

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 qualify 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)

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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 5<sup>th</sup> 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*