Date : August 28, 2023

Minutes of IQAC Meeting (11th) held on August 28, 2023 in HRD Room

An IQAC meeting (11th) was conducted on August 28, 2023 in HRD Room wef 11:00 am. The agenda of this meeting was :

1. Observations of Internal Audit : 2022-23
2. Academic Monitoring, Academic Data and OBE related formats
3. Assessment Tools, Attainment Levels, Pattern of Question Paper and Quality of Question Paper (internal assessment)
4. CO-PO-PSO Mapping of batch passing out in 2022-23 session
5. CO-PO-PSO Attainment of batch passing out in 2022-23 session with Observations and Measures to be taken
6. Result Analysis of batch passing out in 2022-23 session
7. Analysis of various feedbacks (submitted by concerned stake-holders) with Measures
8. Framing / Reviewing / Updating / CO-PO-PSO Mapping of 2023-24 Session.
9. Work related to mentor – mentee and weak and bright students (Identification Criteria, List and Measures to be taken)
10. Curriculum Gap, Curriculum Planning (including academics) and Academic Calendar (Central and Depts)
11. Course File Preparation and Review at Dept Level
12. Any other, as concerned – with the permission of Chair

Following personnel attended the meeting (including invitee) :

Sr. No.	Name	Designation
1	Shri Vishnu Saran	Chairman, MIET
2	Shri Puneet Agarwal	Vice Chairman, MIET
3	Mr. Vibhor Agarwal	Managing Director – Multimax Engineering work, Partapur
4	Dr. Brijesh Singh	Director
5	Mr. Praveen Kumar Chakravarti	IQAC – Coordinator
6	Dr. Mukesh Rawat	Professor, Department of CSE
7	Dr. Vipin Kumar Garg	Professor, Department of Pharmaceutical Technology
8	Dr. Neha Mittal	Professor, Department of ECE
9	Dr. Nikesh Kumar	(FOR) Assistant Professor, Department of CHE
10	Dr. Shailendra Kumar	Professor, Department of ME
11	Mr. Avinash Kumar	Assistant Professor, Department of EE
12	Dr. Swati Sharma	Associate Professor, Department of IT
13	Dr. Kapil Kumar	Professor, Department of MCA
14	Dr. Madhubala Sharma	Associate Professor, Department of MBA
15	Mr. Gaurav Goel	Associate Dean, First Year
16	Dr. Avinash Singh	Professor, Department of Bio Technology
17	Dr. Ashima Kathuria	Professor, Department of Bio Technology
18	Dr. Rambir Singh	Professor, Department of EE (for Dept of CSE-AI and CSE-AIML)

Sr. No.	Name	Designation
19	Mr. Rohit Aggarwal	Assistant Professor, Department of CSE
20	Mr. Shailendra Singh	Assistant Professor, Department of CSE
21	Mrs. Akansha Agarwal	Head-Training and Placement Department
22	Mr. Sanajay Vashisth	Registrar – HR
23	Mr. Shivpoojan Singh	Registrar – Student Affairs
24	Dr. Piyush Gupta	Centre Superintendent – Examinations
25	Dr. Garima Garg	Principal, Department of Pharmacy
26	Mr. Madhur Dubey	Assistant Professor, Department of ME
27	Dr. Satish Babu	Professor, Department of CSE
28	Dr. Asad Amir	Professor, Dept. of Biotechnology

The outline of the discussions held / outcome of the meeting are mentioned hereunder :

1. The IQAC composition for 2023-24 and issued notice (dated July 25, 2023) was shown to all the attendee. Further, the MOM of 10th IQAC Meeting were approved.

2. The report of Internal Audit (session 2022-23, Odd Sem) of various departments conducted by IQAC during May 22-30, 2023 was shown. Its observation / key recommendations are attached herewith.

3. The procedures / formats pertaining to Curriculum Planning, Academic Monitoring, Academic Data and OBE related formats, as attached herewith, were discussed / finalized with all concerned for regular record-keeping / academic monitoring purposes.

4. Below mentioned documents were provided by the department concerned for record-keeping of IQAC :
   a. CO-PO-PSO Mapping of batch passing out in 2022-23 session
   b. CO-PO-PSO Attainment of batch passing out in 2022-23 session with Observations and Measures to be taken
   c. Result Analysis of batch passing out in 2022-23 session
   d. CO-PO-PSO Mapping of 2023-24 Session (Framing / Reviewing / Updating)
   e. Notice related to Work related to mentor – mentee and weak and bright students (Identification Criteria, List and Measures to be taken) is to be issued by IQAC and concerned DQAC may adopt the same / issue the updated notice – to be approved by respective DQAC.
   f. Academic Calendar of respective departments (in reference to the issued Central level academic calendar).
   g. Assessment Tools and Attainment Level for 2023-24 were approved by all the members and will be issued by IQAC.
   h. Curriculum Planning is to be issued by the IQAC / Director.

5. The Curriculum Gap (as obtained from HODs) were communicated to AKTU (email dated August 10, 2023) by the Director.

6. Feedback data with analysis are to be communicated by IQAC to respective HODs. However, the data / analysis with observation / measures to be taken (central level) is attached herewith.

7. Course files are to be prepared as per prescribed checklist (attached herewith). The quality of contents is to be reviewed at department level through respective DQAC.

Meerut Institute of Engineering & Technology

N.H. 58, Delhi–Roorkee Highway, Baghpat Road, Meerut – 250 005. UP (India)

8. All the HODs were requested to take-care of all the measures to fill the identified curriculum gap, to improve the academic performance of the students concerned and to ensure conduct of activities / events / trainings / seminar / workshop / expert lecture / industrial visit / internship / skill learning / delivery of content beyond syllabus, value added courses etc. Further, take all suitable measures as per the observations of PO-PSO attainment and actions to be taken (keeping / maintaining all the records concerned at department level).

The meeting was adjourned at 12:30 pm with thanks to everyone. The minutes of meeting are prepared and approved by undersigned.

(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :
⇨ Hon'ble Chairman and Vice-chairman
⇨ All the IQAC Members

miet

Academic Audit (Odd Sem) : 2022-23
2 messages

Director Miet <director@miet.ac.in>   Fri, Mar 31, 2023 at 3:39 PM
To: Head of Departments <hod@miet.ac.in>, "Dr. Rambir Singh" <rambir.singh@miet.ac.in>, Asad Amir
<asad.amir@miet.ac.in>, "Dr. Sachin Kumar Kaushik" <principal.b.ed@miet.ac.in>, Madhu Sharma
<madhu.sharma@miet.ac.in>, Suman Dutta <suman.dutta@miet.ac.in>, Suraj Bhatnagar <suraj.bhatnagar@miet.ac.in>
Cc: IQAC MIET <team.iqac@miet.ac.in>, Dean Academics <deanacademics@miet.ac.in>, Puneet Agarwal
<puneet@miet.ac.in>

Dear Colleagues

Please ensure timely compliance of Circular related to Academic Audit of Odd Sem : 2022-23.

--
With Regards,
Dr. Brijesh Singh
Director
Meerut Institute of Engg and Tech, Meerut

---

2 attachments

📄 **92_Acad_Audit_Circular_31.03.23.pdf**
379K

📄 **Audit_Form_Int_2022_23_Odd_Mail.xlsx**
33K

HOD Information Technology <hodit@miet.ac.in>   Tue, Apr 11, 2023 at 1:43 PM
To: Director Miet <director@miet.ac.in>, IQAC MIET <team.iqac@miet.ac.in>

Respected sir,

Here attached filled Academic Audit Form for 2022-23.

Kind regards
Dr. Swati Sharma

[Quoted text hidden]

✓✓ Sender notified by
     Mailtrack

📄 **Audit_Form_Int_2022_23.xlsx**
36K

				Audit Status		
Sr. No.	Name of Department	Date of Audit	Audit Time	Audit Team	Audit Status	Remark
1	Biotechnology	30.05.2023	2:30 AM	1. Dr.Madhu Sharma ,2. Dr. Satish Soni, 3. Dr. Vipin Garg, 4. Mr. Avinash Kumar (EE)	Complete	Some points need to be updated as per audit repot
2	Chemical Engineering	22.05.2023	2:30 PM	1. Dr. Nidhi Chaudhary, 2. Dr. Alimuddin Saifi 3. Dr. Satish Soni	Complete	Some points need to be updated as per audit repot
3	MBA	23.05.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Dr. Ashima Kathuria 3. Dr. Vipin Garg, 4. Mr. Ajay 5. Dr. Nidhi Chaudhary	Complete	Some points need to be updated as per audit repot
4	MCA	23.05.2023	2:30 PM	1. Dr. Madhu Sharma, 2. Dr. Garima Garg 3. Dr. Vikas Srivastava(AIML), 4. Mr. Avinash Kumar (EE) 5. Mr. Rohit Agarwal	Complete	Some points need to be updated as per audit repot
5	B. Pharm	24.05.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Mr. R P Krishanan 3. Dr. Satish Babu, 4. Dr. Satish Soni 5. Dr. Nidhi Chaudhary	Complete	Some points need to be updated as per audit repot
6	Civil Engineering	24.05.2023	2:30 PM	1. Dr. Alimiddin saifi, 2. Mr. Ajay 3. Mr. Rohit Agarwal, 4. Dr. Vikas Srivastava(AIML) 5. Dr. Vikas Gupta(MBA)	Complete	Some points need to be updated as per audit repot
7	Electrical Engineering	25.05.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Mr. R P Krishanan 3. Dr. Satish Babu, 4. Dr. Satish Soni 5. Dr. Nidhi Chaudhary	Complete	Some points need to be updated as per audit repot
8	Mechanical Engineering	25.05.2023	2:30 PM	1. Dr. Alimiddin saifi, 2. Mr. Ajay 3. Mr. Rohit Agarwal, 4. Dr. Vikas Srivastava(AIML) 5. Dr. Vikas Gupta(MBA)	Complete	Some points need to be updated as per audit repot
9	Department of Biotechnology and Microbiology- CCS	26.05.2023	9:30 AM	1. Mr. Rohit Agarwal, 2. Mr. R P Krishanan 3. Dr. Satish Babu, 4.Dr. Vikas Srivastava(AIML) 5. Dr. Nidhi Chaudhary	Complete	Some points need to be updated as per audit repot
10	CSE-AI, DS, AI & ML, IOT	26.05.2023	2:30 PM	1. Dr. Alimiddin saifi, 2. Mr. Ajay 3. Dr. Subodh Tripathi, 4. Dr. Satish Soni 5. Dr. Vikas Gupta(MBA)	Complete	Some points need to be updated as per audit repot for CSE - IoT and CSE - DS
11	Computer Science Engineering	27.05.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Dr. Madhu Sharma 3. Dr. Nidhi Chaudhary, 4. Dr. Vipin garg 5. Dr. Anoop Kumar	Complete	Some points need to be updated as per audit repot
12	First Year (Applied Science)	27.05.2023	2:30 PM	1. Dr. Satish Soni, 2. Mr. Ajay 3. Mr. Rohit Agarwal, 4. Dr. Vikas Gupta 5. Mr. Avinash Kumar (EE)	Complete	
13	Information Technology (IT)	29.05.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Dr. Madhu Sharma 3. Dr. Nidhi Chaudhary, 4. Dr. Garima Garg 5. Dr. Avinash Kumar (BT)	Complete	Some points need to be updated for course files
14	CS & IT	29.05.2023	9:30 AM	1. Dr. vikas Gupta, 2. Dr. Alimuddin Saifi 3. Dr. Satish Soni, 4. Dr. Anoop 5. Mr. RP Krishanan	Complete	Some points need to be updated for course files
15	Electronics and Communication Engineering	29.05.2023	2:30 PM	1. Dr. Satish Babu, 2. Mr. Ajay 3. Mr. Rohit Agarwal, 4. Dr. Vikas Srivastava 5. Dr. Vipin Garg	Complete	Some points need to be updated as per audit repot
16	B.Ed	30.5.2023	9:30 AM	1. Dr. Subodh Tripathi, 2. Mr. Ajay 3. Mr. Rohit Agarwal, 4. Dr. Sonia Sharma 5. Mr. Avinash kumar (EE)	Complete	Some points need to be updated as per audit repot

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2023-24 (Odd / Even Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
A	Curriculum Planning of the Semester					
1	Dept. Level Committees and Coordinators	Dept	IQAC			
2	Academic Calendar of the department	Dept	Dean-Acad			
3	Curriculum / Academic Planning of the department (considering PO-PSO attainments' Observations and Measures taken; various feedback etc.)	Dept	Dean-Acad			
4	Students List	Dept	Dean-Acad			
5	Elective's Choice from the Students (Open / Dept) Student List (with subject's choice under Open Elective and Dept. Elective Head) and Subject-wise student list (separately for Open Elective and Dept. Elective's opted)	Dept / AM-01	Registrar / Dean-Acad			
6	Course Master	AM-01	Dean-Acad			
7	Subject's Preference / Choice from Faculty and Subject Allotment	AM-01	Dean-Acad			
8	Work related to Course-Files (as per checklist) # Content Preparation and Uploading	OBE-01	Dean-Acad			
9	Record of Course Material Verification / Updating and Approval	Dept	Dean-Acad			
10	Teaching Load (Class-wise and Faculty-wise) # After Subject Allotment	AM-02	Dean-Acad			
11	Time-tables # (Class-wise, Faculty-wise and Room-wise)	Dept	Dean-Acad			
B	OBE Related					
1	Notice and MOM of DQAC Meeting conducted for OBE / other academic related works (E.g.: Review / Update / Framing of CO / PO / PSO / PEO, Mapping of CO-PO-PSO, Attainment Level, Assessment Tool, Identification of Curriculum Gap, Identification of Weak and Bright Students, Innovative Teaching and Learning Practices, Measures to be taken to fill the identified curriculum gap, Measures to be taken to improve the academic performance of the students / weak and bright students and Measures suggested by IQAC etc. and any other - as concerned)	Dept	IQAC			
2	Review and Finalization of CO-wise Syllabus / List of Experiments, CO-wise Questions Bank, CO-wise Assignments / Quiz etc. and CO-wise Teaching Plan # through Subject / Module Coordinator (including Notice and MOM)	Dept	IQAC			
3	Attainment Level and Assessment Tools / Methods	OBE-02	IQAC			
4	Course-Handout	CF (1-6)	IQAC			
5	CO-PO-PSO Mapping (Session-wise)	OBE-03	IQAC			
6	CO-PO-PSO Mapping (Batch-wise)	OBE-04	IQAC			
7	Course's Attainment (CO-PO-PSO) - For each course # Session-wise	OBE-05/06	IQAC			
8	Course's Attainment (CO-PO-PSO) - For each course # Batch-wise	OBE-05/06	IQAC			
9	CO-PO-PSO Attainment (of passed-out batch) with Observation and Measures to be Taken	OBE-07	IQAC			
10	Course File (completed as per prescribed checklist)		IQAC			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2023-24 (Odd / Even Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
C	Syllabus Progress Report / Course Completion Status (as per AM-03)					
1	Progress of Syllabus (prior to Sessional-I)	AM-03	Dean-Acad			
2	Progress of Syllabus (prior to Sessional-I)	AM-03	Dean-Acad			
3	Progress of Syllabus (prior to PUTs)	AM-03	Dean-Acad			
D	Attendance Monitoring with Action Taken Record (AM-05)					
1	Compiled Attendance Record (AM-04) - Prior to Sessional-I	AM-04 / 05	Dean-Acad			
2	Compiled Attendance Record (AM-04) - Prior to Sessional-II	AM-04 / 05	Dean-Acad			
3	Compiled Attendance Record (AM-04) - Finalized (at the end of the semester)	AM-04 / 05	Dean-Acad			
4	Detained List and intimation to parents / students - Pertaining to Sessional-I	Dept	Dean-Acad			
5	Detained List and intimation to parents / students - Pertaining to Sessional-II	Dept	Dean-Acad			
6	Detained List and intimation to parents / students - Pertaining to AKTU End Sem Exams	Dept	Dean-Acad			
7	Exam-time Attendance Record - Pertaining to Sessional-I, just after its conduct	Exam Cell	Dean-Acad			
8	Exam-time Attendance Record - Pertaining to Sessional-II, just after its conduct	Exam Cell	Dean-Acad			
9	Exam-time Attendance Record - Pertaining to PUTs, just after its conduct	Exam Cell	Dean-Acad			
E	Questions Papers with Audit Form					
1	Pertaining to Sessional-I, just after its conduct	Exam Cell	Dean-Acad			
2	Pertaining to Sessional-II, just after its conduct	Exam Cell	Dean-Acad			
3	Pertaining to PUTs, just after its conduct	Exam Cell	Dean-Acad			
F	Work related to Students' Industrial Training / Internship / Field-work / Project Work					
1	Students' Project Data (Batch allocation in 6th Sem for B Tech and in 2nd sem for MBA / MCA / M Tech)	AM-07	Dean-Acad			
2	Evaluation Record of Students' Internship / Industrial Training	AM-07	Dean-Acad			
3	Evaluation Record of Students' Seminar work	AM-07	Dean-Acad			
4	Project Review # 1 (Odd Sem) or 4 (Even Sem)	AM-07	Dean-Acad			
5	Project Review # 2 (Odd Sem) or 5 (Even Sem)	AM-07	Dean-Acad			
6	Project Review # 3 (Odd Sem) or 6 (Even Sem)	AM-07	Dean-Acad			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2023-24 (Odd / Even Sem)

Name of the department

S. No.	Description / Parameter	Prescribed Format	To be Monitored By	Date Planned	Date of Compliance	Observation
G	Monitoring of Students Performance, Plan for Actions / Measures Taken and intimation to Parents (poor performance cases)					
1	Compiled Record of Students Performance in Sessional-I	AM-06	Dean-Acad			
2	Compiled Record of Students Performance in Sessional-II	AM-06	Dean-Acad			
3	Compiled Record of Students Performance in PUTs	AM-06	Dean-Acad			
4	Record of Students Performance (All assssment components) - Theory	AM-08	Dean-Acad			
5	Record of Students Performance (All asssment components) - Lab	AM-09	Dean-Acad			
6	Result Analysis	AM-10	Dean-Acad			
H1	Basic Records of the Department					
1	Mentor-Mentee Details	C-01	IQAC			
2	Faculty List / Data	C-03	IQAC			
3	Budget Planning	C-04	IQAC			
4	Record of Value-added courses / Certificate Courses / Self-learning / IOPS and Record of Self-learning (MOOCS / NPTEL etc.)	C-06	IQAC			
5	Students Project / Internship / Training / Field-work Data (Session)	C-07	IQAC			
6	Publications / Patents Data	C-08	IQAC			
7	Placement / Higher-studies / Entrepreneurship Data	C-09	IQAC			
8	Competitive Exams Data	C-10	IQAC			
9	Students Performance Data (Batch)	C-11	IQAC			
10	Awards / Recognitions . Achievements Data	C-12	IQAC			
11	Grants and Consultancy related Data	C-13	IQAC			
12	MOUs and related activities conducted Data	C-14	IQAC			
13	Collaborative Activities Data	C-15	IQAC			
14	Lab Equipment Record / Central Facilities Data	C-16	IQAC			
15	Feedback Analysis Report (Students Feedback on Teaching and Learning, Syllabus and Transaction, Facilities; Faculty feedback on Syllabus and Transaction, Facilities; Alumni Feedback; Parents Feedback; Employer Feedback)	C-17	IQAC			

Meerut Institute of Engineering and Technology, Meerut

Curriculum Planning # List of Documents to be maintained by respective departments : 2023-24 (Odd / Even Sem)

Name of the department _____

S. No.	Description / Parameter	Prescribed Format Requirement	To be Monitored By	Date Planned	Date of Compliance	Observation
H2	Record of Activities and Events conducted by the Department (as per C-05)					
1	Orientation Program / Induction Program	1	IQAC			
2	Sansitization Programs (AICTE IDEA Lab - MIET, ACIC, Other Central and Concerend Facilities / Research Centres / Labs) - for Students	1 for each central facility	IQAC			
3	Newsletter / Magazine (at least one)	1	IQAC			
4	Conference / Symposium (one)	1	IQAC			
5	Professional Chapter / Professional Societies / Membership etc.	1	IQAC			
6	Activities / Events of Professional Societies / Clubs etc.	1	IQAC			
7	Workshop / Seminar / Guest Lecture from Industry	1	IQAC			
8	Workshop / Seminar / Guest Lecture from Academia	3	IQAC			
9	Industrial Visits (twice for each Semester students)	3	IQAC			
10	Motivation for Multi-disciplinary Projects / Development of Teaching-Aids / Proto-types / Products, Innovations / Incubation, Solution of Real Life Problems, Sustainable Development, Clean Energy, Environment, Nature, Society etc.	3	IQAC			
11	Classes of Competitive Exams / GATE / GRE and Solution of Competitive Exam Question Papers	2	IQAC			
12	Project Exhibition / Model Presentation / Tech Fest	Final Year Students	IQAC			
13	Ideathon / Hackathon etc.	1	IQAC			
14	Department Fest / Cultural Event	1	IQAC			
15	FDP / STTP / MTP etc. for Faculty	1	IQAC			
16	Staff Development Programs	1	IQAC			
17	Workshop / Seminar / Training / Guest Lectures for Faculty / Staff Members	1	IQAC			
18	Celebration of Historic Events / Important and Glorious Days	Each One	IQAC			

Meerut Institute of Engineering and Technology, Meerut

List of Academic Monitoring (AM) Formats : 2023-24
(To be monitored by Dean - Academics)

S. No.	Title / Purpose of AM Format	Number (2023-24)	Link
1	Subject Master and Preference / Choice from Student and Faculty	AM-01	https://docs.google.com/spreadsheets/d/1uZQK7IQcVmp1OWTR_KuU eH3BeBWT6y17/edit?usp=drive_link&ouid=104184240811764741613 &rtpof=true&sd=true
2	Teaching Load Chart	AM-02	https://docs.google.com/spreadsheets/d/14hxSbxMdf73IaA214x2AUb9 0Uu49C5jA/edit?usp=drive_link&ouid=104184240811764741613&rtpof =true&sd=true
3	Syllabus Progress Report / Course Completion Status	AM-03	https://docs.google.com/spreadsheets/d/19T4Y-KGOaAhOHnrYVmY6A9nJuG_6lbsG/edit?usp=sharing&ouid=1041842 408117647416 13&rtpof=true&sd=true
4	Compiled Attendance Record	AM-04	https://docs.google.com/spreadsheets/d/1QrYjxkXTg1c2SDnfZ1iBUUic jA5Uejww/edit?usp=drive_link&ouid=104184240811764741613&rtpof=t rue&sd=true
5	Action Taken Record (AT / Marks // Letter / Call)	AM-05	https://docs.google.com/spreadsheets/d/1OSOMNZSnFj9czhjL5GHFI Ov2KrocVoz7/edit?usp=drive_link&ouid=104184240811764741613&rt pof=true&sd=true
6	Sessional Exam Marks Analysis	AM-06	https://docs.google.com/spreadsheets/d/1MeUFf9iummlACOsgeYfTw1 jBJI_4Ns7b/edit?usp=drive_link&ouid=104184240811764741613&rtpof =true&sd=true
7	Record of Projects, Assessment and Outcome	AM-07	https://docs.google.com/spreadsheets/d/15tAxIUGMAWIS8YNy5XWIA rOw1xHU5m0l/edit?usp=drive_link&ouid=104184240811764741613&rt pof=true&sd=true
8	Record of Assessment (Theory)	AM-08	https://docs.google.com/spreadsheets/d/1-6g-ex7VDNfiGdiOJvJ-INn-wMIhpRTh/edit?usp=drive_link&ouid=104184240811764741613&rtpof =true&sd=true
9	Record of Assessment (Lab)	AM-09	https://docs.google.com/spreadsheets/d/1La-BtwHCnvgw1IwQxA5OAVsMG0pNp9rY/edit?usp=drive_link&ouid=104 184240811764741613&rtpof=true&sd=true
10	Result Analysis (Dept / Detailed)	AM-10A	https://docs.google.com/spreadsheets/d/1yA5PW3rv9rdC5Gq1m2TLh BVoUbHX0-m3/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&s d=true
		AM-10B	https://docs.google.com/spreadsheets/d/1euNGBpo34P3ffnxzn4NlpnY cq7CUmamC/edit?usp=drive_link&ouid=104184240811764741613&rtp of=true&sd=true

Meerut Institute of Engineering and Technology, Meerut

List of Academic Data (AD) Formats : 2023-24
(To be submitted to IQAC)

S. No.	Purpose of AD Format	Number (2023-24)	Remarks, if any
1	Mentor-Mentee Details	C01	https://docs.google.com/spreadsheets/d/1XaH4VaWv8iG5b0UCzPNox2FYrlLlkpMb/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
2	Weak/Bright Performance Record	C02	https://docs.google.com/spreadsheets/d/1yT9TMzkGHfZq1qZ7h9qW6nnwwhOt_I9G/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
3	Faculty List / Data	C03	https://docs.google.com/spreadsheets/d/1zVjntna7yt2BTOCFpDeSYn7OrLPLrijn/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
4	Budget Planning	C04	https://docs.google.com/spreadsheets/d/1CFcZyVgs3jHgl1O8opitX_waldM0absA/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
5	Activities and Events Conducted	C05	https://docs.google.com/spreadsheets/d/11eUyoC7Gw3qAM8YzqXCHnBaCJTUoyzsE/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
6	Planning of Value-added courses / Certificate Courses / Self-learning / IOPS and Record of Self-learning (MOOCS / NPTEL etc.)	C06	https://docs.google.com/spreadsheets/d/1G3i3eng1e_Aiv2nu_PhTDEKfC31QgyOk/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
7	Students Project / Internship / Field-work Data	C07	https://docs.google.com/spreadsheets/d/1MjQ_YkbRYxpbb_DOwtoXitdNBEDGDHdr/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
8	Publications / Patents Data	C08	https://docs.google.com/spreadsheets/d/1dOHRJiWBGKG-oKtogQaNw6ySm8hXnhw0/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
9	Pleacement / Higher Studies / Entrepreneurship Data	C09	https://docs.google.com/spreadsheets/d/1uWJhktgvLPljV8gCSgTWDXSSAnhoS2KJ/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
10	Competitive Exams Data	C10	https://docs.google.com/spreadsheets/d/1XgBYthS1XLzrltcMgG_U4ghDrmUD0bBg/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
11	Students Performance Record (Batch)	C11	https://docs.google.com/spreadsheets/d/1I9TrSq8QK-Gsouz7SBgi7ffpXPXSvkvV/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
12	Awards / Recognitions . Achievements Data	C12	https://docs.google.com/spreadsheets/d/1HFTGss_FnzP6Tm9OP4CUQCb7gk2ElE7Q/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
13	Grants and Consultancy related Data	C13	https://docs.google.com/spreadsheets/d/1CjR0vhlMaYllqseyyXfy6EJGV0UTygNX/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
14	MOUs and related activities conducted Data	C14	https://docs.google.com/spreadsheets/d/1rNJDzeJ5oRc4ziPVHtVvwKCQGoBUAT6q/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
15	Collaborative Activities Data	C15	https://docs.google.com/spreadsheets/d/1mX47MEMdZzKvrS0DDmXIP1ADGzhqtMb/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
16	Lab Equipment Record / Central Facilities Data	C16	https://docs.gcogle.com/spreadsheets/d/1jdudEWvhWvBITNcHdjHIHiTCZy9AmTNK/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
17	Feedback Analysis Report	C17A	https://docs.google.com/spreadsheets/d/1xFOTHwDRvccznXjWowsxXJdpfRGl-ah2/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
		C17B	https://docs.google.com/spreadsheets/d/1oqMgA-KKZQtiBr2NyoygiKic0dsvHNwK/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E1	Requirements related to Lab / Library / Others		https://docs.google.com/spreadsheets/d/1rgoymb5dj5VG_Vyg1yLVxO2EJj6vUx1w/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E2	Building Utilization and Planning		https://docs.google.com/spreadsheets/d/1W0eLozggCcjCCFdwdvdcT0NI35cVG8Vm/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true

Meerut Institute of Engineering and Technology, Meerut

S. No.	Purpose of AD Format	Number (2023-24)	Remarks, if any
1	Basic Course Details, Course File Checklist and related Formats	OBE-1	https://docs.google.com/spreadsheets/d/1UoWkLnXE7UB4yrV5rkeB6r Y1ri8TbF6P/edit?usp=drive_link&ouid=10418424081176474161613&rtpo f=true&sd=true
2	Attainment Level and Assessment Methods / Tools	OBE-2	https://docs.google.com/document/d/1PI60YMjINzVkbgjri17dW78vj7-W2Xlw/edit?usp=drive_link&ouid=10418424081176474161613&rtpof=tru e&sd=true
3	Statement of COs and CO-PO-PSO Mapping (Session-wise)	OBE-3	https://docs.google.com/spreadsheets/d/1PPPal5Ipvnxx-_N_GOYzhvILQBWQvoYe/edit?usp=drive_link&ouid=10418424081176 4741613&rtpof=true&sd=true
4	Statement of COs and CO-PO-PSO Mapping (Batch-wise)	OBE-4	https://docs.google.com/spreadsheets/d/1E9Y4o8ocmXHi8uxulLtf1I5B nnlLWzjn/edit?usp=drive_link&ouid=10418424081176474161613&rtpof=t rue&sd=true
5	Course's (CO) - PO - PSO Attainment # Theory Course	OBE-5	https://docs.google.com/spreadsheets/d/1_negYmwaljVb6o4kRFgtGZ1 Db7DGurgE/edit?usp=drive_link&ouid=10418424081176474161613&rtpo f=true&sd=true
6	Course's (CO) - PO - PSO Attainment # Lab Course	OBE-6	https://docs.google.com/spreadsheets/d/1elMGwNOxeD39vBRAtE3oG 52gPuCofuwn/edit?usp=drive_link&ouid=10418424081176474161613&rt pof=true&sd=true
7	PO - PSO Attainment (Batch) # Indirect	OBE-7A	https://docs.google.com/spreadsheets/d/1TTxAPZSjVW5zVqcd9AcDE _JSkcY5j0d-/edit?usp=drive_link&ouid=10418424081176474161613&rtpof=true&sd=tr ue
8	PO - PSO Attainment (Batch) # Overall (with Observations and Measures to be Taken)	OBE-7B	https://docs.google.com/spreadsheets/d/1KQRV1fo5E_7h7mQJYY63R 3PLr4AiFg8i/edit?usp=drive_link&ouid=10418424081176474161613&rtpo f=true&sd=true
E1	Course Material Review / Evaluation Format		https://docs.google.com/spreadsheets/d/1Rx_qaflf7uOHBWxwZ6wFcw h3s7Vmx9aT/edit?usp=drive_link&ouid=10418424081176474161613&rtp of=true&sd=true
E2	Survey Program / Graduate Exit # Sample		https://docs.google.com/document/d/15BGlZxqPxdn2YxoY-uwePK2sOclqUoH5/edit?usp=drive_link&ouid=10418424081176474166 13&rtpof=true&sd=true
E3	Course Handout		S. No. 1 - 6 of Course File Checklist

Meerut Institute of Engineering & Technology

miet

N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut – 250 005. UP (India)

Date : September 02, 2023

NOTICE
(Guidelines for Counselling and Mentor – Mentee Work : 2023-24)

1. Regarding the mentoring system, in general, approximately 20 mentee (students) will be allotted to one mentor (faculty), at department level. The mentor – mentee allocation may be as per following :

    a. B Tech – I Year students will be allocated to the faculty members teaching in B Tech – I Year

    b. From III semester onwards, concerned department's faculty members will be allocated as mentor

    c. Allotted students (to any mentor) may belong to any one year of study (say all 20 students of II year are allotted to one faculty) or may vary from II / III / IV year of study (say 5-7 students of II year, 5-7 students of III year and 5-7 students of IV year are allotted to one faculty).

    d. Dept. can adopt suitable policy for allocation of mentor-mentee (if further required).

    e. Re-allotment will be done if either student is passed-out or faculty left the job / new joining.

2. Any student having any problem (related to academics and personal), should approach to respective mentor for its sharing / solution.

3. Mentor should be treated as Local Guardian of the student.

4. Each mentor must meet his / her mentee at least twice per semester.

5. Each mentor is required to maintain the record of all the allotted mentees in the prescribed format (that can be obtained from respective HOD, hard-copy). separately (one mentee – one format). All the related documents' record-keeping is to be maintained by the respective mentor.

6. Each mentor will have a Whatsapp group of mentees allocated to her / him. In this whatsapp group, respective class-counselor, year-coordinator, academic coordinator and HODs will also be added as member. Mentor should remain in touch (through phone / whatsapp etc.) with parent of mentee (all concerned).

7. Data / progress / record-keeping / interaction of mentor – mentee will be monitored on a regular basis at department level through department coordinator concerned and at central level (through central level coordinator concerned).

8. Any student having any problem (related to academics and personal), may approach either to convener or any of the members of counselling cell for its sharing / solution.

9. The format for record-keeping of mentor-mentee can be collected from the store. This will be applicable for the students of I year and II year of 2022-23 session.

However, any department can update this process through DQAC and subsequent approval of IQAC.

(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :

9. Hon'ble Chairman and Vice Chairman
10. Dean – Academics, Dean – Students Welfare, all other Deans
11. All the HODs, All the faculty members and all the staff memebrs
12. Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer, Notice Board

miet

Meerut Institute of Engineering & Technology

N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut – 250 005. UP (India)

Date : September 01, 2023

Circular

(Work Related to Slow / Fast Learners or Weak / Bright Students : 2023-24)

All the course teachers are requested to ensure the compliance of following so as to improve the academic performance of weak and bright students of programs / courses / classes concerned :

Criteria for Identification of Weak Students / Slow Learners and Bright Students / Fast Learners

S. No.	Type	Dept	For All Programs / Courses – Odd Sem	For All Programs / Courses – Even Sem
1	Weak Students	First Year	On the basis of students' performance in Assessment Test / Sessional-I (say - 40% or less)	Having either Back Paper or SGPA < 6 in University End Sem Result of Sem-I
		Dept	Having either Back Paper or SGPA < 6 in latest available Univ. End Sem Result (Sem / Session)	
2	Bright Students	First Year	On the basis of students' performance in Assessment Test / Sessional-I (say - 75% or more)	Having NO Back Paper and SGPA > 8 in University End Sem Result (Sem-I)
		Dept	Having NO Back Paper and SGPA > 8 in latest available Univ. End Sem Result (Sem / Session)	

NOTE : List of Weak and Bright Students may comprise of about 20-30% of total students (based on lowest / highest performance respectively (at entire I Year // Program, Branch and Sem level). Such list will be provided by respective HODs. Further, concerned faculty may add any student in the list, based on his / her feedback / class performance. Once, the list is finalized by respective course teacher, it remains same for the course / class throughout the semester.

Suggested Actions to be taken to improve the academic performance of Weak Students / Slow Learners

a. Conduct of Revision / Doubt Clearing Classes
b. Discussing basics and fundamentals of the subjects / courses concerned
c. Solving difficult questions of University (AKTU) End Sem Question Papers
d. Revising the taught contents (important ones, within 3-5 min either in starting or end of the lecture)
e. Providing help for vocabulary of technical words
f. Conducting Revision Tests
g. Any other as decided by respective department / course teacher concerned

Suggested Actions to be taken to improve the academic performance of Bright Students / Fast Learners

a. Asking to solve entire question bank
b. Asking to solve difficult questions of University (AKTU) End Sem Question Papers
c. Providing more practice questions
d. Providing few questions of competitive examinations (e.g. GATE questions of courses concerned)
e. Any other as decided by respective department / course teacher concerned

The criteria, quantity of weak / bright students and measures / actions to be taken (as mentioned above) may be updated by respective department through discussion and approval of concerned DQAC. Further, all the concerned are also requested to do all related record keeping.

(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :
➤ Hon'ble Chairman and Vice Chairman
➤ Dean – Academics, Dean – Students Welfare, all other Deans
➤ All the HODs, All the faculty members and all the staff memebrs
➤ Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer

mict Meerut Institute of Engineering & Technology

N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut – 250 005. UP (India)

Circular
(Assessment Tools and Attainment Levels : 2023-24)

The Assessment Tools and Attainment Levels for all the courses (including Theory and Lab, both) for computation of CO-PO-PSO Attainment during academic session 2023-24 are as per following :

Assessment Tools : 2023-24

Subject Type	Assessment components	Assessment Method	Assessment Tool	Frequency per Semester
Theory (all COs)	Direct Assessment (80% weightage)	Internal Assessment (30%) weightage	Sessional-I (2 COs) and II (2 COs); PUTs (all 5 COs) Assignment / Quiz (all 5 COs)	One each One One for each CO
		External Assessment (70% weightage)	University Examination	Once
	Indirect Assessment (20% weightage)		Course End / Exit Survey	Once
Lab (all COs)	Direct Assessment (80% weightage)	Internal Assessment (30% weightage)	Quiz / Viva and Continuous Evaluation (CO-wise)	At the end of course / After every experiment
		External Assessment (70% weightage)	University Examination	Once
	Indirect Assessment (20% weightage)		Course End / Exit Survey	Once

Attainment Level : 2023-24

Assessment Methods	Level	Theory Course (Range of Students in a class / branch with target marks)	Lab Course (Range of Students in a class / branch with target marks)
Direct Assessment (Internal Evaluation)	1	<50% student secure 60% marks	<50% student secure 70% marks
	2	>=50 <60% student secure 60% marks	>=50 <60% student secure 70% marks
	3	>=60% student secure 60% marks	>=60% student secure 70% marks
Direct Assessment (External Evaluation)	1	<50% student secure 50% marks	<50% student secure 70% marks
	2	>=50 <60% student secure 50% marks	>=50 <60% student secure 70% marks
	3	>=60% student secure 50% marks	>=60% student secure 70% marks
Indirect Assessment (Course End Survey)		To be conducted at 3-point scale and weighted method is to be considered for Attainment Value of Indirect Assessment	

These are similar to the assessment tools and attainment levels of 2022-23 and are approved by IQAC (meeting held on August 28, 2023). However, department can adopt the same / update these through proper discussion and approval of respective DQAC with subsequent approval of IQAC.

(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :
5. Hon'ble Chairman and Vice Chairman
6. Dean – Academics, Dean – Students Welfare, all other Deans
7. All the HODs, All the faculty members and all the staff memebrs
8. Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer, Notice Board

Date : September 02, 2023

Circular
(Academic Planning / Measures to be taken: 2023-24)
(To be monitored at department level / HODs concerned)

1. Preparation of Course-file Contents (all those which can be prepared in the beginning of classes)
   Major Contents : COs, CO-PO-PSO Mapping, CO-wise Syllabus, CO-wise Questions Bank (QB), CO-wise Assignment, Teaching Plan etc.)
   a. Questions Bank of each course must cover CO-wise 15 ±5 questions per CO (covering all important topics – important in terms of AKTU End Sem Exams / competitive exams). Entire QB may have 75-90 questions. Ensure its distribution to each students.
   b. Also prepare the most important 30 questions (from entire syllabus – with which each student can quality AKTU End Sem Exam) – which are to be given to the students just prior or after the PUT.

2. Awareness about Outcome Based Education, Vision, Mission, PEOs, PSOs, POs, COs of subject concerned and Assessment Methods / Award of Marks in a very first lecture by each course-teacher in all of assigned classes / courses

3. Monitoring of Students' Registration

4. Conduct (timely / without any lapse) of classes with effective teaching and learning (faculty must go with full preparation of academic contents concerned)

5. Record-keeping of Students Attendance (upto date till previous working day)

6. Record-keeping of Teaching – Plan and Progress (as per prescribed format).

7. Compilation of Students Attendance (as per AM-04, for all the courses concerned, including theory and lab, both).

8. The monitoring of attendance and students' performance should be done more frequently (weekly or fortnightly) at course-teacher level / department level (as decided by the department). Further, central level monitoring (compiled attendance record of each class / branch / semester is to be submitted to Dean – Academics / Director) is as per following :

Frequency	Call To Parents (keep record)	Letters (keep record)
After first 2-weeks of conduct of classes	Yes (inform AT and AKTU result available - of previous Year / Sem)	Students Sign on Letter / Compiled List
Till first sessional (previous Wed)	Yes (inform AT and Marks Obtained in I Sessionals / Absenteeism)	Letter to Parents concerned, mentioning attendance and performance (within 10 days of conduct of exams)
Till second sessional (previous Wed)	Optional (inform AT and Marks Obtained in II Sessionals / Absenteeism)	Letter to Parents concerned, mentioning attendance and performance (within 10 days of conduct of exams)
Final, as per AKTU Rules	Additionally – as and when needed	

9. Class-counsellor / mentor should make whatsapp group of their concerned students (may make separate group for parents concerned) so that all the important information / documents etc. can be shared).

10. Ensure timely Submission of Home-assignment by each student concerned in hard-bound register (CO-wise Questions are to be given to the students, total – 5 HA, solution of the HA is to be submitted by the student concerned in hard-bound register, course teacher must evaluate it carefully – marking all the mistakes committed / areas for improvement, evaluated HA Register is to be return to the student concerned for submission of forthcoming HA, To be submitted by the students just after the conduct of AKTU End Sem Exam to the respective course-teacher)

MiET

Meerut Institute of Engineering & Technology
N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut – 250 005. UP (India)

11. Syllabus Progress (to be reviewed at an interval of 2-weeks, as per AM-03 and take suitable action / extra-classes prior to conduct of concerned sessional test / PUT for effective and timely coverage of syllabus).

12. Inform students to appear in all the sessional tests / PUTs with full preparation (else academic punishment will be given for poor performer / absent cases). Intimate the same to the parents of all the students (along with attendance of their ward). This will be helpful – to inform that – 60% questions of sessionals will appear from supplied Questions Bank. Question papers of sessionals / PUTs must be CO-wise (as per prescribed format) and must be audited (as per prescribed formats) at DQAC level (prior to submission to exam cell).

13. Conduct of sessionals / PUTs in a disciplined manner. Exam Cell must share the students' attendance at the end of each conducted sessional with respective department so that concerned dept can communicate this / tell telephonically to the parents of absentees students about their ward's absenteeism.

14. Each course teacher must discuss the solution of question paper concerned (of each sessional / PUT). Draw attention for commonly committed mistakes / ignorance that leads to deduction of marks and evaluate all the concerned answer sheet carefully (marking mistakes / areas for improvements). These evaluated answer sheets are to be shown to the students.

15. HOD must ensure verification of evaluated answer sheets (10% of each course / class) to ensure transparent and judicious evaluation of answer sheets.

16. Compiled the students' performance of each sessional (as per AM-06) and submit it to Dean-Academics / Director within a week of conduct of sessional / PUTs. Based on this students' performance, HOD must take suitable action so as to improve students' academic performance (overall).

17. Ensure timely submission of SOLUTION OF SESSIONAL's QUESTION PAPER (without choice) by the students (each one) having poor performance (scoring <40% marks / absent) on hard-bound register (separate from the register of HA). Again, course teacher must evaluate it carefully – marking all the mistakes committed / areas for improvement, evaluated HA Register is to be return to the student concerned, to be submitted by the students just after the conduct of AKTU End Sem Exam to the respective course-teacher.

18. Conduct Parents-Teachers Meeting (call the parents, tell telephonically the marks obtained by their ward and attendance, status of submission of assignments etc.) and show them (parents) the evaluated answer sheets of sessionals / assignments etc. Collect Parents Feedback also.

19. All the lab classes are to be conducted properly and its continuous evaluation is to be recorded on time.

20. Conduct doubt-clearing classes / revision or remedial classes as and required / time-slot is available.

21. Ensure repetitive writing of solutions of important questions / topics (including some difficult topics) from slow learner / absentees / poor performer.

22. Conduct proper review of projects / training / internship / online courses / seminar / industrial visit etc.

23. Ensure submission of all the concerned feedbacks from respective stake-holders on time (including conduct of Conduct of Students Feedback on Teaching and Learning, Facilities, Syllabus and Transaction, Faculty Feedbacks, Course End Survey, Graduate Exit Survey, Lab Quizzes, Quiz of 5th CO etc.)

24. Students' performance record is to be maintained by respective course teacher as per AM-08 (Theory course) and AM-09 (Lab course). Further, CO-PO Attainment with Observations and Measures to be Taken is to be maintained by respective course teacher as per OBE-05 (Theory course) / OBE-06 (Lab course).

25. Ensure discipline in the class / corridor / labs / entire concerned building and within MIET premises.

26. Any other as needed / observed by the respective course teacher / subject head / class-counsellor / Academic Coordinator / DQAC / HOD / IQAC etc.

(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :
Hon'ble Chairman and Vice Chairman / All Deans / All the HODs / All the faculty members / IQAC / All other concerned

MIE t

Director Miet <director@miet.ac.in>

Curriculum Gap for consideration of BOS : 2023-24
1 message

Director . <director.068@aktu.ac.in>
To: "Dean UGSE, AKTU, Lko" <dean.ugse@aktu.ac.in>
Bcc: director@miet.ac.in

Thu, Aug 10, 2023 at 10:24 AM

Institute : Meerut Institute of Engg and Technology, Meerut
Institute Code : 068

Dear Sir

Please find attached herewith the curriculum gap (communicated by respective HODs) for the consideration of respective Board of Studies (BOS) : 2023-24.

With warm regards,
Dr. Brijesh Singh
Director
Meerut Institute of Engg and Tech, Meerut

Ltr_AKTU_Curriculum_Gap_MIET_09.08.23.pdf
3310K

Meerut Institute of Engineering and Technology, Meerut

Department of Mechanical Engineering

Course File # 2023-24

1	Name of the Course / Subject										
2	Subject / Course Code										
3	To be Taught in (Program / Branch Name)										
4	Semester of Teaching / Course Offering										
5	Theory / Lab										
6	Rubrcis Based Evaluation (Yes / No)										
7	Core / Elective										
8	Total No. of Lectures / Lab Turns Required to complete the entire Syllabus										
9	AKTU Prescribed Teaching Load	L	T	P	Extra	Total	Credits	Int. Marks	Ext. Marks		
10	Faculty Name										
11	Designation										
12	Department										

Meerut Institute of Engineering and Technology, Meerut

Coursefile Checklist : 2023-24

Subject Name :

Faculty Name :

Subejct Code :

Theory / Lab :

Course Handout covers the Course File Contents as per S. No. 01 to 06.

S. No.	Parameter / Description	Completion Status	Observation / Remarks
1	Basic Course Details		
2	Vision and Mission of the Institute, Vision and Mission of the Department, PEOs, POs, PSOs		
3	Teaching and Evaluation Scheme, Syllabus of Subject (as prescribed by AKTU), List of standard / text / reference books, other study material / web links		
4	Statements of COs, CO-wise Syllabus, CO-PO Mapping, CO-PSO Mapping, Course End Survey (Blank Form)		
5	Teaching / Lecture / Lesson Plan		
6	Attainment Levels and Assessment Tools (direct and indirect methods both)		
7	CO-wise Questions Bank, CO-wise Tutorial Sheets, CO-wise Home-assignments / Quiz		
8	Previous Years End Sem Exam Question Papers (minimum – 3 years)		
9	Previous / Current Years Sessionals' Question Papers		
10	Contents Beyond Syllabus (Topics), delivery details (plan / actual date of delivery)		
11	Innovative teaching-learning, Details of NPTEL / Other online resource used (OPTIONAL)		
12	Criteria for identification of slow / fast learners with Actions to be Taken		
13	Lecture / Class Notes (may be put in separate file) and PPT		
a	Notes / PPT of Course Contents pertaining to CO-1		
b	Notes / PPT of Course Contents pertaining to CO-2		
c	Notes / PPT of Course Contents pertaining to CO-3		
d	Notes / PPT of Course Contents pertaining to CO-4		
e	Notes / PPT of Course Contents pertaining to CO-5		
14	Students Lists		
15	Personal and Class Time-table		
16	Record of CO-Attainment (as per OBE-06A) and Actions taken / to be taken to improve attainment / academic performance		
17	Performance Record of Weak / Bright Students with Actions Taken / Impact Analysis (as per C-02)		
18	Attendance Register with Teaching Plan / Progress Record (completed)		
19	Sessional Marks (As per AM-08 and Marks Uploaded to AKTU)		
20	Record of Evaluated Answer Sheets (all tests, all sheets), Assignments, Duly-filled Course End Survey etc.		
	Any Other		

Meerut Institute of Engineering and Technology, Meerut

Subject Name :

Faculty Name :

Subejct Code :

Theory / Lab :

Course Handout covers the Course File Contents as per S. No. 01 to 06.

S. No.	Parameter / Description	Completion Status	Observation / Remarks
1	Basic Course Details		
2	Vision and Mission of the Institute, Vision and Mission of the Department, PEOs, POs, PSOs		
3	Teaching and Evaluation Scheme, Syllabus of Subject (List of Experiments - as prescribed by AKTU), List of standard / text / reference books, other study material / web links / Virtual Lab		
4	Statements of COs, CO-wise Syllabus (List of Experiments), CO-PO Mapping, CO-PSO Mapping, Course End Survey (Blank Form)		
5	Lab Performance Plan		
6	Attainment Levels and Assessment Tools (direct and indirect methods both)		
7	Lab Playout, List of Equipment / Machines / Experiment Setup		
8	Basic Course / Study Material / Notes (related to Lab Course)		
9	Lab Manuals		
10	Quiz / Viva Questions		
11	Students Lists		
12	Personal and Class Time-table		
13	Lab Performance Record (Continuous Evaluation)		
14	Record of CO-Attainment (as per OBE-06B) and Actions taken / to be taken to improve attainment / academic performance		
15	Attendance Register with Lab Plan / Performance Record (completed)		
16	Sessional Marks (AM-09 and Marks Uploaded to AKTU)		
17	Record of Evaluated Lab Records (all tests, all sheets, Jobs), Quizzes / Viva, Duly filled Course End Survey etc.		
18	Any Other		