

CURRICULUM PLANNING # 2023-24

1. WORKING DAYS / TIMING

1. There is 6-days per week working (Monday to Saturday). The working timings are wef 09:00 am to 05:00 pm on all working days. The classes are conducted on 5-days per week (Monday to Friday).
2. The lecture timings (each lecture of 50 min duration) are as follows :

Lecture No	I	II	III	IV	Lunch	V	VI	VII	VIII
Start Time	09:00	10:00	10:50	11:40	12:30	01:30	02:20	03:10	04:00

3. On the Saturday, in general, extra-classes / doubt clearing classes / skill development programs / activities and events / IOPs etc. are being planned. In case of need, these are also conducted during the week-days / introducing in the time-table etc.

2. ACADEMIC CALENDAR

At MIET, there are two type of academic calendars as :

- a. Academic Calendar at Institute Level
- b. Academic Calendar at Department Level

The Academic Calendar of MIET reflects not only the instructional days but also the detailed actions to be initiated time to time during a semester. It is designed like a major academic action plan in a semester. The major events with dates are given in the academic calendar are as following :

- a. Online and Physical Course Registration
- b. Induction / Orientation Program
- c. Commencement and End of Classes
- d. Attendance Monitoring and Detention Lists
- e. Tentative dates for conducting the quizzes, Sessional exams and submission of marks
- f. DQAC Meeting
- g. Deadline for online feedback by students
- h. Course end survey
- i. Deadline for selecting electives for the next semester.
- j. Conduct of Events including cultural events
- k. Holidays
- l. Any other as deemed / approved

The process of finalizing the academic calendar is as follows :

- a. Institute level academic calendar is to be prepared by IQAC and Dean – Academics, in close monitoring of Director. Its DFA is to be sent to all HODs for feedback.
- b. Incorporating all feedbacks obtained, this duly signed academic calendar (at institute level) is to be declared / notified by Director Office prior to the end of AKTU End Sem Exams of previous sem.



- c. Department level academic calendar is to be prepared by HODs of all departments concerned, keeping dates in accordance with institute level academic calendar and including all those events / activities which are to be conducted at department level. HODs will take feedback from all concerned faculty members and will take its approval from Director. This activity of academic calendar preparation will commence upon publication of GCET Academic Calendar (institute level) and must be finished till the end of AKTU End Sem Theory Exams of previous semester.
- d. Department level academic calendar is to be notified prior to the commencement of the classes.
- e. All the academic calendars are to be published at MIET Website in due course of time.

3. TEACHING LOAD AND TIME-TABLES

1. Department notifies the electives (department and open electives) which are being offered to the students concerned (available as per AKTU teaching and evaluation scheme) and choices are to be taken from the respective students. Based on choices and minimum number of students (20) criteria (as per AKTU rules), subjects to be offered as elective (department / open) are being finalized. This is being done prior to the end of classes of previous semester.
2. Subject choice has been taken from the faculty members concerned and subjects (theory / lab) are to be allocated to the faculty members through respective HOD.
3. With this, teaching load is being prepared and the time-tables (class-wise / personal and lab-wise) are being prepared and notified to the concerned ones for necessary compliance.
4. Concerned subject teachers / subject head prepares the contents of course-file which are to be reviewed / approved by respective DQAC / HOD. All the approved course-contents remain available to the students for self-study / revision etc.

4. OBE RELATED WORKS

1. OBE awareness among the students and faculty members and conduct of all the activities / documentation related to OBE that majorly covers the following :
 - a. 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, to improve the academic performance of the students / weak and bright students and Measures suggested by IQAC etc. and any other - as concerned)
 - b. 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 Head / Module Coordinator (including Notice and MOM)
 - c. Course-handout preparation
 - d. Conduct of Course End Survey (Indirect assessment of CO-Attainment)



- e. Conduct of Graduate / Program Exit Survey (Indirect Assessment of PO-PSO Attainment).
For this, other feedbacks (Parents / Alumni / Employers) are also to be considered.
 - f. CO-PO-PSO Attainment (of passed-out batch) with Observation and Measures to be Taken
 - g. Any other measure as suggested / observed through feedback etc.
2. OBSERVATIONS AND MEASURES TO BE TAKEN (based on PO-PSO Attainment) : On the basis of PO-PSO attainment, observations and measures to be taken are to be documented. The gaps (through PO-attainment computations) / measures to be taken may be identified by considering the following (in addition to existing / adopted methods) :
- a. For non-attained PO, identify the courses mapped with the PO
 - b. Out of these mapped courses, identify the courses that have poor CO-attainment
 - c. For such non-performing course, identify the course contents / difficult topics in which student could not perform well (if not the part of prescribed syllabus)
 - d. Consider these course-contents / difficult topics for Curriculum gap / measures to be taken (include these in teaching and learning and assessment)
3. Identification of Curriculum Gap and its communication : Curriculum gap (to be communicated to the affiliating university) can also be identified by following (in addition to existing / adopted methods) :
- a. Through CO-PO Mapping and Through PO-Attainment Computations
 - b. Comparing the syllabus (of affiliating university with other academic institute of repute)
 - c. Feedback obtained from various stake-holders (Employer / Alumni / Parent / Faculty / Student etc.)
 - d. Discussion among peers / latest technological trends / current research and development areas
 - e. Need of the industry

5. CONDUCT OF CLASSES AND MEASURES FOR EFFECTIVE CONDUCT OF CLASSES

1. All the faculty members are requested to take their allotted classes (theory and lab / projects / seminar / training etc.) as per prescribed time-table. One must reach to the concerned class / lab / tutorial room at least 2-3 min prior to the commencement of the class concerned. Further, each faculty member should leave the class on time so that forthcoming lecture should not suffer. Faculty members must prepare the lecture well prior to take the class and should not carry the text book in the class. Attendance is to be taken and discipline needs to be maintained.
2. Faculty members must provide proper substitution of classes (either by the teacher teaching another course in the same section / class or teaching same course in other sections / classes) prior to availing the leave. Further, its make-up is to be monitored through Syllabus Progress Report.
3. Suitable measures will be taken against late reporting / early leaving of the class, availing leaves without proper substitution, not taking the regular / substituted class, not taking lectures / lab classes without proper preparation, indiscipline act of students during the class etc.



6. MONITORING OF TIMELY CONDUCT OF CLASSES

1. All the HODs concerned are requested to monitor the timely conduct of all the classes (as per prescribed time-table) through class-monitoring committee (constituted and functional at department level) and through monitoring of CCTV Cameras concerned.
2. The access of camera of concerned building areas (class-rooms, lab-rooms and corridors concerned) is to be given to respective HOD (by making suitable login and assigning the concerned rights).
3. The display of these CCTV will be in the HODs Office (Live, all the time).
4. Referring the Live View of camera concerned, non-conduct of classes concerned / indiscipline activities etc. can be identified immediately and based on these observations suitable measures / action should be taken in an earliest possible manner.

7. CURRICULAR MEASURES

All the HODs were requested to take-care of various academic activities / measures so as to improve academic performance of the students that are not limited to :

1. Mentor-mentee related work is to be taken care at department level. At least two interactive sessions are to be conducted between each mentor-mentee and are to be recorded in prescribed format.
2. Work related to weak and bright students
3. Industrial Visits - mandatory for 2nd and 3rd year students in order to give good exposures of today's industry requirements
4. Celebration of various events / activities / days with its report
5. Conduct of Value-Added / Certificate Courses / IOPs, Industrial Training, Skill Enhancing Trainings, FDP, Seminar, Workshop, Conferences etc.
6. MOUs, Certifications, Submission of Research Proposals, Research / Innovation / Incubation, Entrepreneurship Activities, Funding / Grants / Sponsored Research, Patents / Copy-rights, Publications of Papers / Book / Book-chapters etc., IPR related works
7. Preparation / Execution of Review Schedule to monitor the students' Project work / seminar / etc. At least one paper publication (conference / journal) is desirable / mandatory for Students' Project Work (20% of total marks may be awarded based on such publication).
8. Renowned academicians/faculty particularly from IIT's, IIIT's, NIT's and Govt. institutions are to be invited for imparting expert lectures on new emerging areas of technology.
9. Effective utilization of AICTE IDEA Lab (MIET) and ACIC MIET for students projects, innovation, idea generation, multi-disciplinary projects, research projects, patents / publications, proto-type development etc.

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8. GUIDELINES FOR VALUE-ADDED / ADD-ON / CERTIFICATE PROGRAM / IOPs

The curriculum planning includes the compliance of identified curriculum gaps (feedback and others) along with delivery of prescribed syllabus. In this respect, below mentioned measures (other than delivery of regular academic contents as prescribed by affiliating university) are to be taken care :

1. Informing students to do upgrade their knowledge through MOOCs / SWAYAM / NPTEL Courses in the area of their interest / hobby / expertise / need of placement or research or entrepreneurship. Further, 20 credit courses through NPTEL are also required to be completed for award of Honours degree.
2. Personality Development Programs are to be inculcated in the time-table itself (from III semester onwards).
3. Training for placement – through Zenith (including Aptitude, Verbal, English, Communication Skills and HR interactions etc.) is to be provided alongwith regular curriculum (introducing these in the time-table) or through specially batches (14 days one-go programs).
4. Assessment of Aptitude, Verbal Abilities, English and Technical (including Coding) is to be done by AMCAT and Cocubes on a regular basis wef first year.
5. In general, each department plans the delivery of following courses as Value-added Course / Certificate Program / Add-on Courses :
 - a. One course on Technology / Software Training per semester (II and III year)
 - b. One course on Coding / Programming Language (II / III year)
6. Workshops / Trainings on a regular basis (one per semester) are planned for the Faculty members (Train the Trainer concept) of MIET through ICT Academy. These trained faculty members provide training to the students concerned.
7. For each of the IOPs / Value-added Course / Certificate Program / Workshop / Trainings etc., certificate is provided on the basis of Attendance, Assessment and Feedback.
8. Refer annexures for record-keeping / documentation of Value-added Courses / Certificate Program / Add-on Course / IOPs provided / conducted.

9. MEASURES TO IMPROVE ACADEMIC PERFORMANCE

1. Course File preparation by respective course teacher and its proper evaluation at department level, its uploading to ERP / Web-portal.
2. Access of study material / notes / course-files to the students concerned
3. Emailing / providing Questions Banks, Tutorial Sheets, Important Questions, Home-assignments, Notes and Lab Manuals etc. to all concerned students
4. Verification of timely submission of Home-assignments and its evaluation at department level
5. Conduct of Remedial / Doubt Clearing / Revision Classes
6. Discussing / solving questions of competitive exams (e.g. GATE etc.)



7. Conduct of practice session / extra-classes / assignments for those topics which are identified as poor performing topics (based on PO/PSO Attainment / AKTU End Sem Question Papers)
8. Discussing basics and fundamentals of the subjects / courses concerned and solving difficult questions of University (AKTU) End Sem Question Papers; Revising the taught contents (important ones, within 3-5 min either in starting or end of the lecture)
9. Monitoring of Attendance (at least twice in a semester, inform parents of students having attendance less than 75%, call parents to meet respective HOD) and detention from University End Sem Exams.
10. Monitoring of Progress of Syllabus and conduct of extra classes for timely completion of syllabus
11. Verification of Evaluated Answer Sheets (of Sessionals and PUTs) at department level
12. Preparation of important questions (30-50), from entire syllabus, on the basis of previous years' AKTU End Semester Examinations and emailing these to students concerned (by respective HODs)
13. Repeated Writing of Question Papers of Exams (Sessional-I, Sessional-II and PUTs) at dept level for Absentees / who scores < 40% marks in Sessionals on hard-bound registers.
14. About 60% questions of Sessionals may be from the Questions Banks.
15. Using teaching-aids / Educational Videos / Simulations / Animations / Online Courses / Lectures / Exposure / use of Virtual Labs / Simulations etc. to make better understanding.
16. 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.
17. Parents-Teachers Meeting at department level and showing evaluated answer sheets of their wards (mandatorily for all poor performing cases; attendance <75% and/or sessional marks < 40%).

10. 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.

11. 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.

12. 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 exams, attendance, absenteeism in sessionals, submission / non-submission of home-assignments etc.) is to be communicated to the parents concerned.

13. 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.

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3. It's the responsibility of student to remain aware about issued information / notices etc. of all concerned authorities / government agencies / AICTE / AKTU and Institute as well. 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. Each student is required to qualify all the AUDIT courses (as applicable / deemed – as per AKTU Teaching and Evaluation Scheme concerned) in due course of time, failing to which – division may not be awarded.
7. The rules / guidelines of AUDIT Courses / NON-CREDIT Courses / MOOCs Courses / Honour's Degree / Mini Project / Internship / Industrial Training / Project etc. are as per the guidelines / curriculum prescribed by AKTU / AICTE. For further details, refer the AKTU Website (aktu.ac.in).
8. 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.
9. Students, to improve their skills / knowledge / employability, must do online courses (belonging to emerging areas / areas of interest from NPTEL / SWAYAM / MOOCs etc.).
10. A student will be eligible to get Under Graduate degree with Honours, only if he/she completes additional university recommended courses (Equivalent to 20 credits; NPTEL Courses of 4 Weeks, 8 Weeks and 12 Weeks shall be of 2,3 and 4 Credits respectively) through MOOCs. For registration to MOOCs Courses, the students shall follow NPTEL Site <http://nptel.ac.in/> as per the NPTEL policy and norms.
11. Each student of B Tech – I Year has to complete Mini Project or Internship (3-4 weeks) during summer break after II sem that will be assessed during III sem.
12. Each student (as applicable as per concerned AKTU Teaching and Evaluation Scheme) has to complete Mini Project / Internship / Industrial Training (4-6 weeks) during summer break that will be assessed during forthcoming odd semester.
13. Each student has to complete project work in Final Year (that, in general, will commence wef Odd Sem and will be completed in Even Sem of the session concerned).
14. Students are advised to take-up internship and project work in Indian Knowledge System related Areas / Topics / Disaster Management.



15. Regarding AICTE Student Learning Assessment (PARAKH), each student is required to do his / her Registration, Email verification, Login and must submit all the assignment etc. He / she must ensure timely compliance of all the works associated / deemed / applicable to AICTE – PARAKH.
16. 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.
17. 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, measures to be taken to improve the academic performance of the students and as deemed / assigned by competent authority.
18. 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.
19. 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.

14. DESIRABLES AT FACULTY LEVEL

1. Publication of at least one research paper in referred journal (national / international)
2. Quality project / IPR, Chair at least one session of national / international conference
3. Present a paper in national / international conference (of repute)
4. Deliver an expert lecture / talk in conference / workshop / seminar at national / international level
5. Participate / Organize FDP / Workshop / Seminar / Guest Lecture / Expert Lecture / Industrial Visit
6. Any other as deemed (academically) / required as per AKTU / AICTE / NBA / NAAC manuals


(Dr. Brijesh Singh)

Director

Copy for information and necessary action to :

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

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	Registrar			
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)	AM-01	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			

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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-II)	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			

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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 assessment components) - Theory	AM-08	Dean-Acad			
5	Record of Students Performance (All assessment 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 / IQPS 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			

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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
HZ	Record of Activities and Events conducted by the Department (as per C-05)	Requirement				
1	Orientation Program / Induction Program	1	IQAC			
2	Sensitization 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	3	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.	2	IQAC			
11	Classes of Competitive Exams / GATE / GRE and Solution of Competitive Exam Question Papers	Final Year Students	IQAC			
12	Project Exhibition / Model Presentation / Tech Fest	1	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			

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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/1uZQK7lQcVmp1OWTR_KuUeH3BeBWT6y17/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
2	Teaching Load Chart	AM-02	https://docs.google.com/spreadsheets/d/14hxSbxMdf73laA214x2AUb90Uu49C5jA/edit?usp=drive_link&oid=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&oid=104184240811764741613&rtpof=true&sd=true
4	Compiled Attendance Record	AM-04	https://docs.google.com/spreadsheets/d/1QrYjxkXTg1c2SDnfZ1iBUUicjA5Uejww/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
5	Action Taken Record (AT / Marks // Letter / Call)	AM-05	https://docs.google.com/spreadsheets/d/1OSOMNZSnFj9czhl5GHFI0v2KrocVoz7/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
6	Sessional Exam Marks Analysis	AM-06	https://docs.google.com/spreadsheets/d/1MeUFf9iummlACOsgeYfTw1jBJl_4Ns7b/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
7	Record of Projects, Assessment and Outcome	AM-07	https://docs.google.com/spreadsheets/d/15tAxIUGMAWIS8YNy5XWIArOw1xHU5m0l/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
8	Record of Assessment (Theory)	AM-08	https://docs.google.com/spreadsheets/d/1-6g-ex7VDNfIGdiOJvJ-INn-wMlhpRTh/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
9	Record of Assessment (Lab)	AM-09	https://docs.google.com/spreadsheets/d/1La-BtwHCnvgw1lwQxA5OAVsMG0pNp9rY/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
10	Result Analysis (Dept / Detailed)	AM-10A	https://docs.google.com/spreadsheets/d/1yA5PW3rv9rdC5Gq1m2TLhBVoUbHX0-m3/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true
		AM-10B	https://docs.google.com/spreadsheets/d/1euNGBpo34P3ffnxzn4NlpnYcq7CUmamC/edit?usp=drive_link&oid=104184240811764741613&rtpof=true&sd=true

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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/1XaH4VaWv8iG5b0UCzPNox2FYrLlKpMb/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/1zVjntna7yt2BTOCFpDeSYn7OrLPLrln/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
4	Budget Planning	C04	https://docs.google.com/spreadsheets/d/1CFcZyVgs3JHg1lO8opitX_waldM0absA/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
5	Activities and Events Conducted	C05	https://docs.google.com/spreadsheets/d/11eUyoC7Gw3qAM8YzqXCHnBaCITUoyzsE/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_DOWtoXitdNBEDGDHr/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	Placement / 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-Gsouz7SBg7f7fpXPXsvkvV/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
12	Awards / Recognitions . Achievements Data	C12	https://docs.google.com/spreadsheets/d/1HFTGss_FnzP6Tm9OP4CUQCb7gk2EIE7Q/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
13	Grants and Consultancy related Data	C13	https://docs.google.com/spreadsheets/d/1CjR0vhMAYllqseyyXfy6EJGV0UYygnX/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/1mX47MEMdZzKvrSODDmXIP1ADGzhqtMb_/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
16	Lab Equipment Record / Central Facilities Data	C16	https://docs.google.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/1xFOthwDRvccznXjWcwsXJdpfRGI-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/1rqoyb5dj5VG_Vyg1yLVxO2EJj6vUx1w/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E2	Building Utilization and Planning		https://docs.google.com/spreadsheets/d/1W0eLozggCjCCFdwvdvct0NI35cVG8Vm/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true

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List of Outcome Based Education (OBE) Formats : 2023-24 (To be submitted to IQAC)

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/1UoWkLnXE7UB4yrV5rkeB6nY1ri8TbF6P/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
2	Attainment Level and Assessment Methods / Tools	OBE-2	https://docs.google.com/document/d/1PI60YMjINzVkgjri17dW78vj7-W2Xlw/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
3	Statement of COs and CO-PO-PSO Mapping (Session-wise)	OBE-3	https://docs.google.com/spreadsheets/d/1PPPa5lpvnxx-_N_GOYzhvILQBWQvoYe/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
4	Statement of COs and CO-PO-PSO Mapping (Batch-wise)	OBE-4	https://docs.google.com/spreadsheets/d/1E9Y4o8ocmXHi8uxuLtf1I5BnnlLWzjn/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
5	Course's (CO) - PO - PSO Attainment # Theory Course	OBE-5	https://docs.google.com/spreadsheets/d/1_negYmwaljVb6o4kRFgtGZ1Db7DGurgE/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
6	Course's (CO) - PO - PSO Attainment # Lab Course	OBE-6	https://docs.google.com/spreadsheets/d/1eIMGwNOxeD39vBRAtE3oG52gPuCofuwn/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
7	PO - PSO Attainment (Batch) # Indirect	OBE-7A	https://docs.google.com/spreadsheets/d/1TTxAPZSJvW5zVqcd9AcDE_JSkY5j0d-/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
8	PO - PSO Attainment (Batch) # Overall (with Observations and Measures to be Taken)	OBE-7B	https://docs.google.com/spreadsheets/d/1KQRV1fo5E_7h7mQJYY63R3PLr4AiFg8i/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E1	Course Material Review / Evaluation Format		https://docs.google.com/spreadsheets/d/1Rx_qafif7uOHBWxwZ6wFchw3s7Vmx9aT/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E2	Survey Program / Graduate Exit # Sample		https://docs.google.com/document/d/15BGIZxqPxdn2YxoY-uwePK2sOclqUoH5/edit?usp=drive_link&ouid=104184240811764741613&rtpof=true&sd=true
E3	Course Handout		S. No. 1 - 6 of Course File Checklist