Nature and Extent of Involvement of Faculty and Students in Academic Affairs / Improvements

(a) **The Philosophy behind Faculty Student Involvement**: The University has been concentrating to initiate programs inEducation, Training, Research& Development in the areas of Engineering & Technology, Bio & Medical Sciences, Management, Commerce, Humities & Social Sciences, Economics. These are globally recognized as emergent areas of rapid growth in the next two decades. India is already recognized as a source and repository for highly trained manpower in these areas and is fast developing in Bio-Medical and Technology applications. Graduates will have ample opportunity for employment in all these areas, and in contributing to national prosperity and global competitiveness of Indian industry.

The University is committed to develop excellence in education, training, research& development. Institutionalized attempts are being made to promote and foster excellence in developing knowledge skills and attitudes in all students and commitment to values in faculty and staff.

(b) At JUA, special emphasis has been placed on developing an environment highly conducive for building of a solid foundation of knowledge, personality development, confidence building, and pursuit of excellence, self-discipline and enhancement of creativity through motivation and drive, which helps to produce professionals who are well trained for the rigors of professional and social life. All Students are encouraged to make life outside the classroom vibrant and enjoyable by engaging themselves in multiple extracurricular areas. Fun creativity, competition, distinction, establishing relationships with fellow students and others in the community and ultimately enhancing the value of their educational experience, is at the heart of all extracurricular activities.

(c) **Guidance:** Developing synergy with three other **Universities of Jaypee Group,** and also establishing network with prestigious Institutes in India &abroad, visits by internationally acclaimed professionals to the University are some of the methods being used. Characteristics of an Institution of excellence have been identified and are being used as benchmarks for all activities.

(d) **Concept of Faculty Involvement**:The faculty focuses on developing and strengthening systems thinking, problem solving, analysis, design, team work, communication skills and preparing students for lifelong learning. The faculty uses innovative techniques, interactive lectures, guided case studies, literature survey, regular lab assignments, project work and critical and creative thinking. As a pedagogical practice starting from first year courses itself, students are required to explore, study, summarize, critique, validate and evaluate classical as well as current research literature published by eminent research publishers. The faculty stresses on learner centric, active and collaborative learning. Labs are used for developing skills to use and apply various general professional competences.

Each Department lays down Departmental objectives and roles in shaping the profile of the under-graduates. These are discussed, validated and converted in curricula and teaching practice to achieve the desired goals.

(e) **Faculty Development Programme(s):**JUA believes in continuous training and development of its staff and teachers. The faculty is both multi-skilled and field specialized. The concept of treating students as a customer and caring for them assists the faculty in getting feedback and incorporating necessary improvements. Faculty Development Programme – Emphasizes on course preparation, lecture, tutorial and laboratory delivery, assessment and obtaining feedback. This is undertaken through specific lectures by senior colleagues, followed up by demo session and participation in coordinated work groups.

(f) Students are encouraged to explore the environment through participation in professional / curricular / co-curricular activities outside the Institute.

(g) System of student mentoring has been put in place. Feedback is analysed at Departmental levels as also during meetings of various forums to imbibe and include new and valid suggestions.

(h) Faculty is encouraged for undertaking R&D projects and do research to upgrade their knowledge.

(i) Eligible faculty is supported through financial incentives to attend conferences / presentations / seminars and submit the reports, which are shared in the department for mutual benefit and enhancement of knowledge.

(j) Students have a Youth club called JYC, the sole student body of the college, which believe in furthering the development of the students as a whole, and strive to provide a climate that nurtures the holistic development of our students, an environment that is trusting and spontaneous; and encourages flexibility, celebration and recognition. This is achieved through annual cultural, technical fests, various events, parties, treks, outings and other spontaneous activities to maintain high levels of enthusiasm and team integration. Focusing on technical, literary, sports, and cultural competitive activities, apart from serving as a retreat from intense academic loads, these extracurricular activities presents with an opportunity this builds confidence, encourages teamwork and gives students a strong sense of achievement and belonging. The motto followed by them is "We are looking for commitment and passion for activities outside of the academic setting. We are looking for depth rather than breadth."

(k) A system of student feedback on faculty and teaching is in place. The student feedback analysis is considered by the management and appropriate points implemented for further improvement.

Mechanism / Norms and Procedures for Democratic / Good Governance

The University has developed following methods:

(a) Weekly Departmental meetings amongst HODs and faculty,
(b) Meeting of Director and HODs in a regular intervals.
(c) Faculty meeting of the University Presided by the Pro-Chancellor / Director to discuss issues of Academics, Administration, feedbacks and suggestions besides reviewing the progress over all points.
(d) Nomination of student counsellors; Each faculty has been assigned specific number of students for mutual interaction. The role of faculty as student councellors / mentor is listed below :
    (i)   Act as local guardian of the students and therefore perform all such activities as a local guardian.
    (ii)   Continuously monitor their academic performance including their attendance, marks inquizzes, minor tests, major tests and discipline,
    (iii)   Teach at least one course to such students as far as possible.
    (iv)   Discuss all issues with the students whether personal or official.
    (v)   Be in constant touch with their parents to inform of their progress.
    (vi)   Meet every student at least once every fortnight.
    (vii)   Appraise Director of the progress of the students once in a month.
    (viii) Seek the help of the administration or Director to resolve problems, if necessary.

(e) Direct access of faculty and students to the HODs, Registrar and Administrative Heads. No timings have been laid down. Thus all problems are attended to with due urgency. Major issues are brought to the notice of Pro-Chancellor / Director for appropriate decision.

(f) Forms have been devised to report any difficulty in the class rooms which need attention of maintenance staff. The same are routed through the Director.

GRIEVANCE REDRESSAL MECHANISM FOR FACULTY, STAFF AND STUDENTS:

a) **Grievances of Faculty and staff:** These are redressed through normal channel of HODs →Director → Pro-Chancellor and finally the Chancellor, if required.
The decision of Chancellor is final.

b) **Students**:

    a. Through Registrar and then to Director in matters other than Academics.
    b. Through respective course coordinators →HODs→ Director in Academic matters.
    c. Through Counsellors→HODs →Directors →Pro-Chancellor on all matters where student so desires.

PLACEMENT FACILITIES:

Training and Placement (T&P) is an important activity of the University. T&P Cell is mainly responsible for arranging practical training of the Undergraduate students to meet their degree requirement and to facilitate the placements of under graduate students in suitable jobs in the industry and various private & public sector organizations.

CURRICULA & SYLLABUS FOR EACH PROGRAMME

(a) The curricula for each programme is dynamic and is reviewed periodically by the Board of Studies and Academic Council, to incorporate latest in technologies.

(b) The curricula for the various programmes are available on the Website.

Teaching Learning Process:

It aims to develop a number of qualities in students. These are as follows:

Group & Self-Learning

This is a very effective means towards preparing professionals who are proactive in seeking and acquiring knowledge rather than having it imparted only in the classroom. Free exchange of ideas among the group members through discussions and presentations not only leverages on time and effort but also enhances teaching and communication skills.

Problem Solving Exercises

Problem solving is an integral part of the teaching-learning process. Lectures emphasize this aspect through carefully set, open-ended design problems. Students are organized in small groups where an opportunity is provided to do problem solving, engage in design exercises, and perform information search and processing.

Sustained Disciplined Work

The ability to put in sustained and disciplined hard work over a sufficient length of time is one of the key factors to success in professional life. A typical semester is designed in an intensive and a modular fashion with an emphasis on regular and continuous work. The Evaluation System is designed to encourage this concept.

Self-Learning

In its attempt to move away from teacher-cantered learning to student-specific learning, the curriculum will actively encourage self-learning. For this purpose 15% of the time allotted to theory and tutorial classes will be specifically earmarked for independent study. That is, Self-learning time per course = (theory time + tutorial time)*0.15

Flexibility in Pace of Learning

The evaluation system makes special provision for different paces of learning for different students. Yet, it attempts to inculcate respect for deadlines. Thus, while specifying a time limit within which tutorial/practical work must be completed, there is scope to submit such work beyond the deadline. However, there will be a small penalty for late submission. The faculty will notify of the penalty for late submission for each tutorial/practical session and also the time up to which late submissions will be accepted.

Design Orientation

The curriculum is structured so that basic implementation skills and design skills are interwoven together. Thus, for example, a student of Programming Systems learns not only how to program but also how to design programs (The teaching- learning process structures a course in the two levels of implementation and design).

Quality Consciousness

Students should be aware of the importance of continuous improvement, building zero-defect products and doing quality work. All courses will emphasize on quality as an integral part of teaching. Students will be taught how to test and certify their laboratory work and how to evaluate the worth of theoretical results.

Co-operative Working

Given the complexity of technological problems of today, large teams work together to provide solutions. Thus, it is very important to learn group dynamics and to work in teams. Through co-operative work wherever possible, the University will encourage students to learn to select good teams, resolve leadership and group issues and in general, to make effective groups.

Admission Procedure: Regularly updated on the web site:

Cut off mark / Ranking for Admission

(i) The admission to B.Tech. Programme is based on performance in Higher Secondary Examination and All India ranking of JEE conducted by CBSE.
(ii) The 50% seats are allocated for admission in B. Tech. Program through JEE Merit, and remaining seats are filled with the merit prepared based on marks secured in 10+2 exams of the CBSE or equivalent Boards.

Details of Each Programme:

Undergraduate Programme(B.Tech.)		
Name	**No. of Seats**	**Duration (Years)**
CSE	180	4
IT	90	4
ECE	150	4
Civil	90	4
Mech	90	4

Fee Structure: As listed Below.

(i) ***For*** ***B. Tech. Programmes****:*

Sl. No.	Fee Type	In A.Y. 2014-15	In A. Y. 2015-16
1	Tuition Fee	Rs. 45,000 per semester	Rs. 50,000.00
2	Development Fee	Rs. 50,000 per annum	Rs. 55,000.00
3	Caution Money	Rs. 10,000 one time (refundable)	Rs. 10,000.00 one time (refundable)
4	Hostel charges including Boarding, lodging and laundry.	*Rs. 25,000 per semester	Rs. 35,000.00

*   *From Academic year 2015-16, revised to Rs. 35000.00 per semester*

Hostel Facilities: Available to both the Boys and Girls.

Contact Address (Director):

Name	:	Prof. Rajiv Saxena
Address	:	Jaypee University, Anoopshahr, U.P. (India)
Telephone	:	05734-296777
e-mail	:	rajiv.saxena@jiit.ac.in