



G.L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

ACADEMIC POLICY

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III
Greater Noida-201306 (U.P.)

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

1. Academic Policy

The fundamental goal of GLBITM's academic policy is to inspire students to explore new ideas and cultivate a habit of lifelong learning in order to become successful professionals. Our institute is affiliated with AKTU, which created our curriculum. Its design was based on a model curriculum created by the AICTE. The curriculum has been intended to emphasize higher-order learning and professional skills essential for students to become innovators and effective technocrats.

The curriculum encompasses the following distinctive components-

- Compulsory Core Courses
- Flexible Choice Based Courses
- Open Elective Courses
- Laboratory and Project Based Courses
- Internship and Industrial Tour Based Training

2.1 Efficient Teaching-learning

At GLBITM, it is ensured that the students are provided with quality teaching by well qualified, experienced and knowledgeable faculty members who are equipped with an effective evidence based teaching approach that upholds the high teaching standards through strategic professional development at all levels.

- Subject wise course files are prepared which contains course scheme and syllabus, courseplan & coverage, list of books required, CO-PO-PSO Mapping, Tutorial sheets, mid-term & university question papers, assignments, subject notes and handouts etc.
- To fill the gap between curriculum and industry need expert lectures of industry and academic experts are arranged on a regular basis to share their knowledge with the faculty and students.

2.2 Inclusive Teaching-Learning

At GLBITM, the focus is on adoption of inclusive teaching approaches that deal with individual needs of the students as they come from diverse backgrounds and having different abilities. The freshers on joining the institute are provided with an induction programme in which students are able to engage themselves actively, feel safe and welcome.

2.3 Experimental Learning

- The institute has a large number of well-equipped specialized laboratories in all the academic departments where students are required to perform experiments and analyze the observed data in order to strengthen their theoretical concepts learnt during lecture classes.
- A lot of emphasis is given on project based experimental learning at the final year level. It not only enhances the practical knowledge of the students to meet the industry requirement but also helps them to gain life skills.
- The students are encouraged to exhibit their projects in exhibitions held in-house and also at national level competitions.

2.4 Project Allotment Policy

2.4.1 Guidelines for Project Identification:

Two main criteria that must drive a project proposal are:

- Feasibility of the project (time, supervision, cost implication, availability of equipment and literature)
- It should satisfy course outcomes, POs and PSOs of this course.

All the projects for UG and PG courses should be formulated in such a way that after completion of the project, course outcomes are realized. Usually, purely software-based projects (doing design and simulation on computers only) should be given low priority.

2.4.2 Guidelines for Project Allotment:

- To administer and allocate project to students, Project Coordinators /Mentors are appointed by **Head of the Department**.
- All the faculty members / mentors and students submit different projects according to their areas of interest to the Project Coordinators / HoD.
- Submitted project proposals are checked and approved by the HOD and Project Coordinators.
- The number of projects allocated to faculty of the Department shall be proportional to the availability of faculty in the department.
- Based on students' choices, the projects are allocated by the Project Coordinators.

2.4.3 Guidelines for Approval of Project Proposal:

The approved Project proposal comprises of following points:

- Project title:
- What will be the end product?
- Target specifications of the end product
- Objective of the project
- What will the student learn from the project?
 - Specific Knowledge
 - Software
 - Hardware
 - Hardware Interfacing
 - Design
 - Simulation
 - Fabrication
 - Assembly
 - Testing
- Team members
- Resources required
- Brief description of the project:
 - Motivation for taking up this project: –
 - The new system (proposed in this project): –
- Methodology: (Project Implementation Details)
- References
- Activity bar chart.


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2.5 ICT Driven Learning

Students at GLBITM shall be provided with access to an on-line resource library containing lecture notes, case studies, in house recorded audio-video lectures and other learning materials such as MOOCs, E-Journals, Print Journals, Expert video lectures i.e. NPTEL etc.

2.6 Learning and Assessment Practices

At GLBITM, the number of learning and assessment practices shall be followed like Assignments, Case Studies, Quiz, Model Making, Projects, Surprise Tests, Mid Term Tests, Soft Skill input, Group discussions, Placement training, Internships, Seminars, Conferences, Workshops, Industry expert interactions, Industrial tours, Mock interviews etc.

2.7 Scientific and Transparent Evaluation System

- The institute shall offer a mixed blend of external and continual internal unbiased and transparent evaluation system.
- The system may consist of continual evaluation through properly structured internal evaluation system based on assignments, case studies, quiz, projects, surprise class tests, midterm tests, viva-voce, presentation etc.
- The solution of the internal question paper along with marking scheme should be maintained by the department.
- The evaluation of the answer sheets is to be done within a week of the examinations.
- The internal answer sheets are shown to the students and marks earned by the students are displayed on the SIM after resolving grievances of the students, if any.
- The faculty members are to submit the result analysis report in the prescribed format along with attainment level.
- On the basis of performance in the midterm examinations, students are identified as slow learners and advance learners.

2.8 Incentive to Advance Learners

Students with fast learning capacity can do the degree with additional courses from MOOCs and complete their degree with Honors. In order to guide the students, the department shall appoint departmental coordinators and course mentors. The role of coordinators is to identify the credit courses to be pursued by the students. The course mentors shall motivate and clarify the difficulties encountered by them.

2.9 Support to Slow Learners

On the basis of performance of the students in the class slow learners shall be identified by the subject teacher. These students are given assignments by the subject teacher in order to help them to improve in their class performance, also remedial classes are arranged for them so that they complete their degree within the period specified by the University.


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2. Student Attendance Policy

3.1 Recording of Attendance

It is mandatory for all the faculty members to maintain attendance records of students in their lecture/tutorial/laboratory classes properly and methodically. Casual attitude regarding maintenance of attendance records is counter-productive. The following points must be strictly adhered to.

- The faculty members in their very first class must explain to the students about the importance of classroom attendance and about the strict attendance policy of the Institute.
- The attendance must be recorded right from the day one of the commencement of classes in a permanent register obtainable from the office as well as on SIM.
- If a student is present his/her attendance should be recorded with 1,2,3 or by P
- If a student is absent, he/she should be marked "A" and not by a dot.
- The attendance should be recorded along with the date.
- No faculty member will grant any attendance to any student on account of medical or any other reason except when the student is deputed officially to represent the Institute elsewhere.
- The faculty members must inform to the students in their very first class that they will not get any attendance on the basis of medical certificates. However, a photocopy of the medical certificate should be kept for record, if a student submits.
- On any day even if a single student is present the attendance must be recorded along with the date and the class be engaged for full time in the allotted classroom or the laboratory. The student who has turned up should not be sent away as it encourages others to cut classes.
- The faculty members after every two weeks should disclose in the class the names of the students having attendance less than 75%.
- The HODs will consolidate the list of students with less than 75% of attendance submitted by the individual teachers and display on the notice board the list of those who have shortage of attendance. They should also forward a copy to the Director and inform the parents through Class advisors/Mentors.
- As per the prevailing rules and regulations of the University it is mandatory for the students to have minimum of 75% attendance in each subject including tutorials and in each laboratory class.
- Before the commencement of each term test the teachers are required to submit to their respective HOD the attendance of all the students as mentioned above, clearly identifying students having attendance less than 75%.
- The HODs will consolidate all the cases and submit the consolidated list of students along with the attendance details and their comments, if any, to the Director at least before the beginning of each term test and PUT so that it can be displayed on the notice board.
- No separate reminders will be issued in future and the teachers are requested to fully cooperate and submit the required information without delay and without fail. Further the teachers must take utmost care in sending the names of the students having attendance below 75%.
- If a student arrives late in the first period by more than ten minutes no attendance should be granted to the student.
- The faculty members may be asked to submit the attendance register to the Director without prior notice.

3.2 Mandatory Requirement of Attendance

A minimum of 75% attendance is mandatory as per AKTU notification to become eligible for appearing in the midterm and University examinations. The students are therefore advised in their own interest to remain regular right from the beginning so that in case of any contingency their attendance may not fall below the statutory requirement.

3.2.1 Eligibility for Sessional Test Examination: -

- A student must have a minimum of 75% attendance in all theory papers, corresponding tutorials and laboratories put together in order to become eligible for appearing in the sessional test.
- Students having overall attendance less than 75% will be debarred from appearing in the sessional test. However, they may be permitted to appear in those subjects in which their attendance is more than 75%.

3.2.2 Eligibility for PUT (Pre-University Test): -


- A student must have a minimum of 75% attendance in all theory papers, corresponding tutorials and laboratories put together in order to become eligible for appearing in the PUT.
- Students will be permitted to appear in the PUT, if they have a minimum of 75% attendance from beginning of the semester to the last working day prior to PUT.
- However, they may be permitted to appear in those subjects in which their attendance is more than 75%.

3.2.3 Eligibility for University Examinations: -

- The overall attendance for appearing in the University examination should be as per norms set by the University.
- Attendance of students on days of midterm examinations will also be counted for overall attendance for appearing in the university examinations provided the students have appeared in the midterm examinations.
- Similarly, attendance of students on days of back-paper examinations will also be counted for overall attendance for appearing in the university examination provided the students have appeared in the back-paper examinations.


3.2.4 Extra Sessional Test: -

- A student who has been debarred due to shortage of attendance in the sessional test but attains a minimum of 75% attendance from the beginning of the semester to the end of the semester may be allowed to appear in the extra sessional test.
- A student who has not been debarred in sessional test but could not write the test (one or more papers) due to medical reasons may be allowed to appear in extra sessional test provided he/she has submitted medical certificate to the principal at the time of medical contingency.
- A student who has class attendance more than 80% and wish to improve his sessional test marks may also be allowed to appear in the extra sessional test. Marks of the best of the two performances in the sessional test will be considered.


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3.2.5 Attendance for attending seminars/workshops/extension lectures/industrial visits etc:

- For students to participate in activities outside the Institute it is essential that the participant must have a minimum of 75% attendance. No permission will be granted to any one whose attendance is less than 75%.
- Students attending seminars/workshops/extension lectures/industrial visits etc. organized by the Department will be considered for grant of attendance on hourly basis by the respective department.
- Students required to undergo summer training must join the place of training on dates as specified in the Institute's academic calendar.
- In case training duration is extended by mutual agreement between the student and the training organization, it must be brought to the notice of the Institute well in advance (through proper channel) for prior approval from the Director.


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