



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/14

Date: 23.03.2021

Policy for Faculty Participation in NPTEL Courses

1. Introduction:

At GEMS Polytechnic College, we recognize the importance of continuous learning and professional development for our faculty members. In alignment with this ethos, we have established a policy to encourage and facilitate faculty participation in NPTEL (National Programme on Technology Enhanced Learning) courses. NPTEL, a joint initiative of IITs and IISc, offers self-study courses across various disciplines, providing opportunities for skill enhancement and knowledge acquisition.

About NPTEL:

NPTEL has been offering self-study courses across engineering, humanities, and science streams for over a decade. Since March 2014, NPTEL has been providing online certification for its courses, allowing students to earn certificates from prestigious institutions like the IITs. The courses cover a wide range of subjects and are accessible through the NPTEL website (<https://nptel.ac.in>).

AICTE NPTEL MoU:

An important aspect of NPTEL's recognition is its Memorandum of Understanding (MoU) with the All India Council for Technical Education (AICTE). This MoU, signed on July 24, 2018, approves advanced NPTEL online certification courses for Faculty Development Programme (FDP) by AICTE. This endorsement underscores the quality and relevance of NPTEL courses in the context of faculty development (F. No. AICTE/RIFD/FDP Through MOOCs/2017-18).

2. NPTEL Local Chapter:

GEMS Polytechnic College has established a Local Chapter for NPTEL since November 2020, with the project initiated and funded by the Ministry of Education, Government of India. Our College **Local Chapter ID is 4201**. This initiative reflects our commitment to providing faculty and students with access to high-quality online courses and certification programs in various domains including humanities, basic computer science, and management.

NH - 2, Jogiya More, Ratanpura, Aurangabad, Bihar - 824121
Website: www.gemspolytechnic.edu.in E-mail: polytechnic@gemsbihar.org

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Features:

Flexibility: NPTEL courses offer flexibility in terms of time, place, and topic. Faculty members can access course materials and lectures at their convenience, allowing them to balance their professional and personal commitments effectively.

Access to Excellent Professors:

NPTEL courses are delivered by eminent professors from premier educational institutions across India. Faculty members at GEMS Polytechnic College can benefit from the expertise and insights of these renowned educators.

Support for Slow Learners:

NPTEL courses provide the option for learners to review videos, pause, and replay content as needed, catering to the diverse learning paces and styles of faculty members. This feature ensures that every participant can grasp concepts thoroughly at their own pace.

Inclusivity for Low-Income Participants:

NPTEL courses enable faculty members, regardless of their financial background, to access knowledge and resources from top-tier institutes. This inclusivity ensures that all faculty members have equal opportunities for professional development and skill enhancement.

Interaction and Collaboration:

NPTEL courses foster interaction through peer review, discussion forums, and group collaboration, facilitating social networking and knowledge sharing among faculty members nationwide.

Responsibilities:

Appointment of NPTEL Coordinators: GEMS Polytechnic College shall appoint a faculty member from each department as an NPTEL coordinator. These coordinators will form the NPTEL committee responsible for overseeing the implementation of NPTEL initiatives within the institution.

Regular Meetings:

NPTEL coordinators from different departments shall convene regularly to discuss NPTEL activities, share updates, and coordinate efforts to promote faculty participation in NPTEL courses.

Encouragement of Student Participation:

NPTEL faculty coordinators, in collaboration with respective department heads, shall encourage students to enroll in NPTEL certification courses. They shall also promote awareness of NPTEL courses among students and motivate them to choose NPTEL courses to earn credits.



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Tracking of Student Participation:

NPTEL coordinators shall keep track of students undertaking NPTEL courses and assign a mentor of their choice to provide guidance and support throughout the course duration.

Promotion of Fee Waivers:

Faculty members and department coordinators shall encourage students to avail themselves of fee waivers offered for NPTEL courses, making them more accessible and affordable.

Record Maintenance:

Department NPTEL coordinators shall maintain records of students who have completed NPTEL courses and their credit course records. These records shall be compiled and documented by the College Level Single Point of Contact (SPOC) to ensure proper documentation and monitoring of faculty and student participation in NPTEL initiatives.

NPTEL Online Courses:

NPTEL offers online courses with durations of 4, 8, or 12 weeks. Each week, participants are required to watch 3 to 6 video lectures, each ranging from 20 to 30 minutes, and complete an online assignment quiz. The learning schedule is flexible, allowing participants to engage in the course content at their convenience.

3. Registration and Examination:

- Participation in NPTEL courses is free of charge for faculty members of GEMS Polytechnic College. After 2-3 weeks of starting the course, faculty members have the option to register for the final exam by paying a nominal fee of Rs. 1000/1100, depending on the course.
- Scholarship opportunities are available for participants from underprivileged backgrounds, including SC/ST categories and those with low income. Additionally, based on the availability of funds, fee waivers may be provided for exam fees, as was done in previous semesters..
- The final exam is proctored and conducted at designated exam centers across India.

4. Certification:

- Successful candidates who achieve a minimum final score of 40% (calculated as 25% assignment score + 75% exam score) are eligible to receive an e-certificate from the organizing IIT/IISc.
- E-verifiable certificates are made available on the NPTEL portal (nptel.ac.in/noc) for validation purposes.



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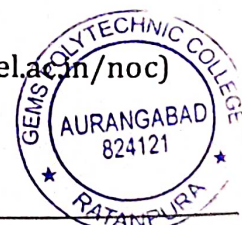
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Benefits of NPTEL Course Certificate

Participation in NPTEL courses offers numerous benefits to faculty members:

- Learning from expert faculties of IITs/IISc.
- Certification by NPTEL and prestigious institutions like IITs/IISc.
- Recognition by industries that consider NPTEL certificates during recruitment.
- Regular assessment of progress through weekly assignments.
- Access to lectures by distinguished faculty, promoting self-learning.
- Continuous assessment and interaction with course faculty.
- Value addition to job applications with certificates bearing the stamp of CCE, IIT.
- AICTE approval of advanced NPTEL courses as Faculty Development Programs (FDP), facilitating points for promotions under Career Advancement Scheme (CAS).
- Utilization of NPTEL programs for GATE and higher studies preparation.
- Opportunity for credit transfer by institutions like Goa University based on the duration of completed NPTEL courses.[4 Weeks – 1 Credit, 8 Weeks -2 Credit and 12 Weeks – 3 Credit]
- Recognition by companies and research centers for internship opportunities.

5. Mentors

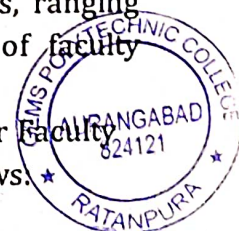
- **Eligibility:** Faculty members who teach the course or are in a relevant discipline are eligible to become mentors.
- **Enrollment:** Mentors must enroll in the NPTEL courses they wish to mentor.
- **Course Limit:** A mentor can choose up to 2 courses for mentorship.
- **Student Ratio:** There is no minimum number of students required for a faculty member to become a mentor. However, the maximum ratio of mentor to students is 1:50.
- **Selection Process:** Students must select their mentor on the NPTEL portal.

Mentors Responsibilities:

- Mentors can view the assignment scores of their mentees and provide feedback accordingly.
- Mentors are encouraged to help students understand any gaps in taught concepts.
- Mentors can provide additional practice assignments to reinforce learning.
- Mentors should facilitate resources for students to view NPTEL lectures effectively.

6. NPTEL MOOCs - AICTE FDP Equivalence:

- NPTEL offers a wide array of Advanced and Basic Level courses through its MOOCs platform. These courses are structured with varying credit allocations, ranging from 1 credit to 3 credits, catering to the diverse learning needs of faculty members.
- Considering that NPTEL MOOCs are not full-time engagements like regular Faculty Development Programs (FDPs), the equivalences are established as follows.



- A 4-week NPTEL Online course is considered equivalent to a half-week FDP.
- An 8-week NPTEL Online course is considered equivalent to a one-week FDP.
- A 12-week NPTEL Online course is considered equivalent to a one and a half-week FDP.

7. NPTEL Course Participation:

- Faculty members are encouraged to participate in NPTEL courses relevant to their field of expertise or interest.
- NPTEL courses typically involve regular assignments and in-person examinations at the conclusion of the course. A certificate will be issued by NPTEL only to those participants who attend the program and qualify in the examination.

The criteria and calculation for the toppers in NPTEL Online Certification Exams are as follows:

Final Score	Certificate Category
< 40%	No certificate
40% - 59%	Successfully completed
60% - 89%	Elite tag
>= 90%	Elite tag + Gold medal

8. Faculty Reward:

- To further incentivize faculty participation, the following reimbursement policy for examination fees is established:

Final Score	Certificate Category	Reimbursement
< 40%	No certificate	0%
40% - 59%	Successfully completed	50%
60% - 89%	Elite tag	75%
>= 90%	Elite tag + Gold medal	100%

9. Instructions for Course Enrollment:

1. Faculty members interested in enrolling for NPTEL courses should follow these steps:
2. Visit the NPTEL course portal at <https://nptel.ac.in/>
3. Choose the desired course for enrollment.
4. Use your official email ID while filling the profile.



5. Tick 'Yes' in the "Are you a part of an NPTEL local chapter" and select "GEMS Polytechnic College" from the dropdown menu.

10. Additional Resources:

For assistance in enrolling in NPTEL courses online, faculty members may refer to the following resources:

- <https://swayam.gov.in>
- <https://nptel.ac.in/>

11. Compliance:

5.1. Faculty members are expected to adhere to the guidelines mentioned in this policy document.

5.2. Any exceptions or clarifications regarding the policy should be addressed to the designated authority.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 23.03.2021

College Seal:



Reviewed by

P. S. L. 23/03/2021
Principal
 PRINCIPAL
 GEMS Polytechnic College
 Ratanpura, Aurangabad
 Bihar-824121

Approved by

[Signature] 23/03/2021
Director
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Ref. No.: GPC/IQAC/POLICY/17

Date: 10.05.2021

Policy Document for Providing Medical Facilities at GEMS Polytechnic College

Preamble:

At GEMS Polytechnic College, the health and well-being of our students and staff members are of utmost importance. Recognizing the need for accessible and comprehensive medical care within the campus premises, we have established a robust framework for providing medical facilities to ensure prompt care and assistance in times of need.

Objectives of the Policy:

The objectives of this policy are as follows:

- To ensure the availability of medical care and first aid services round the clock.
- To provide timely and effective treatment for common ailments and emergencies.
- To promote awareness about health and hygiene among students and staff members.
- To establish partnerships with healthcare institutions for specialized consultations and treatments.
- To extend medical outreach programs to the surrounding communities for holistic healthcare support.

Medical Facilities and Services:

TeleMedicine Unit:

- Equipped to provide first aid and prompt medical care.
- First aid facilities available on-campus and on college buses.



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Salient Features:

- 24 X 7 medical care availability.
- Provision of medicines to students and staff from the college infirmary.
- Treatment for various conditions including injuries, common cold & fever, minor infections, abdominal pains, sprains, and skin allergies.
- MoU with GEMS Multispeciality Hospital, Sikaria, Rohtas, Bihar for consultancy and treatment.
- College transport available round the clock for emergency cases, facilitating transportation to surrounding hospitals.

Staff:

- Well-trained and experienced medical staff nurse, Mrs. Roja Nirmala Kumari.
- Online facility available to connect with doctors at GEMS Multispeciality Hospital, as well as doctors within the state and nation.
- Teleconferencing facilities available for consultations with doctors.

Medical Facility Availability:

1. Complete Blood Count (CBC) Analyser for Blood test
2. Cardiac Monitor (Pulse, BP, SPO2)
3. Nebuliser
4. Glucometer
5. Oxygen Concentrator
6. Portal Autoclave Machine
7. Semiflower bed - 1
8. Patient Bed- 2
9. Wheelchair
10. Weighing Machine

Payment:

Consultation Fees: No consultation fees are charged for medical services.

Medicine Charges: Only medicine charges are applicable.



Regular Awareness Programs:

Regular awareness programs are conducted to educate students and staff members on various health-related topics as follows:

- Personal hygiene,
- Welding safety precautions,
- Basic Life Support (BLS),
- Electric shock first aid, and
- Fire & safety first aid.

Medical Camps:

GPC, along with NSS Volunteers, organizes medical camps in the villages around the campus to extend healthcare services to the community.

This policy document shall be communicated to all stakeholders and implemented effectively to ensure the well-being of the college community. Any amendments or updates to this policy shall be duly communicated and implemented as per the college's guidelines.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

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Approved by

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