



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

**REVISED ACADEMIC POLICY DURING
THE CORONA PERIOD (COVID-19)**

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

Revised Academic Policy During the Corona Period (COVID-19)

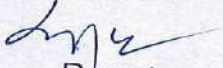
As per GOI guidelines, the academic institutions are running closed due to lockdown, since 16th March 2020 due to the pandemic situation of COVID-19, we all are facing. During this tough situation the responsibility of the teachers become more challenging to continue the uninterrupted teaching and learning process. Keeping in view of the current scenario and guideline received from the AICTE and UGC, the institute has decided to revise its academic policy during the lockdown time, so that the smooth conduction of TLP can be achieved.

Based on several meetings with management & HODs and as per their suggestions, the institute has decided the following policy during the COVID-19 period.

S.N	Activity	Action
	Teaching-learning Mode	<ol style="list-style-type: none">1. All academic classes will be run through online mode.2. The platform for online classes suggested by the institute are Moodle/Google meet or teacher can prefer their own by taking the approval from the competent authorities.3. Lectures should be in recorded mode so that student can revise/learn/download in case of non-availability in the classroom due to valid reasons.
1.	Time- Table	<ol style="list-style-type: none">1. A time table will be made and circulated to the students of each class/section.2. As per guideline received from university, the online classes will start from 1st April 2020 onwards.3. The distribution of subject-wise lectures should be based on evaluation scheme of affiliated university Dr. APJ AKTU.4. Minimum 4 lectures/week of 50 min to 1hr for 4 credit courses should be assigned and minimum 2 or 3 lectures in subsequent lower credit courses.

		<p>5. Laboratory conduction should also be in virtual mode and must be mention in the time table for minimum 1 hours.</p> <p><i>Note: HODs/Faculty members are required to take update on course coverage and should be adhere to university guidelines.</i></p>
2.	<p>Attendance Monitoring system</p>	<ol style="list-style-type: none"> 1. Conduction of each class should be followed by student attendance on random basis during the running classes. 2. The attendance should be recorded in excel sheet or on hard copy (attendance register) provided by the department. 3. Attendance should also be uploaded on institute ERP on regular basis. Uploading of attendance on university portal will be suggested by university itself. Follow the instructions of affiliated university in this regard. 4. The attendance recorded in Pre-lockdown period during the physical classes must be kept in record. Later on, the due weightage will be given to students in internal assessment. 5. Faculty must be ensuring at their own level that each student should be benefited through the teaching learning process during the lock-down period. Student can report you regarding the poor connectivity, no android mobiles or disturbance in video/audio during the classes. In these circumstances, the role of faculty members will be more helpful to listen the problems and provide them the recorded lectures/lecture content through other online mediums. 6. HODs are requested to visit the online running classes to ensure the smooth conduction and to verify the student behaviour. 7. HODs are requested to make an online talk sessions with the students on regular interval regarding online classes and problem associated with them.

3.	Syllabus Coverage	<ol style="list-style-type: none"> 1. The syllabus should be covered in each subject before the commencement of end semester exams (will be announced by affiliated university Dr. APJ AKTU). 2. Faculty members are required to use/provide/discuss the online available video lectures/links to make the sessions more interactive and helpful. Faculty members can use the SWAYAM/NPTEL lectures for the same. 3. Faculty member must ensure that each student will be benefited with their self-recorded video lectures (A google drive link can be made to share), pdf of course materials and other relevant sources. 4. All the video lectures, quality notes, tutorials, assignment will have kept in download mode through the official Gmail ids provided to the students.
4.	Laboratory	<ol style="list-style-type: none"> 1. The soft copy of the lab manual should be provided to the students and should be discussed in lab classes assigned in time table. 2. Faculty members must ensure that the theoretical portions of the lab experiments or the portion which can be handle during the online sessions must be elaborated through the online platform similar to the online lectures. 3. The laboratory can also be performed through virtual labs/simulators, if available. 4. Viva: Faculty members may conduct the viva sessions through online platforms as per the time table. 5. The online discussion/viva-voice must be kept in recorded mode for future requirements.

5.	<p style="text-align: center;">Quizzes /Assignment t</p>	<ol style="list-style-type: none"> 1. Online quizzes/assignment must be float to the students on regular timeline basis to keep their interest in the subject. 2. The proper evaluation process will be followed by rubrics and also these rubrics of assignment/quizzes must be share with the students. 3. Faculty members can make the online quizzes through Moodle/Google quizzes as per convenience of the students. 4. Solution of assignments/quizzes must be share with the students after the timeline. 5. Marks will be allotted for each quiz / assignment which may be adjusted in TA marks.
6.	<p style="text-align: center;">Project for Final Year</p>	<ol style="list-style-type: none"> 1. All faculty must ensure the successful completion of the final year projects. 2. In such projects where experimentations are required to complete the project. Project supervisor can help the students with simulation results or refine/restructured their project problem according to the situations. 3. Department project committee will circulate the information regarding project evaluation rubrics, presentation schedule and report submission process to the students and faculty members also to smooth execution of projects. 4. Faculty member/HOD should motivate the students regarding their project execution with the online meetings/interactions and provide their full support in completion of project work. Each project supervisor is required to keep the records of online meetings with their students. 5. The project report can be submitted online as per university guidelines. 6. The performance evaluation of each student must be based on the submission of report, online interactions with supervisor, online <p style="text-align: center;">  Registrar G.L. Bajaj Institute of Technology & Management Plot No. 2, Knowledge Park - III, Greater Noida - 201306 (U.P.) </p>

presentations and should be the criteria for internal marks.

7. Final project presentation will be based on university guidelines
8. As an output, project supervisors are required to encourage their students to publish research papers, patent filling or prototype development. The weightage should be given in internal marks.

7.

**Seminar /
Colloquium**

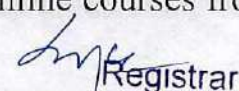
1. Faculty members may conduct the Seminar / Colloquium through online platforms (as per the separate time table i.e. other than theory classes).
2. Faculty members will encourage the final year students to explore the online available quality research papers through Nalanda e-consortium of AKTU and make a seminar report as per format provided by the department.
3. Students will select a topic for seminar in the form of presentation from their literature review papers and Department will ensure that topic must be from their literature review papers only.
4. HODs/Seminar coordinator must ensure the online presentation of the topic selected by the individual students.

NOTE: If seminar / Colloquium are already presented by students then he will include the abstracts of research papers in project report as stated in point 6.

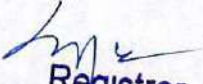
8.

**Internal
Practical
Examination**

1. Faculty members may conduct online internal practical examinations through MOODLE/other available online platforms for software based labs.
2. For other labs an online subjective/objective exam related to experiments can be conducted.
3. An online quiz exam will be conducted in the alignment of AKTU practical examination by using MOODLE/Google classes.

<p>9.</p>	<p>Internal Examination /PUT</p>	<ol style="list-style-type: none"> 1. All the examinations during lockdown period will be conducted through online mode. 2. ST-1, ST-2 and Pre university test (PUT) will be conducted separately. 3. An external agency can be hire by the institute for examination purpose. 4. The weightage of each examination is decided as earlier. 5. The PUT Exam will be conducted before one/two weeks of the AKTU semester Exam, when announced by the university. 6. The common time table of the examination will be send by the exam cell at defined timeline.
<p>10</p>	<p>Online Course For Students / Online Internship</p>	<ol style="list-style-type: none"> 1. There are several online web links are available where students can do their certification course for the content beyond the syllabus and further specializations. The details of such web portals are available at institute website for reference. 2. During the lockdown period faculty members are advised to encourage students of their department to go through the online courses and certified themselves in their choice of expert. 3. Several online courses are freely available. One/Two online free courses/student of total duration 30 hrs (i.e. minimum duration of each course will be 15 hrs) as decided by respective HODs, will be completed by the students. 4. In lieu of online internship, department may work out their own modality equivalent to 60 to 90 hrs of program for eg. NASSCOM/SAP/other value added courses for which approval will be taken from competent authority. 5. The students can choose the free online courses from the following list: <div style="text-align: right; margin-right: 50px;">  Registrar G.L. Bajaj Institute of Technology & Management Plot No. 2, Knowledge Park - III, Greater Noida - 201306 (U. P.) </div> <p>Reference Link for Certification or Courses.</p> <ol style="list-style-type: none"> 1. Coursera (Link: www.coursera.org) 2. NEAT (Link: http://neat.aicte-india.org, http://free.aicte-india.org) 3. Harvard University (Link: https://online-learning.harvard.edu/catalog/free)

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| | <ol style="list-style-type: none">4. Microsoft Academy (Link: https://academy.microsoft.com)5. Cisco Academy (Link: https://www.cisco.com/c/m/en_sg/partners/cisco-networking-academy/index.html)6. TCS ION Learning Hub (Link: https://learning.tcsionhub.in/iDH/India/)7. Udemy (Link: http://udemy.com)8. edX (Link: http://www.edx.org)9. Tata Steel: https://capabilitydevelopment.org/10. NPTEL: https://swayam.gov.in/11. Stanford University: https://online.stanford.edu/free-courses12. Oxford university: https://www.oxfordhomestudy.com/OHSC-Blog/free-online-courses |
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