MEASI Institute *of* Management

ACADEMIC POLICY

Date	Version	Document type & Code	Prepared/Modified by	Reviewed/Approved by
March, 20 2023	1	MIM/AP/2023/01	Academic Head	DIRECTOR

Revision history

Policy No.	Issue date	Brief description of changes	Prepared/Modified by	Reviewed/Approved by

1. Purpose

- To provide guidelines that are transparent for all activities related to teaching and learning process.
- To ensure academic accountability.
- To Provide and ensure the quality of management education including

  i. Courses and syllabi in accordance with the need of the industry.

ii. Preparation of course materials which meets the standards prescribed by the regulators.

iii. Delivery of course content which incorporates innovative instructional methods.

iv. Ensuring quality by adhering to prescribed assessment tools.

2. Scope

- The scope of this policy is to make the SOPs implementable, for all activities pertaining to teaching and learning.

3. Definitions

3.1.   <u>Curriculum:</u>

Curriculum can be defined as the document, plan or blue print for instructional guidance which is used for teaching and learning to bring about positive and desirable learner behaviour change

3.2.   <u>Syllabus:</u>

A syllabus is a document that outlines all the essential information's about the subject / course. It lists the topics you will study, total number of hours required to complete the syllabus and a topic. Reference test books list for the subject.

3.3.   <u>Academic Calendar:</u>

Academic calendar is a schedule of all of the events that occur in an academic year. These events may include date reopening and closing of semester, dates of examinations, assignments and other co – curricular and extra-curricular activities.

3.4.   <u>Course File:</u>

Course file is essentially a document that includes all the necessary details regarding the course, batch, assessment, and overall outcomes of the course. All Institutions usually mandates the need of maintain a course file by all the faculties handling the subject.

3.5.   <u>Question Bank:</u>

Question Bank is a collection of important and possible questions for the subject.

3.6.   <u>Internal Assessment:</u>

Internal Assessment means the assessment based on continuous internal assessment (CIA) tests and assignments given to the students during an academic period.

3.7.   <u>Student Feedback:</u>

Student feedback means the opinion of students on teaching and learning effectiveness, collected at different times in a semester/programme.

4. Academic Process:

The Academic process is broadly categorized into following parameters shown below.

4.1. Subject Allocation
4.2. Preparing Time Table
4.3. Preparation of Academic calendar
4.4. Course File

4.5. Content Delivery Process
       4.5.1. Class Teaching Methodology
       4.5.2. E-Log book

4.6. Monitoring content delivery process

4.7. Internal Assessment Methods
       4.7.1. Assignment
       4.7.2. Internal Assessment Test
       4.7.3. Model Exam
       4.7.4. Attendance
       4.7.5. Activities, seminars and other assessments

4.8. Student performance Assessment
4.9. Mentoring and counselling
4.10. Parent Teachers Meeting (PTM)
4.11. Summer Internship & Final Project
4.12. University result analysis and action plan
4.13. Students Feedback

4.1. Subject Allocation:

Academic Head allocate the subjects after obtaining subject preference from faculty members in consultation with the director to all the faculty members.

4.2. Preparing Time Table:

The academic head prepare the time table for applicable semester prior to 7 days commencement of semester and the same shall be circulated to students on approval by the Director.

4.3. Preparation of Academic Calendar:

- The Academic Calendar shall be prepared by academic head (AH) after taking inputs from the UOM academic calendar and consultation with faculty members.
- Academic Calendar shall include tentative dates of
  - internal assessment test,
  - submissions of assignments

o Model exams,
o projects,
o seminar / guest lectures,
o workshops,
o Industrial visits,
o Training and Development programmes.
o MDPs,
o FDPs
o Faculty Internship
o extra and co-curricular student activities,

- After incorporating the above the AC will be approved by the Director.
- Deviations, if any will be communicated by the respective employee and the same ratified in consultation with Director.

4.4. Course File:

- Faculty members who have been assigned the course should prepare the course file.
- Course file contents from S.No.1 to 12 should be submitted by the concerned faculty before the commencement of the semester, and the same shall be verified by the academic committee and approved by the academic head in consultation with the Director.

    Course file must consist of the following documents:
    1. Syllabus along with Course Objectives & Outcomes
    2. Teaching Delivery plan (Lesson Plan)
    3. Time Table
    4. Assignment Questions
    5. Question Papers of Test and Model Examination
    6. Case Study
    7. Question Bank
    8. Content Beyond Syllabus
    9. Website Resources
    10. List of assessment Tools
    11. List of ICT Based Teaching Methodology
    12. Hard/Soft Copy of Study Material
    13. Assignments Answer Sheet-Sample Copy
    14. Test Answer Sheet-Sample Copy
    15. Attendance Percentage of Students Up to Model Examinations for the Subject
    16. COCAT Question Paper
    17. COCAT Exit Survey Form
    18. COCAT Marks
    19. Internal Assessment Marks
    20. Students Performance in University Examination Marks

- Course file contents from S.No.13 to 20 to be submitted by the concerned faculty within one week of completion of the semester, and the same shall be verified by the

academic committee and approved by the academic head in consultation with the Director.

4.5. Content Delivery Process

The Content delivery process includes

4.5.1. Class Teaching Methodology

4.5.2. E-Log book

4.5.1. Class Teaching Methodology:

The effective class teaching shall be ensured by supplementing with

- Case studies
- Data centric Projects,
- Hands-on-Sessions,
- Innovative Instructional Methods

4.5.2. E – Log book:

Every Faculty teaching the course shall record and maintain Log book for the classes handled by them daily. The log book contains the following details.

Name of the Faculty:				Subject/Year/Semester:			
S.No.	Date	Time From To	Topics Covered	Methods/Aids/Tools Used	Mode of class: Physical/Online	Cumulative Hours	Roll no of absentee.

The log books to be submitted on the last working day of every week, to academic committee, and verified and approved by the academic head in consultation with the Director.

4.6. Monitoring content delivery process:

Academic coordinator, Class coordinators and Director monitors the progress of syllabus coverage every week through E-Log Book. The number of lectures planned and the number of lectures actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling the gap

The Following activities are carried out to monitor content delivery process

a. Conducting Course coordination meeting
b. Conducting Class coordination meeting
c. Students Feedback.
d. E – Log book weekly verification. etc.

4.7. Internal Assessment Methods:

The internal marks are assigned based on the following assessment methods

4.7.1. Assignment:

Minimum 2 assignments for each semester per subject the 10 marks

will be awarded for each assignment

4.7.2. Internal Assessment Test:
Minimum 2 Internal Assessment test to be conducted per subject per Semester, 25 marks will be awarded per each test.

4.7.3. Model Exam:
One model examination will be conducted per subject per semester, 75 Marks will be awarded for model examination.

4.7.4. Attendance:
A Student must maintain an attendance record of atleast 75% in each and every subject. Condonation is allowed for Students above 65% and below 75% attendance. Students below 65% attendance are not eligible to write the university exams as per the University of Madras norms. Depends up the percentage of attendance the students secure marks out of 5 marks allotted for attendance.

4.7.5. Activities, seminars and other assessments.
Apart from the above based on participation and performance of students in individual and group activities, seminars and other assignments 5 marks will be awarded.

Internal Marks will be awarded based on the following pattern for the students

Particulars	Maximum marks to be Allotted by faculty	Marks assigned for Internals
Assignments – 10 Marks	5 Marks	Assignment marks 9 or 10 = 5 marks Assignment marks 7 or 8 = 4 marks Assignment marks 5 or 6 = 3 marks Assignment marks 3 or 4 = 2 marks Assignment marks 1 or 2 = 1 mark Assignment mark 0 or NS = 0 mark
Internal Assessment – 25 Marks	5 marks	Internal assessment marks 21 to 25 = 5 marks Internal assessment marks 16 to 20 = 4 marks Internal assessment marks 11 to 15 = 3 marks Internal assessment marks 6 to 10 = 2 marks Internal assessment marks 1 to 5 = 1 mark Internal assessment mark 0 or absent = 0 mark
Model Exam – 75 Marks	5 marks	Model exam marks 60 and above = 5 marks Model exam marks 51 to 59 = 4 marks Model exam marks 38 to 49 = 3 marks Model exam marks 31 to 37 = 2 marks Model exam marks 21 to 30 = 1 mark

		Model exam marks 20 or below 20 or absent = 0 mark
Attendance – 5 Marks	5 marks	Attendance below 60%= 0 marks Attendance between 61% to 75% = 3 marks Attendance between 76% to 90% = 4 marks Attendance above 91% = 5 marks
Activities, seminars and other assessments – 5 marks	5 marks	5 marks
Total	**25 Marls**	

4. 8. Student performance Assessment:

Students' academic performance are tracked through the Assignments, Internal assessment test and Model examinations marks and through other assigned activities during the academic journey and special efforts are made to bring slow learners to come at par with the average / above average group. Students with good background and skills are guided to higher levels of achievements and encouraged towards challenging goals.

The following activities are undertaken to improve the performance of slow learners

1. Mentoring / Counselling
2. Tutorial
3. Extra / remedial / makeup classes
4. Re-Test for improvement
5. Giving important University questions etc.

Progress report of every student will be sent to his/her parents or guardian at the end of each internal test. If a student is found short of attendance or irregular to classes, reports will be sent to his/her parent or guardian.

4.9. Mentoring and Counselling:

- Students will be divided into groups and each group will be placed under the guidance of the faculty/Mentor.
- The Mentor will be monitoring the student's progress in studies and guide them to attain their goals.
- The mentor interact with their mentees one to one and prepare a road map of goal sheet and a personal file is also maintained for each student to record his/her progress in studies, attendance etc.
- The students may approach their mentor freely for guidance and advice. The mentor will constantly keep in touch with parents/ guardian of the students regarding their progress.

4.10. Parent Teachers Meeting (PTM):

- The institute will conduct parent Teachers meeting semester once.

- PTM invitation with agenda to be send to all parents at least 20 days in advance date of meeting.
- Feedback from parents also be collected and the entire proceedings of the meeting also recorded in minutes.

4.11. Summer Internship & Final Project:
        4.11.1. Summer Internship:

Every students has to undergo summer internship after completion of second semester university examination. The faculty mentor will be guide for summer internship, proper guidelines will be provided to students for carrying out internship and completion of internship report. Summer internship report to be submitted by all the students before the completion of third semester. Marks will be awarded based on the Intership report and viva voce conducted by external experts.

Guidelines for Summer internship Report

The guidelines to be followed for preparing summer Internship report are as follows:

The internship report should be presented in the following format only

(a) Every student is required to submit the summer internship report as per the guidelines

(b) The report should be printed on A4 size sheet.

(c) The font used should be Times New Roman and font size should be 12.

(d) The line spacing should be fixed at 1.5 lines.

(e) Page numbers should be placed at bottom middle position.

(f) Chapters should be numbered as 1, 2, 3 etc.

(g) The internship report should be a minimum of 30 pages and should not exceed 50 pages.

(h) Students should submit 3 (one for the student, one for the Institute and one for the organisation) hard copies duly signed by the faculty guide.

(i) Every student is required to take approval from the faculty guide before the stipulated date of submission.

(j) Students are required to prepare PPT as per Branding guidelines of MIM and the same to be presented to the panel of examiners appointed.

(k) Internship 100 marks will be awarded to the student by the panel of examiners based on the report submitted and PPT presentation Performance. (50 Marks for Report and 50 marks for Presentation)

        4.11.2. Final Project:

After completion of third semester students has to undertake project work in any of the industries. The faculty mentor will be guide for final project, proper guidelines will be provided to students for carrying out final project and completion of project report.

The following steps to be followed for final project.

Steps :

1. Identification of the Organizaton (company)
2. Avail permission letter from MIM
3. Obtain approval letter from the company.
4. Submit letter to MIM faculty guide (Internal Guide)
5. Ascertain organisational guide (External guide)
6. Formulate research design and obtain approval from guide.
7. Collect review of literature about Business, Industry, company and Market.
8. Collect primary and secondary data.
9. Analyze and interpret data collected.
10. Apply statistical tools and techniques.
11. Recommended suitable suggestions for problems identified under the study.
12. Submit draft manuscript.

13. Obtain approval for binding project upon incorporation of suggested modifications.
14. Prepare hard bound – light blue of the project report and obtain signatures of Guide and Director.

Guidelines for Report Formatting :
- ❖ Times New Roman
- ❖ Text – 12 size, font normal.
- ❖ Headings – 14 size, font bold
- ❖ Chapter title – 20 size, font bold (separate Page)
- ❖ 1.5 line spacing
- ❖ More margin on left-side of page (to accommodate binding)
- ❖ Page numbers at centre - bottom
- ❖ Preliminary pages – small roman numbers (centre – bottom)
- ❖ Page number 1 starts from chapter 1(Introduction)
- ❖ A-4 size good quality paper
- ❖ Final report – Hard bound (2copies), with one CD.
- ❖ Colour / Black & white print outs.

❖ Pages not exceeding 120
❖ Quality analysis is required

4. 12. University result analysis and action plan:

Results published by the university will be analyzed by the admin. Staff. The passing requirement is 50 %.. The students scored less than 50% are treated as failed in the subject. Those students are advised to apply for revaluation if they have the confidence of really done well in the subject. Necessary remedial classes are conducted to the failed students to clear the paper successfully and to get the MBA degree in duration of 2 years.

4.13.   Students Feedback:
At the end of every semester feedback obtained from all the students relating to the following
4.13.1.1.   Feedback on subject faculty
4.13.1.2.   COCAT
4.13.1.3.   Course Exit Survey

At the end of the programme feedback obtained relating to the following

4.13.4 POCAT
4.13.5. Program exit survey
4.13.6. Feedback about the Infrastructure.

5.   Roles and Responsibilities:
5.1.   Academic Head
5.2.   Subject Faculty
5.3.   Class Coordinator
5.4.   Mentor
5.5.   Examination Coordinator
5.6.   Invigilator

5.1. Academic Head:

1. Support, appraise and consult Director about the academic planning, execution, monitoring and performance of academic process.

2. Ensure academic planning of the program such as Subject allocation, Academic calendar, load distribution, time table, teaching plans, faculty preparation & presentation, outcomes etc.

3. Perform student and faculty attendance and performance monitoring.

4. Organize review meeting for academic planning and performance evaluation.

5. Ensure the preparation of documents, files and reports supporting academic process.

6. Coordinate with the Class coordinators and Examination coordinator for academic process execution.

7. Ensure academic discipline by monitoring the reporting of students, faculty and deadlines.

8. Counsel students, faculty and staff for the improvement of academic process.

5.2.   Subject Faculty

1. To ensure the effective content delivery through conduction of classroom sessions.

2. To report to academic head, Director and perform as per responsibilities assigned by the authority from time to time.

3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.

4. To prepare, course file and get it approved and maintain the records and files for assigned responsibilities.

5. To respond and perform University responsibilities assigned time to time

6. To motivate, plan, perform and monitor various activities for improvement of students.

7. To make alternative arrangement before proceeding on leave/ OD / deputed work and inform the academic head.

8. To adhere to quality policies of the institute and work towards achievements of goal.

9. To work towards the research and development activities like Publications, Funded projects,

5.3.   Class Coordinator:

1. To ensure preparation of student roll list, time tables and communicate to students and faculties.

2. To coordinate various academic and administrative duties as per the requirements of students section

3. To notify students and faculty about the changes or activities of class from time to time.

4. Monitor the execution of lecture / practical for reporting of student, faculties and take necessary actions to maintain academic discipline.

5. Monitor attendance and performance of students and take necessary actions in consultation with mentors and authorities.

6. Address student's request / suggestions / complaints in consultation with authorities.

7. Support the authorities in execution of academic processes and decision for class.

8. Conduct class coordination committee meetings periodically and maintain the minutes of the meetings.

9. Take review reports as per the academic calendar and discuss this with authorities.

5.4. Mentor:

1. To collect the list of allotted students and formats for updating the students' records from Academic Head, Director.

2. To collect the "student's Information" from the respective students.

3. To establish the contact with the parents through telephonic discussion, appraise them about the development of their ward.

4. Conduct meeting with students once in two week.

5. To act as a Counsellor, Guide and Philosopher of the student.

6. To encourage the student to have open dialogue.

7. To record the observations about the student viz. achievements, doubts, fears, grievances.

8. To evaluate the student's ability, strengths and weaknesses.

9. To help the students to over-come their weaknesses and strengthen the

abilities to excel in his/her defined goals.

10. To submit the report complete on all respect to academic head -at the end of term. Mentors can collect those files from HoD before the start of next academic session

5.5. Examination Coordinator:

1. Prepare the tentative schedule for assignments, internal assessment test and model examinations at the beginning of the semester itself and the same to be mentioned in the academic calendar.

2. Intimating the schedule of Assignments and tests to students atleast 15 days before the assigned dates with the approval of Director

3. To arrange and keep ready well in advance all the stationaries like paper, Thread, covers etc before the commencement of examination.

4. To prepare the class rooms allotment for test and invigilation duty schedule for faculties and to be intimated to students and faculties before 2 days of examination with the approval of director.

5. To maintain the records of assignment and test and model examination marks.

5.6. Invigilator:

1. Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement for doing the invigilation work, without the approval of the chief superintendent / Director / Academic coordinator.

2. The invigilators are requested to be present 30 minutes before the commencement of examination.

3. Any incriminating materials including mobile phone are not permitted inside the hall.

4. Invigilators are requested to be inside the exam hall allotted before 15 minutes of commencement of examination and allow the students inside the exam hall only after verifying Hall tickets and ID card.

5. The invigilators must check the register number of the candidates in their hall tickets, on the table and in the answer book and then sign in the column provided for the invigilators.

6. The invigilators must also get the signature of the candidates present in the examination hall in the attendance sheet

7. The additional books if applicable must be signed by the invigilators as and when they are given to the students.

8. The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.

9. The invigilators must not attend to any other work in the examination hall. They must be on the move in the examination hall and see that there is no malpractice by the student.

10. Any malpractice or copying by the students must be immediately reported to the Chief Superintendent / Director / academic head with the material and evidence.

11. The invigilators must collect the answer books as and when the students complete the examination, arrange them in number-wise and hand them over to

the staff-in-charge. He must wait till answer papers are checked and received by the staff-in-charge.

12. The invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer scripts and hand them over to the staff-in-charge.

13. The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Chief Superintendent / Director/ Academic head so that the examination work will not suffer.

14. Any problem / grievances during examination may be represented to the chief superintendent / Director / Academic Head.