

# CENTRE FOR ACADEMIC AFFAIRS

**CENTRE HEAD: Dr. K. PARIMALA GANDHI/ PROFESSOR IN CHEMISTRY**

**COORDINATOR INCHARGE: PROF. N. MOHAMMED RAFFIC**

## **ABOUT THE CENTRE:**

Centre for Academic Affairs of Nehru Institute of Technology works for the continuous improvement of the quality of academic activities of the Institute. Academic Affairs provides teaching and learning guidance to inspire and cultivate exceptional student, faculty and staff experiences and outcomes. The institution practices Outcome Based Education (OBE) and Revised Bloom's Taxonomy (RBT) while planning and delivering the content. Inspiring the value of life-long learning through quality academic experiences is deeply entrenched in the curriculum.

The students are encouraged to choose inter-disciplinary, intra-disciplinary courses that are offered as elective courses. Centre embody this personal approach to student learning through smart room classes and laboratories, cooperative learning settings, faculty student research, experiential learning through project work/field work, add on certification courses, internships, service-learning and pre-professional programs.

## **OBJECTIVE:**

- Increase coordination and collaboration between Academic Affairs and other divisions to enhance student learning.
- Create more opportunities and encourage students to apply knowledge and skills gained from traditional classroom settings to real world environments such as internships, research, creative projects, service learning and community engagement.

## **FUNCTIONALITY:**

- The department regularly monitors the quality of teaching learning process in the Institute and works for providing necessary solutions as and when desired.
- Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work.
- Conduct of internal examinations and co-coordinating the finalization of session's evaluations and for ensuring the timely declaration of result.

- Supervision of the maintenance of up-to-date academic records of all categories of students.
- Framing the academic policies, rules and regulations for bettering the academic standards of the Institute.
- Institute Academic Counseling
- Department Advisory Committee
- Curriculum Planning and Delivery
- Monitoring
- Assessment and Improvement
- Coordinating the conduct of convocation.
- Creation of more centre(s) of excellence.
- Upgradation of central library.
- Coordinating the accreditation process.
- Institution collects the feedback on Curriculum which is prescribed by the University from different stakeholders such as the Students, Faculty, Alumni and Employers. Feedback collected is analyzed and an action taken report is made available on the institute website.
- Suggesting the Principal to take suitable steps from time to time to strive for the high academic standards.