

# MANIFESTO

## FOR THE POST OF ACADEMIC SECRETARY

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**Shantanu Jana**

Junior Undergraduate

Discipline of Chemical Engineering



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### Positions of Responsibility holding/held:

1. Coordinator for Events and Initiatives, Student Academic Council (SAC)
2. Student Representative, Senate Academic Programmes Committee (SAPC), IITGN
3. Student Leader, Competitiveness Mindset Initiative (CMI), IITGN
4. Coordinator for Conclave and Symposium, Amalthea
5. Organizer, Student Leadership Conclave (SLC)

I propose my candidacy with the following agendas:

### ***Adjustment to the 'New Normal'***

At present, many of us are facing issues such as technical/internet difficulties, computer literacy, access to resources, time management, and much more while trying to adjust to the new eLearning methodology. To facilitate this adjustment, I plan to work closely with the academic administration on the following:

- Providing easy and quick access to the library resources and other educational content
- Developing practical approaches to evaluation in courses
- Extending collaboration with e-learning portals and websites (like Coursera, edX)
- Developing effective online approaches for the conduction of labs, project courses, and other hands-on-learning activities

### ***Promoting Interactions with Seniors and Alumni***

Interactions with seniors and alumni can help students in a plethora of ways. In order to boost this mentoring, I plan to work on the following:

- Conducting a discipline-wise interaction for first-year students - so that they know better about their discipline
- Conducting help session with diverse seniors and alumni for other students once every academic year
- Publicizing experiences on internships, competitions, conferences and much more through SAC website and IITGN Student Life Page
- Continuing the '*Guidance for Grad School Applications*' session by IITGN Alumni learning from the feedback

### ***Mental Well-being***

The importance of mental well-being in working productively and fruitfully is utmost. In order to promote this, I would work on the following:

- Initiating an '*Academic Grievances Redressal*' system for effective communication and problem resolving.
- Providing personal career guidance sessions as per student requirement in collaboration with the Professional Development Council and Counselling Services

### ***Course Selection***

To assist students with selecting the courses more prudently, I wish to work on the following:

- Conducting feedback sessions with the entire department to account for the concern regarding the unavailability of particular courses
- Realizing the initiative of having video series on elective courses - in such videos, the professor will talk about the content and application of the elective

- Making the Add/Drop feature more robust to have early drop and late add to account for the availability of last-minute dropped courses to interested students.
- Developing a platform in collaboration with the Technical Council to make the course content/outline and new course approvals easily accessible
- Realizing the initiative of developing and upgrading infographics of academic advisories to increase readability

### ***Out-of-classroom learning***

In order to make learning more interesting and student centric I plan to work on the following:

- Events: Expanding the domains of IITGN's Hackathon — *HackRush* by learning and improving from the feedback. Restarting 'Kya Aap Baarhvi pass se tez hain?', *Dexter's Quest* to promote learning in a fun manner
- Virtual Industry Visits: Leveraging the new online opportunities to conduct virtual industry visits for different disciplines in real-time or through recorded videos to promote a better understanding
- Workshops: Conducting regular workshops (on Advanced Excel, R, MATLAB, LaTeX ,etc.) to help develop hard skills. I also see this as a brilliant opportunity to collaborate with other councils (e.g. Technical Council) and widen our spectrum.

### ***Competitive Exams/Graduate Studies***

To assist students planning to apply for graduate studies or give various competitive exams, I plan to work on the following:

- Developing a platform for content sharing (in the form of books/online collection) from seniors to interested juniors
- Broadcasting and communicating all relevant dates and announcements on the SAC website
- Conducting mock tests at a frequency based on student demand in collaboration with Profession Development Council

### ***Revamping Academic Discussion Hours***

To revamp the situation of ADH and increase the reach and effectiveness, I wish to work on the following ideas:

- Developing an online forum for ADH- the mentors would be answering doubts posted on it and sharing relevant additional course exploration content on it.
- Creating a feedback-based system to reward good performance of mentors.

With this I sign off on my manifesto.

Thanks,

**Shantanu Jana**