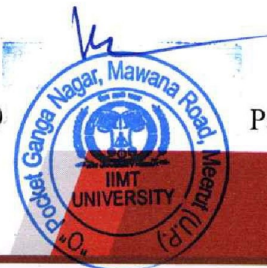
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| | | <p>monitoring should go on. Monitoring team to focus on practical aspects in every lab.</p> <ul style="list-style-type: none"> • Lab manuals should be upgraded by faculty, as per requirement. • HOD will monitor thoroughly the conduction of Labs and Viva-Voce. <p>Question Banks: Students should be provided question bank and solutions and same is to be uploaded on website. 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.</p> <p>A model question paper, on university pattern, has to be solved in the class after completing the syllabus.</p> <p>The quality of the teaching will be assessed by IQAC at the end of each semester in the light of learning objectives and learning outcomes</p> | |
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| 9. | MOOCS/ NPTEL/SWAYAM | In view of integration in the curriculum and UGC notification for the dependency of upto 40 % syllabus on NPTEL, and NEP, the course allotment (under the guidance of NPTEL Cell of IIMTU), conduction (under the supervision of HOD/ Dean) and student and faculty registration for certification should be done on mandatory basis. A proper record of assignments undertaken is also to be kept at the department. | NPTEL coordinator, Dean, Head, Faculty concern. |
| 10. | Attendance | <ul style="list-style-type: none"> Not less than 75 % in any case, Tele-calling (On Tuesday/Wednesday) by mentors will be done for students whose attendance is less than 75 % on last working day of every week. At the end of each month attendance will be compiled and letter from the department will be sent to the parents of the students falling less than 75% of attendance with copy retention in the department. | Teachers/ mentors, HOD, Dean, PVC academics |
| 11. | Make-up classes | There should be the provision of make-up classes for one week, last week of the month, if the syllabus of a particular subject appears to be lagging behind as compared to lecture plan. | Dean |
| 12. | Student record maintenance | Each department should maintain the record of each student (fathers name, phone | Dean, HOD, Mentor |



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| | | number of parents, local guardian, email on teams/ iimtindia.net, address, personal information, local address etc.) in duplicate, one at the level of head and one at the level of mentor, apart from PF at RO. | |
| 13. | Meetings to be conducted at school level with sharing of minutes with VCO and RO | <ul style="list-style-type: none"> • Dean- Faculty meeting; every Saturday • Dean- HOD meeting; everyday • Dean -mentor meeting: every Saturday • School Planning board meeting: twice a semester • DAIP meeting: once a month, sharing of minutes with IAIP of the university. • BOS: on the revision of curriculum • RAC/DRC: as scheduled by PhD cell • IIC meeting: Dean- IIC faculty incharge: every Saturday • E-Content review committee- Dean: fortnightly | Concern head of committee and Dean |
| 14. | Maintenance of Attendance record | <p>Attendance register, excel sheet/spread sheet, LMS/ERP, as per following,</p> <ul style="list-style-type: none"> • First lecture attendance has to be marked before first 10 minutes and in subsequent lectures within first 5 minutes. • Attendance should be marked in digits (0-9) in increasing numbers. | |



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| | | <ul style="list-style-type: none"> • The absent students to be marked preferably in red ink, as "A" only and not in any other alphanumeric. • The last two lines of attendance register/excel sheet should represent: "Total no. of absent:" and "Total no. of present:" in the class". • The last line should be signed by faculty of that course, counter-signed by HOD on weekly basis and Dean on monthly basis or as & when they visit the class at the time of attendance. • Attendance of slow learners will be counted up to 07:00 pm, including extra classes. • As students' attendance in any class/all classes in various departments is many times quite poor during semester, it is mandatory for faculty to ensure that every fortnight the department display the student's attendance status. • Each day the attendance is to be recorded and submitted in consolidated section /class wise form to the Director for 2nd, 5th& 7th lectures. • Excel sheet for calculation of cumulative attendance % on daily basis: Faculty members have to | |
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| | | <p>ensure that attendance for all courses in every class is compiled properly to keep a check. The cumulative attendance % is calculated on weekly basis and if attendance is 75 % and above, no call should be made to parents, even though the student may be absent on/more than 3rd consecutive days. Weekly consolidated list to be prepared duly signed by HOD. Respective parents of all the absent students will be tele-called by respective mentors on Tuesday/Saturday.</p> <ul style="list-style-type: none">• For any mass bunk, the concerned faculty member should inform the HOD immediately and the respective HODs should convey the information to Director immediately. HOD should immediately ask the mentor to call to parents informing about their ward's absence from the class and produce the tele calling report, with comments of the father/parents about the same, in the standard form.• 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. | |
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| 15. | Monitoring of Academic Policy effective implementation | The review, follow up and assurance of effective implementation of academic policy will be assured by Deans, PVC academics. | VCO |
| 16. | Publications mandatory for PG and PhD scholars (in scopus/ SCI/ UGC CARE) | Every PG student has to publish at least two research papers before the submission of dissertation/ project and PhD scholars will publish three papers for pre PhD submission (preferably one paper with second progress report onwards) | PhD cell and Dean |
| 17 | Research and extra-curricular activities at each school | <ul style="list-style-type: none"> All faculties are to be counseled by the respective HODs/Dean to ensure a creative research environment in the college/labs. R&D Dean, in coordination with respective HODs would ensure that each doctorate faculty should communicate at least one research paper every month in refereed Journals. On the other hand, it has become mandatory for all faculties to ensure that they add at least one good publication in their professional accomplishments, every year. The faculties are also encouraged to publish books on respective course for which they will be rewarded as per RP Policy. Each department should arrange one International/National Conference, | Deans and RnD Department |



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| | | <p>FDP(5 days minimum),STP, workshop (5 days)</p> <ul style="list-style-type: none"> • Each faculty is facilitated for IPR. • Promotion of Industry interface in association with Industry-academia integration and development cell of the University under NEP. • Consultancy by faculty to/from industry is mandatory. • Projects financed by industry and sponsorship are to be actively undertaken. • Motivation to students for competitive exams & guidance for the same. • Deans should publicize research promotion policy among faculty members and students | |
| 18. | Students clubs | Different clubs (as per annexure) should work actively, at least two activities per week should be conducted with proper publicity on website and social media as per decided protocol. | Club Heads and PVC |
| 19. | NEP cells | Functionality of each cell will be conducted as decided with proper circulation of agenda, minutes and follow up with the officer-in-charge and VCO. | |

