

Notification

16.08.2023

Ref. to meeting IQAC meeting dated 14.08.2023. The institute notifies the following activities for the Academic Year 2023-24:

- a. **Elective List**-Students' preference for elective subjects should be obtained and consolidated before the commencement of new semester. Mentoring & Counseling shall be provided so as to help the students in opting the electives.
- b. **Projects** -As a part of AKTU curriculum, all the students would be engaged in projects at the specified time schedules. Training and Placement Committee shall arrange to place the students with various organizations for their project work. Evaluation is to be done as per specified procedure as laid down in the program syllabi.
- c. **Event Calendar**-All the co- curricular (Conferences, Seminars, Workshops, Guest Lectures), extracurricular, cultural and extension activities to be conducted during the current academic session shall be planned in advance and to be integrated with current academic calendar.
- d. **Subject Allocation**- Subjects shall be allocated to Faculty depending upon their expertise and experience.
- e. **Time Table** -Based on subjects allocated to Faculties, approved Time Table from the Director shall be issued for all the classes.
- f. **Lecture Plan**-Individual Faculty shall align his/her individual lecture deliveries in line with the standard lecture plans.
- g. **Notes** -On need basis, notes/ condensed course material shall be provided to the students.
- h. **Assignments**-Standardized assignments shall be communicated by the individual faculty to the students. Completed assignments are to be received from the students. These assignments are to be evaluated and feedback is to be given to students well before the cessation of the classes in a particular


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semester. Besides, Faculty shall have the freedom to provide case studies/quizzes etc. for better understanding of the subject.

- i. **Academic Calendar**-Incorporate the events planned by the Institute for the current academic session into the AKT University Academic Calendar.
- j. **Question Paper**-Individual Faculty member teaching a particular subject has to prepare question paper and forward to CoE.
- k. **Student's Feedback** -During conduct of the academic program, feedback from the students shall be taken before the cessation of Academic Year. However, informal feedbacks shall be taken by Subject Faculty/ HoD on various aspects of academics on need basis so as to monitor the teaching learning process.
- l. **Datasheets-Internal Examination**-CoE will notify the date sheet to faculty and students well in advance as per the Academic Calendar.
- m. **Attendance Record** -Individual Faculty shall be marking the students' attendance in the subject register provided for this purpose. HoDs shall arrange to consolidate the attendance for all subjects for a particular class and display on the students' notice board.
- n. **Award List**-Individual Faculty members after evaluation of the answer sheets and due discussion with the students shall enter the class test marks in the award list. Award list shall display the marks for the Class Tests and sessional marks. These after due approval of the CoE/Director shall be submitted to AKTU.
- o. **Remedial Class**- Classes shall be conducted for Slow Learners as per requirements by the individual faculty.
- p. **Faculty Participation in University's Evaluation Process**-As required.
- q. **Mentoring**-All the mentors shall be in continuous contact with their respective mentees to assist them in solving the issues, if any pertaining to Academic, Socio Psychological and Personal.

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- r. **Add On Certification Programs:** Different certification programs to be run in particular academic session shall be finalized in the meeting. These programs must be finalized based on feedback of stakeholders and suggestions from experts comprising of external and internal subject experts. These courses must be min. of 30 hours duration and must address the contemporary issues/areas which are not being addressed by the Affiliating University Syllabi.


HoD

Cc:
Director
IQAC
Faculty Members
Non Teaching Staff