

**SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY,
BHOPAL (MP)**



ACADEMIC POLICY DOCUMENT

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Academic policy

I. Introduction:

Sagar Institute of Research & Technology, Bhopal has well established Internal Quality Assessment Cell (IQAC) under which Institute Academic Committee works to monitor the all academic activities of all departments. The institute is affiliated by Rajiv Gandhi Proudyogiki Vishwavidyalaya for all engineering programs UG and PG programs and Barkatullah University Bhopal for MBA program. Institute follows the curriculum given by the universities and follows the outcome-based education system for teaching & learning methodology of the students.

II. Objectives of Policies

The academic policy outlines the procedures for the various levels of accountability in teaching and learning as well as the guiding principles for high-quality instruction at SIRT. The purpose of the policy is to promote effective execution of standard operating procedures (SOP) and more clarity about the regulations controlling all activities linked to teaching and learning. The policy's goal is to increase transparency regarding the rules governing all teaching and learning-related activities on campus.

III. Constitution: Institute Academic committee (IAC)

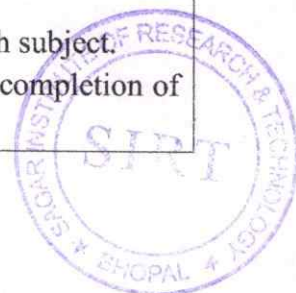
- Director
- Management Representative
- Dean Academics
- HoD of each Deptt.
- PG Coordinator from concerned deptt.
- Four senior faculty members
- Frequency of meeting will be twice in a semester



IV. Roles and Responsibilities

The management, Director, Dean (Academics), department heads, and Senior faculty members work together to ensure that all academic activities run well at the institute.

Sr. No.	Roles	Academic Responsibilities
1.	Management	<ol style="list-style-type: none">1. At monthly meetings with the entire institute and weekly meetings with all senior members discuss about expectations for academic excellence and hear from members how to achieve the same.2. In order to support our academic goal, the management makes sure that resources are distributed effectively.
2.	Director	Developing and implementing policies and procedures so as to fulfil the academic goal as per academic SOP.
3	Dean (Academics)	<ol style="list-style-type: none">1. Monitoring of routine academic activities.2. Organizing internal examinations and valuations, publicizing results, and displaying copies to students in order to resolve any examination-related complaints that may arise
4	Head of the Department	<ol style="list-style-type: none">1. Take the initiative to carry out the department's goal and vision.2. Approval of the faculty-prepared lecture plan and lecture notes, as well as tracking the progress of the course delivery.3. Holding faculty and staff meetings to evaluate the state of the OBE based teaching-learning process and other departmental initiatives.4. To check attendance registers, course coverage, course files of all subjects.5. To take feedback from class representatives of each semester.6. Conduction of Conference, FDP, Expert talks, value addition courses and industrial visits for faculty and students.7. To observe the classes and lab of faculty.
5	Coordinators (PG)	To take care of all PG activities of their respective departments.
6	Sr. Faculty Member	<ol style="list-style-type: none">1. To monitor the classes of all departments as per the timetable.2. Checking of course files, attendance registers and lab manuals of all deptt.3. Follow up of course coverage from all departments on monthly basis.4. Checking of remedial classes of all deptt as per the timetable.5. To conduct center valuation of Mid semester examination and PUT examination in each semester.6. To check the status of syllabus completion of each subject.7. To check the status of minor and major projects completion of the students and to conduct periodic reviews.



V. Action Plan:

1. To conduct regular meetings, twice in a semester and to discuss all academic activities.
2. To prepare academic calendar of the institute by following the University calendar by academic committee of the institute. This calendar includes all academics, co-curricular, and extracurricular activities as well as the holidays to be observed in the institute.
3. To organize Induction program for academic sessions before beginning of each semester. It engages all new students as they come to the institute. All guidelines, processes, practices, assessment processes mentor groups and project groups are presented to all students.
4. To check and review teaching load of each department submitted by the all respective departments.
5. To check and review Time tables of each department submitted by the all respective departments.
6. To check and review course outcomes and of each theory and lab subject submitted by the all respective departments.
7. To check and review lecture Plans of each subject of all departments.
8. To check mapping of course outcomes (COs) and program outcomes (POs) of each subject of all departments.
9. To check and review of assignment sheets/tutorial sheets/unit test paper of each subject of all respective departments.
10. To check course file of each subject according to NBA format.
11. To check the use of ICT based tools to improve the effectiveness of teaching-learning methodology.
12. To check and review attendance registers of each subject of all departments.
13. To observe the theory classes and lab classes in the class room and maintain all reports.
14. To conduct class representatives (CRs) meeting semester wise, once in a month and collect feedback from the CRs. To share feedback with the all concerned faculty and take appropriate action for faculty who got low feedback.
15. To check course coverage of each subject by academic committee, once in a month as per the format.
16. To check and review question papers of Mid Semester Exam and PUT Examination by following NBA Bloom's Taxonomy.
17. To monitor the Mid Semester Examination and PUT Examination as per the academic calendar.
18. To conduct valuation of Mid Semester and PUT exam Answer copies at centre level.



19. To check and review of CO attainment of MST and PUT examinations of each subject of all departments.
20. To check the list of slow and strong learners submitted by each department as per the format.
21. To check the remedial classes for low learners as per the timetable submitted by the respective departments.
22. To review assessment of minor and major projects, and industrial training details of each department.
23. To check and review the skill development courses conducted by the respective departments for their students.
24. To plan a schedule of Faculty Development programs for faculty members whose feedback is observed low.
25. To check and review conduction of co-curricular and extra-curricular activities by the respective departments.
26. To review R & D activities like seminars, workshops & conferences etc by the respective departments.
27. To review the academics and administration audit done by the experts, once in a year according to the format.


Director

DIRECTOR
Sagar Institute of Research & Technology
Bhopal-462041 (M.P.) India

