GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

Mail : principalgitam@yahoo.com Mob.:7978380513, 8144861715

In Search of Platonic Excellence

Ref. GITAM/P/22-23/177(a) Date 23.01.2023

ACADEMIC MANUAL

Name of Manual	ACADEMIC MANUAL	Department responsible	All Department
		Prepared by	Prof. (Dr.) Tushar Kanta Dash
Department	College Level	Checked by	IQAC Coordinator
Effective date Revised date	16/07/2018 18/01/2023	Approved by	Principal
Number of pages	01-05	Reference number	

I. Manual Statement

Gandhi Institute of Technology and Management, Bhubaneswar strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

II. Objectives

The academic manual discloses the principles used for quality teaching at Gandhi Institute of Technology and Management, Bhubaneswar and defines the procedures for the multiple levels of accountability in teaching and learning. The objective of the manual is to make the guidelines transparent for all activities related to teaching and learning across the campus. The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of technical education including
   - i. Implementing updated BPUT syllabus time to time.
   - ii. Preparation of the course materials with adequate standard in form of value added courses as per the requirement of the industries.
   - iii. Delivery of course contents adopting appropriate technologies. Assessment to enable quality.
   - iv. Continuous improvement through quality assurance.

IV. Roles and Responsibilities

Roles	Academic Responsibilities
Governing Body	• Communicate views/suggestions from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal/Dean	• Developing and implementing quality assurance policies and procedures.
IQAC	• Carry out the academic auditing in each department of the college at the stipulated interval. • Coordinating with Departments to update the data in AMS. • Carry out feedback from all stake holders. • Monitoring all accreditation and approval support.
Professor in charge of Examinations	• Conducting all Examination as per BPUT Guidelines • Coordinating Internal Examinations and publishing marks. • Collecting results from the BPUT • Validation of Results Published by BPUT • Issue of collected Grade sheets and Certificates from the University to the students.
Head of the Department	• Take up initiatives to achieve the mission and vision of the department. • Implementation and monitoring of Programmes. • Subject allocation for faculty for every semester keeping in view various extraneous duties. • Approval of Lecture plan and Lecture notes prepared by the faculties and monitoring the progress of course delivery. • Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. • Collection of feedback of the students regarding teaching learning process in collaboration with IQAC and initiating corrective measures accordingly. • Review of the progress of teaching- learning process and institution of remedial measures. • Verification of continuous evaluation marks. • Assist Principal in preparing central academic calendar. • Seek feedback from student for improvement in course delivery also ensures proper redress of the concerns raised by students in all matters also.

Course Co-ordinator	• Ensuring academic integrity of the course assigned. • Facilitating information sharing on best practice in teaching and learning. • Facilitating a learner centric environment. • Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. • Impartial and proper assessment of the assigned course and computation of the sectional marks. • Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). • Conduct of the remedial classes as and when required. • Preparation/modification of the course materials. • Responsible for completion of the syllabus. • Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study. • Seek feedback from student for improvement in course Delivery.
Project Co-ordinator	• Prepare an action plan for the Projects and ensure timely start of the project work. • Prepare a schedule of project internal assessments; through conduct of periodic reviews and presentations. • Prepare a format for project report viz. cover page, certificate, contents, letter font/figure size etc. and ensure that the reports are prepared accordingly. • Coordinate computation of sectional marks and attendance.
Seminar Coordinator	• Prepare appropriate schedule for seminar presentation. • Ensure that the Seminar topic and content are relevant and meet standards. • Give proper guidelines for the preparation of PPT. • Prepare appropriate assessment procedure in consultation with the HODs and assign marks for presentations in consultation with the senior faculty members. • Give guidelines for preparing the report.

V. Action Plan

Step by step process of the academic activities is listed.

1. **Subject Allotment**- Before the commencement of the semester, as per University syllabus the subjects are allocated to the faculty members after collecting their preferences.
2. **Publishing of the Academic Calendar**- An academic calendar is published which includes the schedule of all academic, co-curricular and extra- curricular activities.

3. The **Course book** is prepared by the faculties which are then verified by the respective Head of the Departments.
4. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment.
5. Preparation of the **course material and content delivery**. Usage of appropriate course materials and ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more students centric. The teaching Learning Centre (TLC) of GITAM, Bhubaneswar organizes various workshops at regular intervals to improve the effectiveness of teaching methodology for the faculties of GITAM.
6. **Seminar** coordinators and the **project** coordinators ensure that all activities related to seminars and projects are to be taken place in the stipulated time.
7. Conduct of **assignments / tutorials** and class works according to the plan.
8. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the respective Head of the Department to ensure that the standard is maintained and that portions are covered appropriately.
9. Publishing of the assessment marks.
10. Conduct of regular meeting with the staff member of the department by the HOD and to address the issues related to the class/course.
11. Conduct of Mentor-Mentee **meeting** in every two weeks and the minutes are reported to the Head of the Department.
12. Mapping of the assignment, tutorial and the internal examinations marks for computing the attainment of the course outcomes and the programme outcomes.
13. Organizing various **skill development workshops** by the professional societies, Industries and the department associations.

The academic manual is linked with the B.Tech , Diploma, MBA & MCA Examination Manual and the rules for assigning the activity points of GITAM, Bhubaneswar.

VI. Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Mentor-Mentee System: There will be one mentor for every 30 students/mentee. One among the Faculty Advisor shall be nominated as Staff coordinator. The proctors maintain all documents related to the academic and non-academic matters of the students under a proctorial group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the

students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, and internal marks in their advisory group.

2. Various other committees like Student Welfare Committee, Grievance Redressal Committee, and Disciplinary Action Committee are also formed for student support.

VII. Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The IQAC is responsible to carry out the audit. The audit also covers the co-curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as AICTE &IIC, also periodical reporting to IQAC will also keep the relevant data on website up to date as required by the .

23/01/2023

PRINCIPAL,
GITAM, BBSR

PRINCIPAL
GANDHI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT (GITAM)
GANGAPADA, BHUBANESWAR