



## **Academic Committee**

### **1. Description of the Committee:**

The academic committee at MIM oversees the development and review of curricula, ensuring they stay relevant and rigorous. It establishes and enforces academic policies and addresses faculty development. The committee provides the quality of educational programs through regular assessments and maintains accreditation standards. It plays a strategic role in aligning academic offerings with the program's mission and industry needs. Regular meetings and deliberations guide decisions on course modifications, new programs, and educational policies. The committee formulates development programmes for up skilling the students and to achieve academic excellence in tune with the policies of the affiliating University.

### **2. Purpose of the Committee:**

The academic committee at MIM aims to ensure the academic excellence and relevant standards. It develops and reviews the curriculum, adapting it to industry trends and academic advancements. The committee enforces academic policies, supports faculty development, and addresses student academic concerns. It maintains accreditation standards through regular quality assessments and strategic planning. Ultimately, the committee aims to align the program's offerings with its mission and the evolving needs of the management field.

### **3. Objectives of the Committee:**

- Develop and implement effective assessment tools and methodologies to evaluate student performance, course effectiveness, and overall program success, using the results to inform continuous improvements.
- To promote different teaching methods and strategies to enhance the teaching effectiveness.
- Establish, review, and enforce academic policies such as grading standards, academic integrity guidelines, and attendance requirements to maintain high academic standards.
- Foster a supportive and dynamic learning environment by integrating innovative teaching methods, technology, and resources that enhance student engagement and learning outcomes.

### **4. Committee Members/ Composition:**



<b>S. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>	<b>Committee Designation</b>
1	Dr Farhathullah Khan	Director Operations	Chairperson
2	Dr S G Balaji	Associate Professor	Coordinator
3	Dr A Appu	Assistant Professor	Member
4	Dr D Charumathi	Assistant Professor	Member
5	Dr Shabeena Shah W	Assistant Professor	Member

## **5. Roles and Responsibilities of Members:**

### **Chairperson:**

- Provides overall leadership and direction to the committee, ensuring alignment with institutional goals and academic standards.
- Chairs committee meetings, setting agendas, guiding discussions, and ensuring productive and inclusive participation.
- Leads the decision-making process, ensuring that decisions are made collaboratively and reflect the consensus of the committee.
- Monitors the implementation of committee decisions and initiatives, ensuring follow-through and accountability.
- Acts as the primary spokesperson for the committee, representing its views and decisions to the board of governors

### **Coordinator**

- Managing the administrative aspects of the committee, including scheduling meetings, preparing agendas, minutes, action items, and follow-ups.
- Facilitates communication and coordination among committee members, ensuring that everyone is informed and engaged.
- Assists the Chairperson in planning and executing committee activities, providing necessary support and information.
- Acts as a point of contact between the committee and other stakeholders, ensuring smooth information flow and collaboration.



**Members:**

- Contribute their expertise and knowledge to discussions, providing valuable insights and perspectives on various issues.
- Participate in working groups to develop specific tools, methods, or strategies as assigned by the committee.
- Review existing academic policies, assessment tools, and teaching methods, offering constructive feedback and suggestions for improvement.
- Actively engage in discussions, share best practices, and collaborate with other members to enhance student engagement and learning outcomes.
- Assist in the implementation of new initiatives, programs, and strategies developed by the committee, ensuring they are effectively integrated into the academic environment.

**6. Frequency of Meetings:**

Once in a semester and as and when need arises

**7. Procedure:**

i. Choice of Course

- Review the university guidelines and academic requirements.
- Analyze past student performance and feedback.
- Conduct a meeting with faculty members to discuss and finalize the course list.
- Obtain approval from the Director-Operations.

ii. Course Allotment

- Gather preferences and specializations of faculty members.
- Review the faculty's past performance and student feedback.
- Allocate courses based on expertise, workload balance, and availability.
- Communicate the course allotment to the faculty.
- Address any concerns or requests for changes in allotment.

iii. Curriculum Gap Identification

- Instruct faculty to review the current curriculum against other universities and premier institutions.
  - a. Any 1 Central Government University
  - b. Any 1 Tamil Nadu State Government University
  - c. Any 1 State Government University other than Tamil Nadu
  - d. Any 1 Deemed University
  - e. Any 1 Institute of National Importance (like IIT, NIT, IIM, etc.)



- Approve the identified gaps and propose necessary additions or modifications as content beyond syllabus.
- iv. Lesson Plan
  - Develop a comprehensive lesson plan template.
  - Instruct faculty to outline daily topics, teaching delivery methods and activities.
  - Include assessment methods.
  - Review and approve lesson plans before the semester starts.
  - Monitor adherence to lesson plans during the semester through log book.
- v. Course File Preparation
  - Provide a standardized course file template to faculty which Includes syllabus, lesson plans, assessment methods, reading materials, student attendance, grades, and feedback.
  - Review course files periodically for completeness and accuracy.
  - Store course files securely for future reference and audits.
- vi. Conducting Value Added Course
  - Design courses based on gaps identified through CO-PO mapping.
  - Schedule and announce value-added courses.
  - Ensure proper resource allocation and infrastructure.
  - Collect and analyse student feedback post-completion.
- vii. Preparation of Academic Calendar
  - Collate important dates such as semester start/end, holidays, exams, and events.
  - Draft the academic calendar in consultation with functional heads.
  - Ensure no conflicts with university regulations and policies.
  - Finalize and publish the academic calendar.
  - Distribute the calendar to faculty, students, and administrative staff.
- viii. Timetable Preparation
  - Collect faculty availability and course requirements.
  - Draft a preliminary timetable.
  - Ensure optimal use of classrooms and resources.
  - Review the timetable for any conflicts or overlaps.
  - Finalize and distribute the timetable to all stakeholders.
- ix. Innovative Instructional Methods
  - Research and identify effective instructional techniques.



- Implement methods such as flipped classrooms, blended learning, and gamification, etc.
  - Monitor and evaluate the impact on student engagement and learning outcomes.
- x. Co-curricular Activities
- Discuss and suggest various co-curricular activities such as specialisation clubs, Guest lectures, workshops and field visit.
  - Review the document and ensure the achievement of learning outcomes
- xi. Log Book Submission
- Provide a standardized logbook template to faculty.
  - Instruct faculty to document weekly topics covered, assignments given, and assessments conducted.
  - Collect logbooks at the end of each week.
  - Review for completeness and adherence to the lesson plan.
  - Provide feedback and address any discrepancies.
- xii. Student Performance Analysis
- Collect data on student assessments, attendance, and participation.
  - Collect academic performance analysis report from exam cell after completion of each assessments.
  - Conduct regular performance review meetings.
  - Recommend action plan for performance enhancement.
- xiii. Remedial and Special Classes
- Categorize students as weak or bright based on academic performance analysis report
  - Schedule remedial or special classes for weak students during non-instructional hours.
  - Monitor attendance and performance in remedial classes
  - Evaluate the effectiveness and make necessary adjustments.
- xiv. Course Material
- Ensure all course materials are updated and accessible in website.
  - Provide guidelines on accessing and using the materials.
- xv. Parents Teachers Meeting (PTM)
- Plan, schedule and conduct PTM once in a semester.
  - Mentors to disseminate academic performance of mentees to parents.
  - Collect feedback from parents and analyse the feedback received.



- Submit the feedback report to the Director.

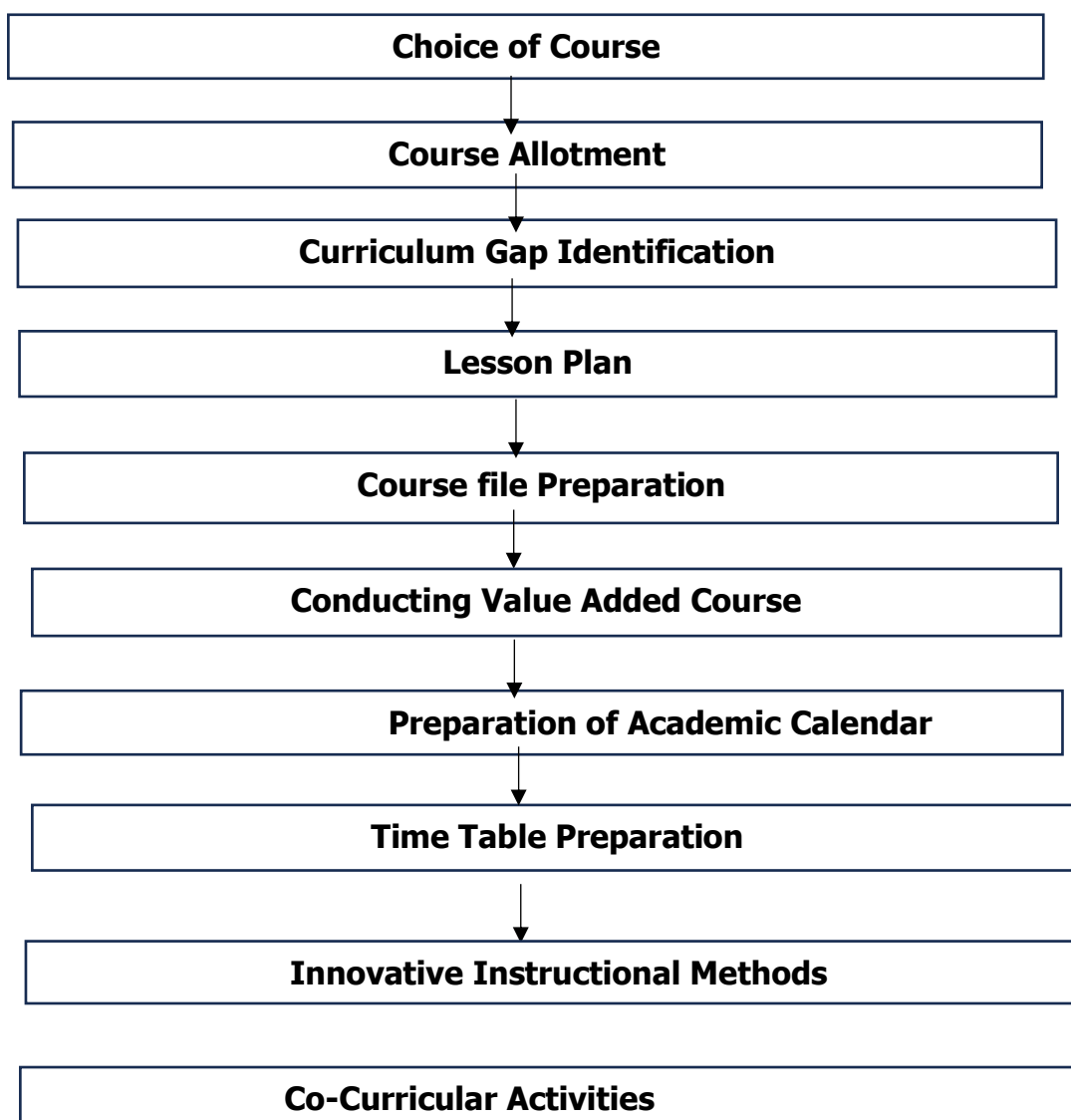
xvi. Student feedback

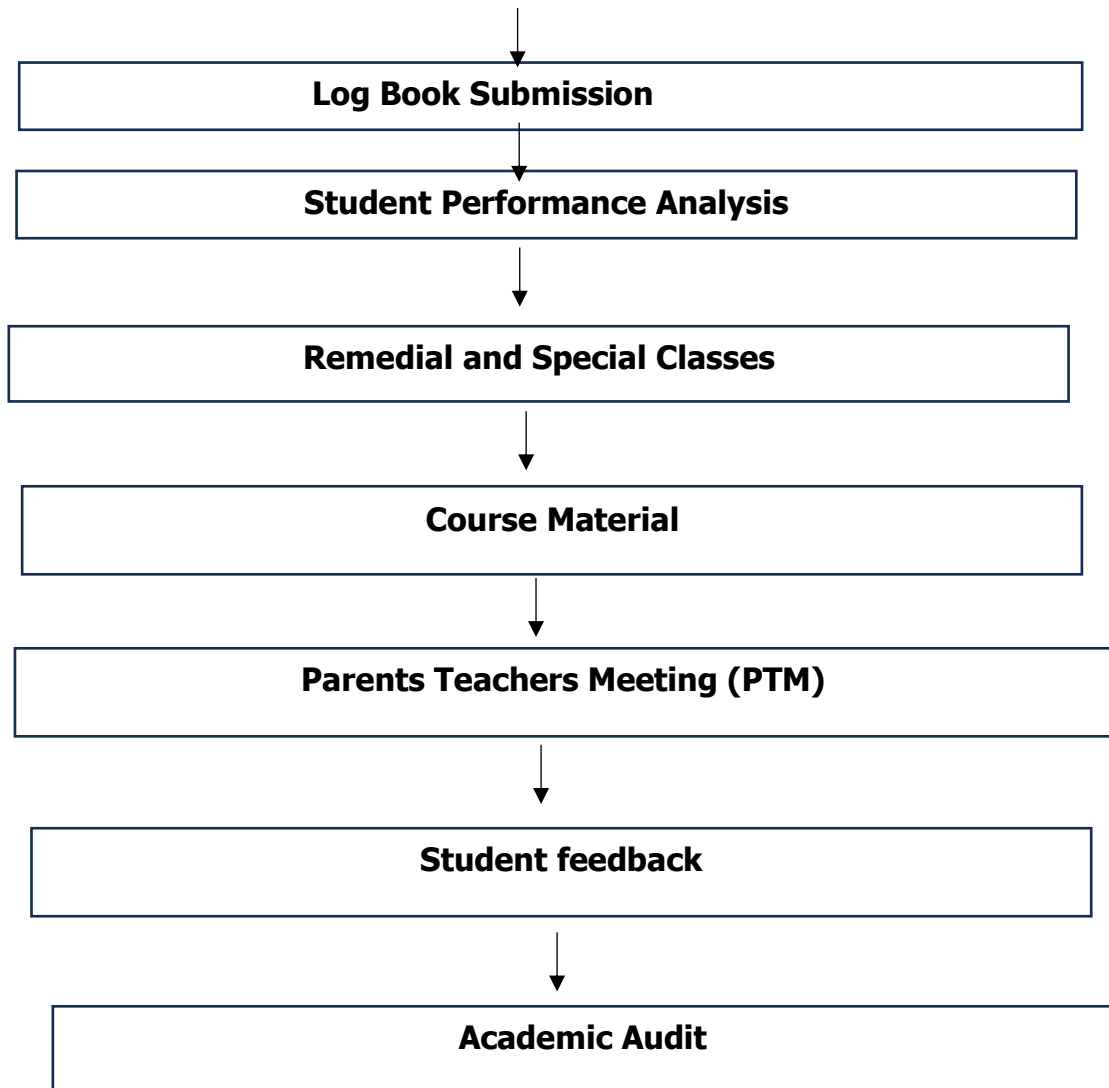
- Prepare a student feedback form on course delivery.
- Collect feedback and analyse the feedback received
- Submit the feedback report to the Director

xvii. Academic Audit

- Plan, schedule and conduct Academic audit during each semester.
- Audit areas comprise of Course file, Log book, Lesson plan, student performance analysis and academic activities
- Submit the audit report to the Director

**Academic Activity Procedure**





***Fig. 1: Flowchart for Academic Activities***