Deccan Education Society
Institute of Management Development and Research (IMDR®), Pune

Academic Processes and Policy

Extent of application

This policy, contained in this manual, shall be called the "Deccan Education Society's Institute of Management Development and Research (IMDR®), Pune "Academic Processes and Policy", governing the various academic activities and processes for the PGDM Program.

Application

a) This policy shall apply to all academic activities and processes for the PGDM program at DES's Institute of Management Development and Research (IMDR®), Pune.
b) This policy shall be aligned with the AICTE norms for PGDM program, incorporating all relevant rules and regulations.
c) In respect of matters not specifically provided for in this policy, the Academic Committee of IMDR in consultation with Director-IMDR, shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as the policy.
d) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Academic Committee of IMDR, whose decision shall be final in consultation with Director-IMDR.

Academic Committee

The following will be the roles and functions of academic committee members:-

S.N.	Personnel	Role
1.	Academic Committee Head	Overall planning and conduct of Academics, planning, allocation of subjects, and overview.
2.	Academic Coordinator	Timetable preparation, Implementation of timetable, Academic calendar preparation, Academic calendar implementation, Leave records, Classes Rescheduling, Scheduling extra sessions, attendance records, Coordination with the regular and visiting faculties, Teachers feedback, ERP update, students coordination, Class rooms allocation, Facilitating and supporting guest session.
3.	Clerk/Office Assistant	Supporting in all the academic activities.

Induction

a) This policy shall apply to the induction program of for the PGDM program at DES's Institute of Management Development and Research (IMDR®), Pune.
b) This policy shall be aligned with the AICTE norms of student induction program in the annual student induction program: a detailed guide, incorporating all rules and regulations related to student induction.
c) In addition to above points, for PGDM II, the induction program will also include, Student counselling on Major and Minor Specialization and Electives during PGDM II Induction Program, domain-wise by Faculty members
d) Specialization and Electives allocated following due procedure by Academic Committee

Subject Allocation

The subject will be allocated as per the following procedure:-

a) All regular faculty members are invited to give their subject preference by the Director-IMDR
b) Regular Faculty submit their subject preference to the Director-IMDR on email
c) Director-IMDR allocates subject to the regular faculty in consultation with the individual faculty and Academic Committee members
d) Visiting faculty are identified for remaining subjects by the faculty team on the basis of their experience and expertise.
e) Subject allocation is done for the Visiting faculty after a demo lecture or a formal interaction with faculty members

Timetable Preparation

The timetable will be prepared as per the following procedure:-
a) Subject allocation to the full time and visiting faculty by the Academic Committee in consultation with Director-IMDR
b) Letter of invitation sent to the Visiting Faculty, specifying terms and conditions of academic engagement in the semester by Academic Coordinator
c) Acceptance received from Visiting Faculty with preference of date and time for scheduling lectures by the Academic Coordinator
d) Subjects are scheduled as per the time slots available in the timetable between 9.00 am to 6.30 pm and timetable is prepared
e) Timetable is shared with all faculty members for suggestions
f) Finalization of the timetable after incorporating all suggestions
g) Publication of timetable on notice board with signatures from Director-IMDR and Academic Coordinator
h) Subject and faculty allocation on ERP by Academic Coordinator.
i) Students are allocated to subjects on ERP by Academic Coordinator.
j) Timetable uploaded on ERP by Academic Coordinator.

Teaching Plan

The teaching plan will be prepared as per the following procedure:-
1. Scheduling Faculty Meeting
2. Discussion on Teaching Plan format (any changes required)
3. If no changes - Finalisation of Teaching plan format
4. Finalising the date of submission of Teaching plan to the academics and Students
5. Preparing Teaching plan as per the format
6. Sharing the teaching plan with Academics and Students
7. Implementation of Teaching Plan

Academic Calendar

The academic calendar will be prepared as per the following procedure:

a. Identification of List of Holidays as per DES circular by Academic Coordinator
b. Preparation of List of Instructional & Non-Instructional days, as per AICTE norms by Academic Coordinator.
c. Intimation to all faculty members/institution level committees regarding Academic Calendar
d. Listing all the events and activities to be carried out in an academic year by faculty members/institution level committees
e. Staff meeting about completion of curriculum, events & activities
f. Finalizing the days & dates of completion of curriculum, events & activities in the staff meeting
g. Preparation of academic calendar by Academic Coordinator
h. Sending academic calendar for verification and finalization on email by Academic Coordinator to all Staff Members
i. Incorporating the changes suggested (if any) by Academic Coordinator
j. Finalizing the academic calendar by Academic Coordinator
k. Publication of Academic Calendar on ERP, Website and Display on Notice Boards
l. Periodical Review of Academic Calendar implementation in Academic Committee Meetings

Attendance

The class attendance will be recorded as per following procedure:-
1. All the faculties are given the attendance sheet in Excel format at the beginning of the semester
2. Faculties are expected to mark the attendance whenever their lectures are scheduled.
3. Faculties are expected to upload attendance on ERP
4. At the end of every semester, faculties have to take print of consolidated attendance sheet for the semester from ERP and record in the course file
5. Faculties are expected to submit the list of defaulters who do not fulfil the minimum attendance criteria to the Academic Coordinator

Lecture Cancellation

The following will be the procedure for lecture cancellation:-

a. Intimation by faculty to the Academic Co-Ordinator for lecture cancellation/rescheduling one day in advance by email.
b. Academic Co-Ordinator checks the timetable for availability of alternative faculty
c. Academic coordinator reaches out to the alternate faculty and reschedules the lecture
d. Change in academic schedule is informed to the students and all faculty members by academic coordinator

Teachers Feedback Process:-

The following will be the steps followed for the teachers feedback process:-

1. Feedback schedule and process is announced by the Academic Coordinator at the end of the term.
2. Feedback is carried out online via ERP maintaining confidentiality
3. Feedback is accessed by the Director-IMDR
4. Director-IMDR communicates feedback one-on-one to the faculty
5. Corrective measures, if any, are implemented by the faculty based on feedback

Mapping Course Outcome

The mapping will be done with the following steps:-
a. Map continuous evaluation with COs, indicating each assignment having a high, medium, low, or no correlation (r) with each course outcome. (High r – 3 points, Medium r – 2 points, Low r – 1 point, No r – 0 points)
b. Calculate planned CO attainment level for each CO by taking out the average for all mapped assignments having a correlation. (Sum total of all points for a CO, divided by number of assignments having correlation)
c. Weightage of each CO should be calculated in an assignment based on the correlation points. Accordingly maximum marks for each assignment should be distributed over mapped COs.
d. Students actual marks obtained in each assignment should be distributed over mapped COs based on the weightage of the mapped CO. Each assignment marks now will be distributed over mapped COs for each student.
e. Calculate summation of marks obtained for each CO from each assignment for each student.
f. Calculate percentage of marks obtained for each CO from the maximum marks allocated to the particular CO, for each student
g. Calculate class average of attainment points for each CO. This is actual CO attainment.
h. Compare actual CO attainment with planned to identify gaps. Justify and strategize for future.
i. Calculate actual PO attainment by using the formula.
j. Compare actual PO attainment with planned to identify gaps. Justify and strategize for future.

Mapping Course Outcome with Program Outcome

The mapping will be done as per the following procedure:-
  a. Classify syllabus into six broad units
  b. Write in detail all topics to be covered in a unit
  c. For each topic specify what the student should know and be able to do after undersatnding the topic. This should create performance indicators for each topic and for all units. Performance indicators should match graduate competencies.
  d. Relate performance indicator with the knowledege dimension in Bloom's Taxonomy - Factual, Conceptual, Procedural, Metacognitive Knowledge
  e. Relate performance indicator with cognitive process dimension in Bloom's Taxonomy or the process used to acquire knowledge
  f. Create Learning Outcome for each unit based on performance indicator, knowledge dimension and process dimension.
  g. List these learning outcomes as Course Outcomes
  h. Create a detailed currciculum document stating context, learning objectives, course outline and contents, course outcome, course outcome mapping with knowledge and process dimension using Bloom's Taxonomy