Academic Facilitators

Academic facilities are the various components and strategies that support and promote research, academic excellence, and capacity building in higher education institutions within the framework of the University Grants Commission (UGC) and Institutional Development Plans (IDPs).

Long term goals

- Develop a flexible curriculum according to industry and technological needs.
- To enhance the employability rate, focus on the students' whole skill development.
- The implementation of innovative teaching and learning strategies.

Medium to Short Term Goals

- Courses that address future and professional needs:
- Create a thorough curriculum framework to expand the NEP 2020 framework for Ph.D. courses.
- Define and reinterpret COs.
- COs and CO/PO mapping are reviewed.
- Regular evaluations to keep an eye on the operations
- In partnership with industry and social experts, develop value-added and skill-enhancement courses aimed at developing soft and life skills.

A) Curriculum updated as per industry requirements:

- To guarantee ongoing development and conformity to industry requirements, conduct routine reviews and assessments of all academic programs.
- Setting up an adequate number of professional seminars and lectures for students in every class.
- Setting up enough bridges, certificate programs, and value-added courses each department each academic year to ensure 100% student participation.
- Working together to create courses with outside organizations.
- Encourage students to sign up for spoken tutorials, NPTEL courses, etc.
- In addition to a standard academic program, certification from Google, Microsoft, IBM, and other companies

B) Curriculum embedded with Employability Skill

- Integrate soft skills modules (communication, teamwork, adaptability) into all undergraduate programs.
- Conduct mock interview sessions for the final year students.

C) Curriculum embedded with Skill Enhancement Courses

- Introduce at least one skill-based elective (e.g., coding, data analysis, design thinking) per program for all students within the academic year.
- Conduct skill enhancement workshops related to respective stream of the students.
- Learning material like Study books:

- Ensure the availability of updated digital and physical learning materials for at least 90% of courses before the semester begins.
- Improve access to digital resources and learning materials through Learning Management Systems (LMS).
- Encourage faculty to regularly upload course materials on these platforms.
- Encourage faculty to create YouTube channel for video lecture series.

D) Curriculum embedded with Employability Skill:

- Integrate soft skills modules (communication, teamwork, adaptability) into all undergraduate programs.
- Conduct mock interview sessions for the final year students.

E) Curriculum embedded with Skill Enhancement Courses:

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F) Curriculum embedded with emerging technologies to be integrated with future of work

- Launch short-term certification courses on emerging technologies (e.g., AI, Blockchain, IoT, Industrial Automation, Digital Marketing, etc.) across departments with industry collaboration.
- Incorporate hands-on learning experiences like coding boot camps,

hackathons, and short-term projects to provide students with practical knowledge of these technologies.

G) Center for Curricular & Life Skills Development (CCLSD)
- Establish the CCLSD with a functioning team and
- Initiate workshops on life skills, critical thinking, and personal development.

H) Faculty/ teaching Staff
- Appoint qualified staff and maintain cadre ratio
- Encourage faculty members to improve academic qualification.
- Effective welfare policy to retain faculty members of the institute.
- Mandatory to all faculty members to attend FDP/STTP/CEP toupdate their technical expertise.

I) Center for Faculty Development (CFD)
- Set up Faculty Development Cell and conduct faculty development programs focused on digital teaching tools, research writing, and assessment methods.
- Collaborate with different training institute to conduct faculty development programs, seminars, workshops and conferences.

J) Non-teaching staff
- Implement quarterly training sessions for administrative and support staff on digital literacy, student services, and institutional compliance.

K) Session wise teaching plan
- Mandate submission and review of session-wise teaching plans for all courses before the start of each semester.
- Maintain teacher's diary, course file and all other academic records in every semester.
- Add new experiments, update laboratory manuals every year
- Adopt student centric methods for enhancing learning experiences.

L) Question bank •
- Each department shall create a repository of final examination question papers from the last five years for each course and publish them on their website for ease of access.
- Develop question banks for core subjects for assessments and practice.

M) Assignments
- Create structured, skill-oriented assignments aligned with course outcomes and industry relevance for each subject.

- Faculty members shall follow uniform guidelines for structuring assignments, clearly stating objectives, evaluation criteria, and deadlines.
- Create a centralized portal for assignment submissions. This portal shall allow students to submit assignments online, track deadlines, and receive feedback from faculty members in a structured manner.
- Project work/fieldwork/internship to addressreal life problems in collaboration with industries.
- Continuous monitoring of project/field work/internship through pre-planned and structured reviews.
- Open ended experiments in the laboratory.

N) Assessments
- Implement a uniform assessment strategy incorporating continuous internal evaluation, project work, and final exams aligned with Bloom's Taxonomy.
- Use rubrics for continuous internal evaluation and redefine/modifyrubrics if required.
- Timely review of project/field work/internship/seminar by guide and a committee appointed by HoD.
- Evaluation of question papers of all internal examination by acommittee appointed by HoD.
- Internal academic monitoring of internal assessment by Principal and dean academics.
- Effective grievance redressal committee and its timely meetings.

O) Value added skills enhancement Papers
- Introduce at least two value-added, credit-earning skill enhancement papers (e.g., financial literacy, coding, design thinking) for each program.

P) Pedagogy
- Encourage faculty to create video lectures, online quizzes, and reading material for students to access through LMS platforms Promote the use of active learning techniques such as group discussions, case studies, and problem- solving activities during class sessions.
- The flipped classroom model be used in all the departments to enable effective use of classroom time for discussion, application, and problem-solving.
- Invest in educational technology tools such as smartboards, classroom response systems, and virtual labs.

Q) Other activities as part of learning
- Organize other co-curricular activities such as hackathons, debates, field visits, and simulations as mandatory graded components in at least 50% of courses.
- Encourage students to enroll for IIT spoken tutorial, NPTEL courses, Industrial courses.

R) Earn while learn facility & flexibility

- Frame Earn while Learn scheme for needy students to engage them in on-campus units e.g., libraries, IT, admin.
- Establish partnerships with nearby businesses to offer 10– 20% of students part-time work opportunities with academic flexibility.

S) Flexibility and multi- disciplinarity
- Enable students to choose open electives across disciplines

T) Opportunities to develop & utilize Research & innovative thinking skills
- Encourage students for research funding projects.
- Develop innovation cell at institute level and encourage students for startup ideas

U) International Exposure
- Identify institutions that offer complementary programs to facilitate student mobility and cross-cultural experiences.
- Conduct foreign language courses for the students.