

Academic Planning # 2022-23

Measure to be Taken / Major Points for Compliance wef Odd Sem : 2022-23

GENERAL POINTS

1. Wearing of valid identity card (issued by MIET) during institute working hours on all working days in entire MIET campus is mandatory for all the students.
2. Use of mobiles and other electronic gadgets (except permitted calculator) in class rooms, tutorials, labs and exams etc. is strictly prohibited. If observed using, gadgets including mobiles, will be confiscated and will be returned to the parents, subject to written permission of the HOD / Dean-Academics.
3. It's the responsibility of student to remain aware about issued information / notices / emailing of contents etc. In case any students do not get email / contents, it's his / her responsibility to get the emailed contents / notices etc. (sent to the students) from his / her classmates, on his / her own. For authentic notices, always refer Circular section of AKTU Website (for institute level – refer notice section of MIET website).
4. During the Induction Program, revision classes to revise basics / fundamentals of Physics, Chemistry, Maths and English upto 12th class will be conducted. The taught contents will have relevance / applicability in B Tech. This will be followed by Assessment Tests of all the four subjects to assessing the knowledge level of admitted students (applicable for B Tech – I Year).
5. Orientation program is to be conducted at department level by respective department.
6. Weak and bright students will be identified on the basis of cumulative marks obtained in Assessment Tests. Such lists will be shared by respective HODs. All the course teachers will pay sincere attention and must take all necessary / prescribed measures to improve the academic performance of weak and bright students and concerned performance record will be maintained by each course teacher.
7. Subject Head will be deputed to take care of all the academic affairs related to the subject / course concerned (theory / lab). He / she will also take care of academic performance of admitted students (related to his / her subject), remedial actions / extra classes to be planned to improve fundamentals / pre-requisites, updating of CO, CO-PO Mapping (with reasons), Course – PO Mapping, Course File (as per check list, will also be prepared by all subject teacher's concerned), progress of syllabus, academic performance of students' concerned, work related to weak and bright students (identification, list, actions taken and performance record), measures to be taken to improve the academic performance of the students and as deemed / assigned by competent authority. **Concerned course coordinator will arrange notification and Minutes of Meeting related to review of CO, CO-PO Mapping (with reasons) and Course – PO Mapping from their respective departments, if any (e.g. – for Workshop – dept is Mechanical Engineering, for Physics – dept is Applied Science).**
8. Class-counselor will be deputed to take care of all the affairs / works related to assigned class which are not limited to attendance, marks, mentoring, getting signature of students on prescribed lists, compilation of contact details (email, mobile, address), marks and attendance, communicating with parents at various occasions (as deemed / asked), exam form / enrolment forms related works, coordinator of MOOCs courses and as deemed / assigned by competent authority (related to concerned class).
9. For Audit / NPTEL / MOOC course, students have to enroll on their own. Studies will be done through online mode (no class-room / lab will be provided). Students have to appear in the exams – which will be conducted by NPTEL / MOOC and grades / marks will be awarded by NPTEL / MOOCs authorities.
10. In case of any problem / grievance, students must approach to their assigned class counselor / mentor for its resolution / help. They will communicate with the students' parents, must be aware with students' absenteeism and will maintain all the related records etc.

ATTENDANCE AND MARKS

1. The attendance will be counted *w.e.f.* first day of commencement of classes. Further, no relaxation in attendance will be given in any case owing to any of the reasons.
2. As per the norms of affiliating Dr APJ Abdul Kalam Technical University (e.g. - AKTU, B Tech Ordinance, Clause 3 of Attendance), Lucknow, student has to maintain the minimum attendance of 75% in aggregate, failing which he/she shall be detained and would not be permitted to appear in the End Sem University Examinations.
3. Referring Teaching and Evaluation Scheme – issued by AKTU, the scheme of assessment and award of marks (theory and lab courses) will be as per following :
 - a. Subject is of 150 Marks

Theory Course (say 150 marks)			Lab Course (say 50 marks)		
Internal Assessment (50 marks)		External Assessment (100 marks)	Internal Assessment (25 marks)		External Assessment (25 marks)
CT Marks (30 marks)	On the basis of Sessional-I Sessional-II and PUT		Through AKTU End Sem Exams	CT Marks (15 marks)	
TA Marks (20 marks)	On the basis of Attendance (10), Home-assignments / Quizzes (10)	TA Marks (10 marks)		Attendance (5 marks) and Quiz / Viva / Internal Practical Exam (5 marks)	

- b. Subject is of 100 Marks

Theory Course (say 100 marks)			Lab Course (say 100 marks)		
Internal Assessment (30 marks)		External Assessment (70 marks)	Internal Assessment (50 marks)		External Assessment (50 marks)
CT Marks (20 marks)	On the basis of Sessional-I Sessional-II and PUT		Through AKTU End Sem Exams	CT Marks (30 marks)	
TA Marks (10 marks)	On the basis of Attendance (5), Home-assignments / Quizzes (5)	TA Marks (20 marks)		Attendance (10 marks) and Quiz / Viva / Internal Practical Exam (10 marks)	

4. There is no passing mark in internal assessment. To pass in a theory subject, student has to secure 30% marks in External Exam (to be conducted by AKTU, End Sem Exam), 40% marks in a subject (adding internal and external marks) and >50% credits in a semester. For lab subjects, the passing marks are 50%.
5. All the students are required to appear in all the conducted tests (Sessional-I, Sessional-II and PUT) mandatorily with full preparation so as to secure good sessional marks. CT marks will be awarded on the basis of all the tests conducted. TA marks will be awarded on the basis of Attendance, Home-assignment and other Tests.

MONITORING OF ATTENDANCE

1. Attendance of each course is to be monitored on a regular basis (weekly). Student and parent – both are to be informed in all those cases in which student has attendance less than prescribed percent.
2. In case attendance remains less than prescribed performance regularly (no improvement is observed), parents of concerned students are to be called for meeting.
3. Students performance (marks obtained in sessionals, attendance percent, absenteeism in sessionals, submission / non-submission of home-assignments etc.) is to be communicated to the parents concerned.

MEASURES FOR STUDENTS HAVING BACK-PAPERS

1. Extra classes of all the theory courses are to be conducted at department level for all those students who have back-papers. These classes will be scheduled in parallel to the classes of “Content Beyond Syllabus”. Time-table (of these classes) is to be notified by respective dept and Attendance / Performance is to be measured separately.

BS

MEASURES TO IMPROVE ACADEMIC PERFORMANCE

Theory Course

1. Prepare Teaching / Lecture / Lesson Plan, CO-wise Syllabus, CO-wise Questions Bank, CO-wise Tutorial Sheet (as applicable), CO-wise Home-assignments, CO-PO Mapping with its justification etc.
2. A question bank (approximately 10 questions per unit or CO) of each course is to be prepared. These questions must be from full course and important ones (with respect to AKTU Exams). Refer previous years AKTU end sem question papers to prepare these questions.
3. From this QB, prepare Tutorial Sheet (as applicable) and Home-assignments (2-3 questions in one home-assignment, 2 home-assignment from each CO).
4. For each theory course, one lecture (remedial class) per week will be provided for doubt clearing, revision, discussion with weak / bright students and for conduct of assessment tests (at least one per CO).
5. Attendance of all extra measures taken (including remedial / extra class, assessment test, revision tests etc.), will be maintained by the respective course teachers separately.
6. Students are required to maintain hard bound registers for each theory course (each of about 100 pages) for the following :
 - a. To maintain class-notes
 - b. For Submission of Home-assignments (2 HA per CO; 2-3 Questions per HA)
 - c. For Writing solution of Revision Tests (to be conducted in the class-room; student has to write solution / answer of one – two questions (separate questions for adjacent students – seated in the class-room) out of given 3 questions of home-assignment)
7. Home-assignments and other related academic contents will be emailed / provided through web-site to all the students concerned for timely compliance. Revision Tests will be conducted from the Important Questions (as per emailed contents). About 60% questions of Sessionals will be from the Questions Banks.
8. Absentees owing to any reason / UFM will be awarded zero marks. Further, absentees of Sessionals are required to submit the solution of question paper concerned – without choice on the register of home-assignment.

Lab Course

1. Prepare List of Equipment, List of Experiments (CO-wise) and Layout of the Lab with Safety Precautions.
2. CO-wise / Experiment-wise Viva questions are to be prepared.
3. In the labs, theory as well as detailed description of the entire component used in the experiment / practical, including relevance of the experiment in industries or in other places, should be explained to the students by the faculty member concerned.
4. Lab assistants will assist the students in performing the experiment / practical.
5. Student will write the lab manual concerned in their respective Lab File (printed lab manuals will not be given).
6. Students will try to complete the experiment in all respect in the lab hours concerned on the same day. Observations are to be signed by concerned faculty on the same day of conduct of lab experiment.
7. Duly completed lab record are to be submitted by the student concerned (date – as prescribed by concerned lab teacher) and evaluated lab records are to be returned to the students concerned.
8. Record of attendance, conduct of experiments and evaluation record (submission of lab record / work-piece etc.) is to be maintained (continuous lab evaluation – as per prescribed format). Further, course file is to be maintained by subject (lab) teacher concerned.


(Dr. Brijesh Singh)
Director

Copy for information and necessary action to :

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, All the HODs, IQAC, Registrar, ERP