

MIMT	QUALITY SYSTEM PROCEDURES	Page 1 of 4
Policy On ADC		



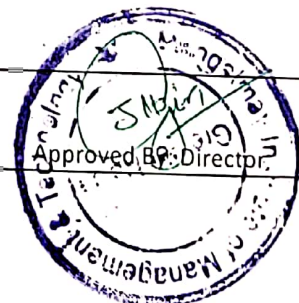
## Policy on Academic Development Committee

**MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

Issued By: HoD		Date of Issue: 24.07.2016	Approved By: Director
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MIMT	QUALITY SYSTEM PROCEDURES	Page 2 of 4
Policy On ADC		

### 1. Objectives

Academics is the core function of this Institute. Institute imparts professional training in the field of Management. In order to run an academic program in a professional manner, considerable support is required from the allied facilities, i.e., laboratories, library, external interactions with the employers and co-curricular activities for the holistic development of the professionals. Academic department strives to integrate various activities to achieve the most optimal results in line with the ever-changing external environment.

### 2. Structure

Academic Development Committee would comprise of –

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|---|------------------|
| • Director  | Head             |
| • Faculty Members                                   | Member           |
| • Incharges of respective Cells ,Committees & Clubs | Member           |
| • HoD   | Member Secretary |

### 3. Frequency of Meetings

The Academic Development Committee shall convene meeting before the commencement of session and before the commencement of new even semester and as and when required from time to time. However, HoD may convene regular operational meetings.

### 4. Process

Responsibilities are assigned with the view to distribute the academic operations and control in such a manner that Control and External Environmental interactions are with Director and HoDs. Operational responsibilities rest with Faculty and HoDs. Monitoring function would be the responsibility of HoDs/Incharges of respective Department/CeK/Committees/Clubs.

### 5. Activities

- Elective List**-Students' preference for elective subjects should be obtained and consolidated before the commencement of new semester. Mentoring & Counseling shall be provided so as to help the students in opting the electives.
- Projects** -As a part of AKTU curriculum, all the students would be engaged in projects at the specified time schedules. Training and Placement Committee shall arrange to place the students with various organizations for their project work. Evaluation is to be done as per specified procedure as laid down in the program syllabi.
- Event Calendar**-All the co- curricular (Conferences, Seminars, Workshops, Guest Lectures), extracurricular, cultural and extension activities to be conducted during the current academic session shall be planned in-advance and to be integrated with current academic calendar.

Issued By: HoD		Date of Issue:24.07.2016	Approved By Director
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MIMT	QUALITY SYSTEM PROCEDURES	Page 3 of 4
Policy On ADC		


- d. **Subject Allocation-** Subjects shall be allocated to Faculty depending upon their expertise and experience.
- e. **Time Table** -Based on subjects allocated to Faculties, approved Time Table from the Director shall be issued for all the classes.
- f. **Lecture Plan**-Individual Faculty shall align his/her individual lecture deliveries in line with the standard lecture plans.
- g. **Notes** -On need basis, notes/ condensed course material shall be provided to the students.
- h. **Assignments**-Standardized assignments shall be communicated by the individual faculty to the students. Completed assignments are to be received from the students. These assignments are to be evaluated and feedback is to be given to students well before the cessation of the classes in a particular semester. Besides, Faculty shall have the freedom to provide case studies/quizzes etc. for better understanding of the subject.
- i. **Academic Calendar**-Incorporate the events planned by the Institute for the current academic session into the AKT University Academic Calendar
- j. **Question Paper**-Individual Faculty member teaching a particular subject has to prepare question paper and forward to CoE.
- k. **Student's Feedback** -During conduct of the academic program, feedback from the students shall be taken before the cessation of Academic Year. However, informal feedbacks shall be taken by Subject Faculty/ HoD on various aspects of academics on need basis so as to monitor the teaching learning process.
- l. **Datasheets-Internal Examination**-CoE will notify the date sheet to faculty and students well in advance as per the Academic Calendar.
- m. **Attendance Record** -Individual Faculty shall be marking the students' attendance in the subject register provided for this purpose. HoDs shall arrange to consolidate the attendance for all subjects for a particular class and display on the students' notice board.
- n. **Award List**-Individual Faculty members after evaluation of the answer sheets and due discussion with the students shall enter the class test marks in the award list. Award list shall display the marks for the Class Tests and sessional marks. These after due approval of the CoE/Director shall be submitted to AKTU.
- o. **Remedial Class**- Classes shall be conducted for Slow Learners as per requirements by the individual faculty.
- p. **Faculty Participation in University's Evaluation Process**-As required.
- q. **Mentoring**-All the mentors shall be in continuous contact with their respective mentees to assist them in solving the issues, if any pertaining to Academic, Socio Psychological and Personal.
- r. **Add On Certification Programs:** Different certification programs to be run in particular academic session shall be finalized in the meeting. These programs must be finalized based on feedback of stakeholders and suggestions from experts comprising of external and internal subject

Issued By: HoD		Date of Issue:24.07.2016	Approved By: Director
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MIMT	QUALITY SYSTEM PROCEDURES	Page 4 of 4
Policy On ADC		

experts. These courses must be min. of 30 hours duration and must address the contemporary issues/areas which are not being addressed by the Affiliating University Syllabi.

Issued By: HoD		Date of Issue:24.07.2016	 Approved By: Director
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