



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS, BHUBANESWAR
(Approved by AICTE, New Delhi and Affiliated to BPUT, Odisha)

Ref. No. GIET/268/2023

NOTE SHEET

Dated: 04/01/2023

ACADEMIC POLICY

OBJECTIVES

The academic policy discloses the principle objectives observed/implemented for quality teaching at GIET and defines the procedures for the multiple levels of accountability in teaching-learning and ensuring quality education with responsibility.

The institute is responsible to its students to develop professional skills, communication skills, sense of creativity, design capabilities, depth knowledge, ethical standards in professional works, awareness of the competence and important technical areas etc. to prepare them quality professionals to meet the challenges in the present scenario of advanced latest technology.

Academic Policies

1.Student Part

2.Faculty Part

3.Beyond the regular academics activities

1.Attendance of the students

- ✓ **Minimum of 75% of the attendance** is mandatory for all the students.
- ✓ **Weekly student counseling report** need to submit through class teacher and monitor by HODs.
- ✓ **Parent's communication** related attendance need to be monitor by HODs.
- ✓ **If the student is absent for continuous three consecutive class** then the students need to counsel by HODs level. In that case proctors need to inform to parents and prepare a report and submit to Dean Academics.
- ✓ Student need to submit the **undertaking regarding attendance** before commencement of classes to attend 100% attendance.



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- ✓ **Detention will be enforced** depending upon **subject wise attendance percentage** not overall attendance.
- ✓ **Student need to secure 75% in all the subjects.**
- ✓ **Message need to sent to parent** regarding their ward attendance everyday through bulk message system.
- ✓ **Message need to sent student** regarding attendance through their official mail id.

2. Medical Certificate submission/Participating event inside or outside

- ✓ **Medical certificate submission** need to verify by the class teacher/proctors/HODs
- ✓ **Medical certificates only are accepted** prior to information made by students to the department.
- ✓ **Students need to submit medical certificate and along with precaution.**
- ✓ **Only 10% of the attendance in case of medical** will be added to the final attendance if the student has having 60% of the attendance.
- ✓ **Student need to submit the medical certificate in the day of reporting** to college.
- ✓ **If the students participating any event organized by own institute or other institute, student need to submit the application** duly signed by HODs and coordinator for considering the attendance.

4. Conduction of Parent teacher Meeting

- ✓ **Department need to take initiative to conduct the parents meeting** twice in a year through online of Physical mode minimum of 6 times per a year.
- ✓ **Parent whatshop group need to be created** by department level with the help of class teachers.
- ✓ **Weekly attendance need to post** on that group.



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Faculty Part

1.Submission and maintaining the teaching learning documents

- Every faculty members need to enter the class as well as lab attendance everyday in ERP before leaving the college. In case of the faculty absent whomever that class has been adjusted, the same faculty needs to enter the attendance. The objective behind is that the student should not lose the attendance.
- In case of several reminders if the faculty is unable to enter the attendance in the right time explanation may be asked.
- Faculty members need to submit the lesson plan with duly sign by HODs /Dean Academics/Principal to the department before commencement of the class.

The scanned copy of the lesson plan needs to upload in the ERP.

- Faculty need to maintain the course files time to time as per the course file content. The verification of the course file will be twice in the semester.
- All the course files need to update in ERP by individual faculty.
- Every faculty members need to submit the evidence of new teaching methodology adopted in the class room time to time.
- ICT tools used by faculty members need to be recorded with geo tag photo evidence.
- Every faculty members need to prepare two video lecturers in a semester. The duration of video lecturer should be a minimum of 25 to 30 minutes.
- Submission of course coverage in every weekend to be monitored by Dean Academics.



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2. Proctor management system

- Every faculty members need to submit the proctor cycle plan before commencement the class. The proctor cycle plan needs to update in the ERP by individual faculty.
- Every faculty members need to interact at least two students in every day and update DPR in the ERP.
- Proctors need to update the registration status of the students with the respective HODs.
- Proctors counseling report regarding below 75% attendance need to be prepared in every weekend.
- Proctors counseling report regarding poor results in the semester and parent communication to be maintained in a register.

SL NO	ROLL NO	NAME OF THE STUDENT	SEM	NAME OF THE PARENT	CONTACT NUMBER	DATE AND TIME OF COMMUNICATION	COMMUNICATION DETAIL
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- An explanation may asked if the faculty not serious about the proctor.

3. Notice board management

- Weekly attendance to be pasted in the notice board in every week.
- Students notice need to be pasted in the notice board.
- Any relevant information needs to paste in the notice board.
- Student achievement needs to paste in the notice board.

Beyond the regular academics activities

- Every students and faculty members need to have a certification courses

beyond the curriculum through NTPEL courses.

- Every students need to go for industrial visit once in a semester to nearby

industries. Student need to prepare the industry visit report and submit to the department.



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- Every student will undergo the project in every semester with some working model.
- Student attending conference and workshop only be allowed if the student having a minimum of 75% attendance.
- Summer internship presentation need to conduct seriously in the department.

Role and responsibilities of HODs

HODs need to verify the following documents

- I. All the course file
- II. Lesson plan
- III. proctor registers
- IV. Counseling report
- V. The registration status
- VI. Attendance and DPR entry in ERP of individual faculty.
- VII. Proper dress code (every student need come to college with proper uniform, identity card and shoes)
- VIII. Mobile phones are not allowed in the class time.

Policies contained on this site may be modified from time to time.

Proposal Submitted by


4/10/23

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