

10 YEARS OF UNIVERSITY RECOGNITION
20 YEARS OF ACADEMIC EXCELLENCE



REVA
UNIVERSITY
Bengaluru, India



ACADEMIC REGULATIONS

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REVA University Regulations Governing Academic Process, 2015

1. Title and Commencement:

These Regulations shall be called as “REVA University Regulations Governing Academic Process”

These Regulations shall come into force from the date of the assent of the Chancellor.

2. Academic Processes:

There shall be five different processes:

- i) Course Planning
- ii) Course Delivery
- iii) Course Monitoring
- iv) Course Evaluation
- v) Course Quality Enhancement

3. Monitoring & Reporting:

In all the above processes the concerned faculty member & the Head / Director shall execute the job as per the regulations within the stipulated time frame and report the same to the higher authorities. Any failure if noticed by the higher authorities shall demand for a strict disciplinary action.

4. Course Planning Process:

The academic calendar for semester shall be released by the Registrar at least one month before the starting of the semester as per the approved format (Annexure-I).

- A) Based on the scheme of instructions and curriculum provided by the University during 12th week after commencement of a given semester the Director/Head of the concerned School shall, notify the program(s) and courses being offered in the Forth coming semester and seek the choice(s) of course(s) the faculty members are interested to teach.
- B) All the Faculty Members have to offer minimum of 5 choices of the courses in U.G.,3 in P.G.(preferably one in each program) & 3 Laboratory Courses in order of preference based on their expertise, experience and interest, from among the list of courses provided by the Director/Head of concerned school and submit to the Director/Head of the School within 3 days after notification.(Annexure- II)
- C) The Head of the School shall call for the meeting of all the faculty members and discuss various possibilities and finalize the course allotment process within **3 days** and issue the allotment letter (Annexure - III) and the course file formats (Annexure - IV) to all the faculty members considering the following points:
 - a. As far as possible all faculty Members are allotted the courses of their choice. In case of any faculty member not in a position of being allotted of his/her choice on priority, the Director/ Head of the School discuss the alternatives and resolves the issue of allocation of courses taking all the faculty members into confidence.
 - b. Faculty Members are to be encouraged to offer the same courses at least for three to four times consecutively so that they gain expertise in that course.
 - c. Avoid allotting some critical courses to the inexperienced faculty members.
 - d. University Guidelines issued time to time shall be followed for the work load of various category faculty Members.
 - e. A course coordinator shall be identified by the Head/Director for the common courses and he/ she shall be responsible for coordinating with all the faculty members who are offering same courses for planning, monitoring & Evaluation.
- D) After the course allotment all the faculty members of similar expertise groups & the concerned Course coordinators shall meet with the Director to discuss and finalize the following within 3 days:

- a. The course outcomes for all the courses in accordance with the program outcomes.
 - b. Blooms Taxonomy Level/Levels of delivery of the course.
 - c. Various skill development trainings to be conducted for the students. (At least one training program per semester shall be conducted before starting of the course).
 - d. Field visits to be arranged (at least two field visits per semester shall be conducted as per the guidelines furnished in the **Annexure - V**).
 - e. Expert lectures to be arranged (at least one in each course shall be conducted during the semester).
 - f. Additional topics to be discussed in each course apart from the approved course content.
 - g. Laboratory experiment planning (As per the guidelines furnished in the **Annexure - VI**).
 - h. Project work planning (As per the guidelines furnished in the **Annexure - VII**)
 - i. Any training program / orientation required for the faculty members to effectively plan and deliver the allotted course.
 - j. Any other matter related to the course planning / delivery / evaluation.
- E) Immediately after the course allotment process is completed the Director/ Head shall initiate actions for the formation of the Time Table in consultation with the other Directors/ Heads under the supervision of the Senior Director and the same is to be completed **within 5 days** of course allotment as per the guidelines furnished in the (**Annexure - IX**).and shall be displayed for students and Faculty members.
- F) All the faculty members shall prepare the following Course planning documents in the prescribed format (**Annexure- IV**)
- a. List of Course Outcomes (CO)
 - b. Mapping of Course Outcomes (CO) & Programme Outcomes (PO)
 - c. Pre Requisites for the Course
 - d. Guidelines to Study the Course
 - e. Select the Blooms Taxonomy level of coverage of the course
 - f. Additional topics/ field visits/ expert lectures planned
 - g. Target set for the percentage of CO / PO achievements
 - h. Evaluation Plan
 - i. Course Schedule which shall provide following:
 - i. Total Number of Hours of Teaching
 - ii. Proposed starting and ending dates of teaching of each unit
 - iii. Dates of different assessment (like IA – I, IA – II, Quiz, Surprise Test, assignments etc. including dates for makeup tests, if any
 - iv. Details of Field Visits/ Expert Lectures planned
 - v. Details of Seminars/Presentations planned

* **Note:** Initially Schedule of Instruction for the First Unit only (later on for the subsequent units as the previous units comes to an end) which shall provide split up of unit one in to smaller topics for each class/ classes with the overall unit outcomes and the scheduled date of covering of each topic with the necessary references for each topic.

- G) All the above course planning process shall be monitored by the following at all the levels for proper compliance and document:
- Respective Dean of Faculty
 - Senior Director
 - Director –Internal Quality
 - Vice Chancellor

5. Course Delivery Process:

Though the course delivery is an individual style and methodology cannot be generalized, a few guidelines are provided. However, guidelines related to the documentation shall be strictly adhered to.

- A) Faculty Members shall display/distribute the following documents from the course file on the first day of the course:
- Course content
 - Course Time Table
 - Course plan
 - Course outcomes
 - Course schedule
 - Schedule of instruction of Unit 1 (For subsequent units the Schedule of Instruction are distributed at the end of the previous unit).
- B) Faculty Member shall explain the importance of the course its application and the expected learning outcomes of the students from the course in the first few classes.
- C) Faculty Member shall be in the class venue at least 3 minutes before the scheduled time of the class.
- D) Faculty Member shall always carry the Lesson Plan to the class. They shall not carry the text book to the class unless it is very essential.
- E) Course Delivery shall start with a review of the previous related topic and an introduction to the current topic. (Essentially it should take about 5 to 7 minutes).
- F) Lesson outcomes shall be declared after the introduction.
- G) Lecture shall be developed topic by topic as listed in the lesson plan and an appropriate explanation with necessary illustration using aids shall be given.
- H) Provide a pause of 2 minutes between each topic and use this time to ask a few memory recall questions or provide some general information or engage them with some light activity.
- I) Faculty shall maintain a two way communication during delivery to draw the full attention of the student.
- J) Faculty shall have the complete control on the class and shall see that all students are attentive, check the same through posing some abrupt questions.
- K) Faculty shall follow some of these basic rule of pedagogy during course delivery:
- Teach from KNOWN TO UNKNOWN
 - Teach from CONCRETE TO ABSTRACT
 - Teach from SIMPLE TO COMPLEX
 - Teach from PARTICULAR TO GENERAL
 - Teach from OBSERVATION TO REASONING
 - Teach from WHOLE TO PART
 - Teach from SEEN TO UNSEEN
 - Explain the PURPOSE OF LEARNING before delivery
 - Focus on the WHOLE CLASS AND NOT ON FEW STUDENTS
 - Make LEARNING FUN RATHER THAN THE BURDEN / SERIOUS
 - Encourage students to ask questions at some appropriate time of the lecture / demo experiment.
 - During session hour ask students questions relating to topic being discussed, make them more attentive.
 - Try to understand whether any student has not understood the delivery and give little more attention to such students.
 - Declare the next class topic, references / sources of information and the expected outcomes.
 - The attendance of the class shall be taken either at the end or at the beginning of the lecture not in between and the names of the students shall be called not the roll numbers this will enable faculty to know the students better.

- At the end of the lecture, hand over the information sheet if any to the students.
- Do not dictate the notes in the class.
- Encourage group discussions:
- Before commencement of actual lecture appraise students about the importance of discipline, attendance, regularity in studies, patriotism, values and such others to motivate and bring students ready to involve themselves fully in learning process.
- Do not discuss during the class hours any personal issues/issues related with others or such issues not related to subject of study.

6. Course Monitoring:

Course monitoring shall be carried out basically to ascertain that the course is being conducted as per the course plan and enabling students to attain the declared course outcomes and in turn help in achieving the program outcomes. This monitoring is carried out by faculty member himself/herself, Peers, Mentors, Head, Directors, Dean, & the Vice Chancellor at appropriate intervals.

- Faculty Member shall strictly adhere to the course plan approved by the Head and in case of any deviations envisaged during the course progress the same needs to be ratified by the Director/ Head and to be documented in the course plan document.
- Generally the faculty member shall not apply any kind of leave during the course period and in case of exigency appropriate alternative arrangements are to be made and get it approved by their Director / Head.
- Head/Director or Senior Faculty Member in the department shall monitor the daily classes for its proper conduct at least 4 times in a day and any deviation is observed the same needs to be corrected and actions shall be taken to avoid its reoccurrence.
- Director/Head shall meet the concerned faculty members at least once in a fortnight and monitor the progress through discussion and document verification. In case of any major deviation the same shall be corrected.
- Faculty member shall take the feedback from the students at least twice in the semester apart from the course completion feedback and shall adapt changes in his/her delivery wherever essential and if required in consultation with the Director/Head and record the same in the course file.
- Each class shall have quality circle consisting of the regular students in the class, all the faculty members teaching in that class and the Class Teacher. The Class Teacher (is one among the teachers teaching in that class) shall call for Quality Circle (QCM) Meeting at least once in a fortnight and discuss ways and means of better input, improving course delivery, value additions and such other issues that help to improve the quality of teaching and learning.
- In case of any major concerns in the QCM the Director/Head shall have separate meetings with the faculty members, Director- IQAC and find the way to resolve the issue for better quality output.
- Teachers shall be given adequate opportunity to come out with newer ideas, tools & techniques that help better delivery of the course, quicker assimilation by the students and motivate them to be creative & analytical in their thinking/ learning process.
- Students shall also be given adequate opportunity to come out with newer ideas and such other means that add to the quality of teaching-learning process.
- Students attendance monitoring is the major process in the course monitoring and hence following guidelines shall be followed for the attendance monitoring and initiating corrective measures:
 - All the faculty members shall take the attendance in every class / laboratory / project work / field visits / expert lectures/functions etc.
 - If any student is found to be absent for three continuous days, the same shall be brought to the notice of the student's mentor and he / she in turn shall bring to the notice of the parents/guardians and interact

with them and find ways of counseling student not to repeat the same in future. Also record the same in the mentor dairy.

- iii) Once in a week all the mentors shall prepare the status of attendance and list of such students who are absentees and shall inform to the Director of the School.
- iv) The Director shall bring this to the notice of the Head – Students’ welfare for necessary interaction with the parents.
- v) The faculty members shall display the monthly attendance details every month on or before 5th of the subsequent month. The class teacher is responsible in collecting & displaying the data.
- vi) The Director of respective schools shall counsel the absentee students at regular interval so that they maintain requisite attendance.
- vii) At the end of the semesters the Director’s shall recommend the names of students with 100% attendance for reward. The Director shall send the monthly attendance report to the parents.
- viii) The Head/Director shall recommend the names of such faculty members who have maximum attendance in the class on regular basis for reward.

7) Course Evaluation

The course evaluation shall have following two major components:

- Evaluation of the students for their achievement in course out comes and program out comes.
- Evaluation of faculty performance in achieving the set target of course out comes.

A) Students Achievements:

The student’s achievements shall be measured by the faculty members through following modes:

- a. **Formal modes:** continuous assessment through assignments, seminar presentations and such other assessment pattern at IA - I, IA - II stages & through semester end exam (SEE).
- b. **Informal modes:** Surprise Tests, short notice tests, quiz, group discussions, daily class performance, regularity to the class and submission of assignments, evaluation from Industry experts/professional society members / mentors.
- c. At the end of the semester the faculty member shall submit the detailed evaluation of all the students to the Head for analysis and approval within 5 days of completion of the evaluation.
- d. The faculty shall maintain the transparency in assessment/evaluation and subject it to the scrutiny of the students before submission.
- e. At each stage of assessment/evaluation, the mentor, class teacher, head of the school shall keep the parents/guardians informed about the performance of their wards and take them into confidence to join hands in taking any initiative for further improvement in their wards performance.
- f. The faculty shall take the feedback from the students at the end of the course about the whole process of Teaching-Learning, student’s ability to achieve the target.

B) Faculty Performance Evaluation

- a. Faculty member himself / herself shall evaluate the self-performance through discussion with the students and based on their learning of the course.
- b. The Head/Director shall identify the peer’s pair and such pairs shall sit through the others class at least Five times each in the semester and evaluate the faculty objectively & constructively.
- c. Faculty member shall discuss the findings of the peer with the Mentor / Head/Director / Dean / Director-Academic as required.
- d. The Director/ Head shall evaluate the faculty member’s performance through observing the course delivery and discussing with the student informally & through QCM.

- e. At the end of the course comprehensive Feedback shall be obtained by such agency that are not involved in teaching-learning process and shall submit to the Head for further discussion with the faculty member.
- f. The Head shall carryout the final result analysis, CO's attainment, POs attainment at the end of the course.
- g. All the above listed components shall be comprehensively considered to evaluate the course.

8) Course Quality Enhancement

- a. All the faculty members shall prepare a summary sheet as per the Performa (Annexure - XI) within 05 days of the course completion on the whole process of course planning, delivery, monitoring and evaluation mentioning the positive points and the negative points and the measures to overcome negative points and enhance the quality of the course offered.
- b. The Head/Director shall call for the meeting of all the faculty members within 05 days after the receipt of the summary sheet and discuss comprehensively the measures to be taken to enhance the overall quality of the academic process in the school and submit recommendations to the Senior Director with a copy to the Director-Internal Quality. The Director, Internal Quality shall forward his remarks on the summary sheet to the Vice-Chancellor/ registrar.
- c. Senior Director shall compile all such recommendations and present the same to the Registrar/Vice Chancellor to initiate actions to place before the BOS/Academic Council as the case may be and communicate the specific directives to the schools for implementation in the future semester.

LIST OF ANNEXURES TO THE ACADEMIC PROCESS REGULATIONS		
Sl. No.	Annexures	Particulars
1	ANNEXURE - I	Academic Calendar Format
2	ANNEXURE - II	Course offering sheet
3	ANNEXURE - III	Course Allotment Letter
4	ANNEXURE - IV	Course File and Course File Formats
5	ANNEXURE - V	Guidelines for conducting Field Visits
6	ANNEXURE - VI	Guidelines for Laboratory Experiment Planning
7	ANNEXURE - VII	Guidelines for project work planning
8	ANNEXURE - VIII	Guidelines for planning Industrial Training
9	ANNEXURE - IX	Guidelines for Time Table framing
10	ANNEXURE - X	Quality Circle Meeting Format
11	ANNEXURE - XI	Quality Circle Meeting Format

ACADEMIC CALENDER FORMAT

The academic calendar shall have the specific dates (period) for the following activities:

- ✓ Session Start
- ✓ Student Enrolment
- ✓ Skill Development Program
- ✓ Quality Circle Meeting
- ✓ Mid Term & Term End Exams/Result Declaration
- ✓ Mid Term result discussion
- ✓ Feedback to the Parents
- ✓ Students' Activities
- ✓ Quiz / Assignment Release & submission/discussion
- ✓ End of Teaching
- ✓ University Functions
- ✓ Total Instructional Days
- ✓ Official Holidays

Total Number of instructional days shall comply with the University/UGC/AICTE and norms by such other Statutory Bodies / Authorities.

COURSE OFFERING FORM

FACULTY:

YEAR:

PROGRAMME:

SPECILISATION:

SCHOOL:

SEM:

NAME OF THE FACULTY

EXPERIENCE:

Sl. No.	Choice of Course name (T/L)	Order of Pref.	Code	Type	School	Faculty
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Justification for choosing the Course

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Signature of the Faculty

COURSE ALLOTMENT FORM

As per your choice and subsequent discussions in the Faculty Members meeting of the course allotment, you will be pleased to know that the following Course/Courses & Laboratory Sessions are allotted to you for the forth coming semester:

Sl. No	Course Name (T/L)	Course Code	Programme	School	Choice opted
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1)

2)

3)

4)

The following documents are attached with this form for the effective course planning and Delivery. You may start preparing for the course and submit all the required documents for verification to the undersigned within **FIVE DAYS** of receipt of the Time Table for the course.

- 1) Authenticated copy of the course content (syllabus) & Approved Academic Calendar
- 2) Blank Course File Format
- 3) Attendance Register with the names of the registered students
- 4) Names of the faculty Members who shall associating in teaching & teacher evaluation process.

Wishing you a very happy and effective course period.

TO

Mr./Mrs./Prof.

HEAD School of---



COURSE FILE

COURSE:

COURSE CODE:

PROGRAMME:


SCHOOL:

FACULTY:

NAME OF THE FACULTY MEMBER:

YEAR & SEMESTER:

COURSE DURATION:

	Programme Educational Objectives and Programme Outcomes	Year:
		Sem:
Course Title		
Course Code		
Name of the School		
Program Name		
Semester		
Section		
Lecture Hours		
Tutorial Hours		
Practical Hours		
Credits (L-T-P: Total)		
Prerequisite		
Level of Bloom's Taxonomy	Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation, Creative (Please select appropriate level(s) of course delivery)	
Activities Planned 1) Extra Topic 2) Field Visit 3) Expert Lectures		
Target set for: 1) Achievement of %of Course Outcome		
2) Achievement of % of Programme Outcome		
Evaluation Plan		
Courses to which this Course is prerequisite course		

COURSE FILE FORMATS

Programme Educational Objectives:

- 1.
- 2.
- 3.
- 4.

Programme Outcomes:

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- J)
- k)
- l)

	COURSE DESCRIPTION	Year:
		Sem:

COURSE DESCRIPTION & GUIDELINES TO STUDY

COURSE OBJECTIVES

The Objectives of this Course are to:

- 1
- 2
- 3
- 4

 REVA UNIVERSITY <small>BANGALORE • INDIA</small>	COURSE OUTCOMES	Year:
		Sem:

On the successful completion of this course, the student shall be able to:

1.

2.

3.

4.

5.

6.


7.

8.


	COURSE CONTENT	Year:
		Sem:


COURSE CONTENT (SYLLABUS) as approved by the BOS dated and Academic Council dated

Unit No.	Unit Title	Topics/Contents	Lecture Hours	Tutorial Hours	Practical Hours
1					
1					
1					
1					
1					
1					
2					
2					
2					
2					
2					
2					
3					
3					
3					
3					
3					
3					
4					
4					
4					
4					

		INFORMATION RE-SOURCES Sem:- Odd / Even	Year:-
Sl. No	Particulars of Books / Articles		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

COURSE OUTCOMES MAPPING WITH PROGRAMME OUTCOMES

		COURSE OUT- COMES MAP- PING		Year:-												
				Sem:- Odd / Even												
Sl. No	Course out comes	Teaching/ Learning Strategies	Assessment Strategy and Tools	Programme Outcomes												
				a	b	c	d	e	f	g	h	i	j	k	l	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																

		COURSE SCHEDULE		Year:	
				Sem:	
Sl. No	Activity Description	Duration (Date)		Total No. of Periods	
		From	To		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					


1. Total No of Lectures :-

2. Expert Lecture if Any:-

3. Field Visit if Any:-

REVA UNIVERSITY BANGALORE • INDIA			SCHEDULE OF INSTRUCTION	Year:		
Unit: - 1				Sem:		
Sl. No	Date	No. of Periods	Sub-Topics	CO	PO	Ref.

- Unit Out Comes:**
- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____


			SCHEDULE OF INSTRUCTION			Year:
						Sem:
Unit: - 1			Topic:			
Sl. No	Date	No. of Periods	Sub-Topics	CO	PO	Ref.

Unit Out Comes: 1) _____

2) _____

3) _____

4) _____


			SCHEDULE OF INSTRUCTION	Year:		
				Sem:		
Unit: - 1			Topic:			
Sl. No	Date	No. of Periods	Sub-Topics	CO	PO	Ref.

Unit Out Comes: 1) _____

2) _____

3) _____

4) _____


			SCHEDULE OF INSTRUCTION			Year:
Unit: - 1						Topic:
Sl. No	Date	No. of Periods	Sub-Topics	CO	PO	Ref.

Unit Out Comes: 1) _____

2) _____

3) _____

4) _____


 REVA UNIVERSITY BANGALORE + INDIA			SCHEDULE OF INSTRUCTION			Year:	
						Sem:	
Unit: - 1			Topic:				
Sl. No	Date	No. of Periods	Sub-Topics	CO	PO	Ref.	

Unit Out Comes: 1) _____

2) _____


3) _____


4) _____

		ASSIGNMENTS / SEMINARS		Year:			
				Sem:			
Sl. No	Date of Announcement	Date of Submission / Presentation	Particulars of Assignment / Seminar	CO	PO	Marks / grade	Weightage

UNIT TEST/ MIDTERM / OPEN BOOK TEST/ SURPRISE TEST / FINAL TEST


Sl. No	Date of Test	Type of Test	Syllabus Topics / Units	Marks / grades	Weightage	CO	PO	No. of Questions	Duration

		SAMPLE QUESTIONS (COVERING BLOOMS TAXONOMY LEVELS)		Year:	
				Sem:	
Unit	Sample Questions (one question on each level of blooms taxonomy)	CO	PO	LEVEL	

 REVA UNIVERSITY BANGALORE + INDIA			COURSE COMPLETION STATUS		Year:
					Sem:
Sl. No	Unit	Planned Date	Completion Date	Remarks	

Recommendations:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

	SALIENT POINTS ABOUT MID COURSE STUDENTS' FEEDBACK	Year:
		Sem:

Strong points:


- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Weak points:

- 1
- 2
- 3
- 4
- 5

Suggestions for the improvement:

- 1
- 2
- 3
- 4
- 5
- 6

	LESSON PLAN		Year:-
			Sem:- Odd / Even
Subject:	Subject Code:	Lesson No:	Date:
Title of Lesson:			

I. Review of Previous Lesson:**II. Introduction:****III. Out Comes: - On Completion of this lecture the student shall be able to:-**

- 1)
- 2)
- 3)
- 4)

IV. Information

Information (continued....)

V. Summary

VI. Questions /Assignment:

VII. Next Lesson Topic& Outcomes:

GUIDELINES FOR CONDUCTING FIELD VISITS

The purpose of organizing field visits to the students is to enhance their practical understanding of the subjects taught in the lecture/ laboratory. Following guidelines shall be followed for planning, executing & reporting of any Field visit:

- 1) Faculty member/Group of faculty members in the respective schools shall identify and list the various field visits to be organized for the forth coming semester and the same shall be approved by the respective Director/Head at the course planning stage.
- 2) The concerned faculty member shall obtain well in advance the necessary permission from the concerned authority for the visit dates/ time, list of students attending & the faculty members associating with the students.
- 3) The faculty who is planning the visit shall visit the site with the group of faculty members prior to the students visit to acquaint himself/herself about the nature of the site, functioning, relevance of the site for the students perusing the specific course/programme and important things to be shown & to be explained to the student.
- 4) After this initial visit the faculty member shall prepare a short write up consisting of the following:
 - The name of the site to be visited
 - The objectives of the proposed visit
 - The primary functions to be carried out in the site
 - Salient points to be observed/ discussed with the field staff by the students.
 - The scheduled date of visit and the scheduled date of submission of the field visit report by the students and the evaluation scheme for the report.
- 5) The faculty member shall plan for the logistic support required for the visit well in advance and arrange the same.
- 6) Apart from mentioning the date of scheduled visit in the course schedule & Schedule of instruction the faculty member shall announce the date of the visit at least 3days in advance and display the write up prepared at step 4.
- 7) On the day of visit brief the students about the purpose of visit, the salient points to be observed in the visit and important questions to be asked during the visit.
- 8) During the visit the faculty member shall explain the main purpose of the visit to the concerned official from the organization and shall request him/her to focus on the relevant part during the explanation.
- 9) The visit shall be planned in groups so that there shall not be a big group
- 10) Encourage students to maintain a dairy and take a note in the field visit in
- 11) The dairy which shall be useful in preparing the field visit report.
- 12) The students shall be informed to submit the report of the field visit within 5 days of the visit and the same shall be evaluated by the faculty member.

GUIDE LINES FOR PLANNING AND EXECUTION OF LABORATORY SESSIONS

In Engineering and Science programmes the laboratory component plays a vital role in skill transfer to the students and hence a detailed and systematic planning & execution is a major task. Therefore following General guidelines shall be followed:

1. The Director/Head with all the faculty members of the school shall discuss and set the laboratory outcomes and inspect all the laboratory for its adequacy & proper functioning within 3 days of course allotment
2. All the Faculty members have to map the laboratory outcome with the Programme outcome, design the list of laboratory experiment (Multiple Challenge experiments) as per the approved course content (Syllabus) and submit the laboratory requirement to the Director/Head within 3 days of course allotment.
3. Concerned Faculty Member/Members shall perform all the experiments listed and record the standard results to be used by the students for comparison within 7 days of course allotment.
4. Faculty members shall prepare/revise the laboratory manuals and arrange for its printing well in advance. The manuals shall be ready for distribution among the students as soon as the classes begin.
5. Faculty member shall prepare the detailed laboratory schedule indicating the proposed date of conduct of all the experiments by the respective batches of students and display the same in the laboratory notice board and communicate to the students at least 3 days before the commencement of the course.
6. Faculty Member and the Laboratory Assistant shall carry out the maintenance of the laboratory at least 3 days before the starting of the course.
7. Faculty members shall explain to the students in first few laboratory sessions with the necessary demonstrations about the objectives of the laboratory, relevance of the experiments in context of the industry /Field, methods of conducting the experiments, necessary calculations/ computations/flowcharts/algorithms and the Evaluation methods/challenges of experiments.
8. At the beginning of each laboratory session, the faculty members shall spend at least 10 minutes in ascertaining / explaining the necessary theory behind the concerned experiment.
9. The faculty member shall pay special attention to students who are weak in theory and equip them with the required theory background and then be given the experiment.
10. All students' in any batch are allowed to carry out the first challenge experiment and those students completing the first experiment satisfactorily shall be given the second challenge experiment.
11. During the entire process of laboratory duration both the faculty members and the laboratory assistant shall be visiting all the tables and offering the students the required information/ guidelines /safety practices/relevant standards (Both National & International).
12. Students shall be involved in group discussions after the results are obtained on the inferences to be drawn based on the result.

(Note: This is a very important activity as it inculcates among the habit of involving in group discussions from the beginning and develops the skills that will be useful during the placement in the final year.)
13. Faculty member shall evaluate the experiment and award the grade for the experiment on the same day before the students leave the session.
14. The faculty member shall carry out the final evaluation and ascertain that the outcomes are achieved and the same is documented.

15. The Director/ Head shall visit all the laboratory sessions at least once in a day and monitor the progress of laboratory sessions.
16. The Director/ Head shall meet all the students in respective batches at least 3 times in a semester and monitor the quality of the input given to the students through laboratory experiments and obtain from them the suggestions if any accordingly instruct the faculty members to incorporate the suggestions if feasible.

GUIDELINES FOR PROJECT WORK PLANNING, EXECUTION & EVALUATION

1. The Head/ Director shall identify a senior faculty member as the Project work Co coordinator for a minimum period of one academic year.
2. The Project Head shall arrange the Final Project work rehearsal presentation of the current final year students and the pre final year students shall be compulsorily made to sit in those presentations 15 days before the final evaluation of the project work. All the students shall be informed the date of such presentation in advance.
3. The Head/Director in consultations with the faculty members, BOS members, industry experts shall decide the particular application area /group of areas for all the project work for the forth coming semester and the same shall be announced before the pre final year's examinations.
4. The Project Head shall obtain the broad areas of specializations/topics of all the faculty members within the Application Area identified for the year and the number of batches they intend to guide. He/she shall compile the same and after due approval from the Head/Director shall announce the same before the end of the pre final year classes. Students shall be informed immediately to submit their choices of the topic for carrying out project among the list of topics notified before commencement of the vocation.
5. The Project Head shall compile all the topics received from the students and form the tentative batches of students based on the choices of the students. However before deciding the group of students in a particular batch, the Project Head shall consult each of the students & seek their consent to work in the batch allocated to them. There shall be a minimum of 3 members and a maximum of 5 members in each group. Very rarely on special occasions a single student's project is accepted.
6. The Head/ Director shall call for the meeting of all faculty members within 3 days of formations of tentative batches of students and after discussion he shall allot the batches to the faculty members for guiding the project work. The Head/Director may invite for the said meeting a few industry experts in the relevant areas to seek the feasibility of associating students in their respective industries. Generally each faculty members shall guide a minimum of 4 project works & as a special case, if the work demands 2 faculty members can be allotted as guides for a single project. There shall be a provision to engage an external guide from industry or other institutions but in such cases there shall be an internal guide also. The list of guides allotted shall be announced to all the students within a day after the allocation of the guide and advice the students to immediately meet the guides.
7. The Project Head shall prepare and display the complete project work schedule mentioning the following:
 - Scheduled dates/weeks for the students to meet the guides, *Submissions dates for the tentative titles of the project work, objectives, methodology, expected out comes.
 - Presentations date for the students to present to the guide and to the school.
 - Midyear evaluation dates, synopsis submission date.
 - Final report submission date, tentative dates for final rehearsal to the entire school and the pre final year students
 - The final evaluation date.
8. All the guides shall meet the groups in the stipulated time at least 2 times in week and guide the students in following different phases of project work and record the same in the prescribed project Guide dairy:
 - Project title, objectives, methodology, out come deciding phase.
 - Literature Survey phase
 - Problem Formulation phase
 - Data collection & compilation phase
 - Problem solving phase

- Result Analysis & inference arrival phase
 - Report writing & Submission phase
 - Evaluation phase.
9. The guides shall also evaluate the students in all the above phases and inform the students about their performance.
 10. The Head/Director shall monitor at all the phases of all the project work and obtain feedback from the faculty members and the students at least once in every month.
 11. The final evaluation of the project work shall be carried out by a team of at least 3 members out of which one shall be the external expert from the industry.
 12. The Head/ Director shall request the Director R&D or his to be present in some of the project presentation to identify the potential project work for further research, publication, funding etc.
 13. The Director- Academic, Internal Quality shall attend to some of the presentations to monitor the relevance and quality aspects of the project work in all the schools.
 14. At the end of the evaluations the Guides shall submit a comprehensive report of all the activities carried out with the students' project dairy, Guides dairy to the project Head in turn the same shall be discussed in the school meeting. If any short falls are noticed the same shall be recorded with the corrective measures to be taken for future.
 15. The Head/Director, Project Head, Director R&D or his representative shall decide about the best project of the year and recommend for the necessary award and select the few best project work for display at the schools project display laboratory.

GUIDELINES FOR PLANNING INDUSTRIAL TRAINING

- A minimum of two industrial training shall be planned and implemented per program with a minimum duration of 5days preferably during vocations.
- The list of industries shall be considered for training shall be identified by the each school in accordance with the program and shall be submitted to the Head-Industry-Institute –Interaction.(III)
- All the faculty members, Director/ Head shall try to establish the contact with the required number of industries apart from the contact established by the Head (III).
- On obtaining the requisite permission from the specific industry, a few faculty members of the school shall visit the industry and consult with the concerned person to decide about the specific input the students should get during the training program.
- The students shall be briefed about the industry and the expected learning and experience from the training and also how does that help in achieving some of the Programme out comes. The daily dairy to be maintained by the students is distributed and explained about its usage and importance.
- During the training process the concerned faculty Members shall be in touch with the students and the training personnel for monitoring the progress
- At the end of the training the students shall be informed to submit the comprehensive report of the training in the prescribed format of the school and submit for evaluation.
- At an appropriate time during the semester a viva is conducted to all the students by the concerned faculty member with a team of evaluators.
- All the successful students shall be issued a certificate of training.

GUIDELINES FOR TIME TABLE FRAMING

1. The Head/Director of each school shall from among the faculty members identifies two Time table c coordinators for the school.
2. The Principal Director –Academic shall identify one of the head/ Director of a school as time table in Charge to co-ordinate the process of time table formation 10 days before the beginning of the forthcoming semester.
3. In the first meeting the Slot exchange between schools for various laboratory sessions shall be first decided by the concerned coordinators and then proceed for the formulations of individual school time table by the respective school coordinators and prepare the draft time table within a day after the meeting.
4. The Time table in Charge shall call the second meeting within next 2 days and finalize the entire time table & circulate the same to all the faculty members with a note to bring possible corrections if any within a day.
5. After the necessary corrections the final timetable is released by the Director-Academic within a day. Final version of Time Tables is circulated amongst schools and a copy is sent to the Registrar, Director-Planning, Director - Internal Quality, Registrar (Evaluation), the library, Training & Placement Cell, the Vice chancellor.
6. The following Rules shall be followed while formulating the time table:
 - Head/ Director shall not have first lecture.
 - No faculty member shall have two lectures back-to-back.
 - No immediate lecture after lab for a faculty and vice-versa.
 - No full day engagement for a faculty.
 - Preferably labs should be allotted in second half.
 - Saturday is open day.
 - Varying lecture duration (50 min.'s and 90 min.'s format) where ever necessary.

QUALITY CIRCLE MEETING REPORT

School:

Year:

Programme:

Sem: / Batch:

Members present:

- 1
- 2
- 3
- 4

Salient points discussed during the meeting and the decisions taken to enhance the quality of the course delivery:

- 1
- 2
- 3
- 4
- 5

Signature of the Class Teacher

Submitted to the Head/Director

COURSE COMPLETION SUMMARY SHEET

NAME OF THE FACULTY MEMBER:

NAME OF THE COURSE:

COURSE CODE:

PROGRAMME:

SCHOOL:

FACULTY: COURSE DURATION:

NATURE OF THE COURSE:

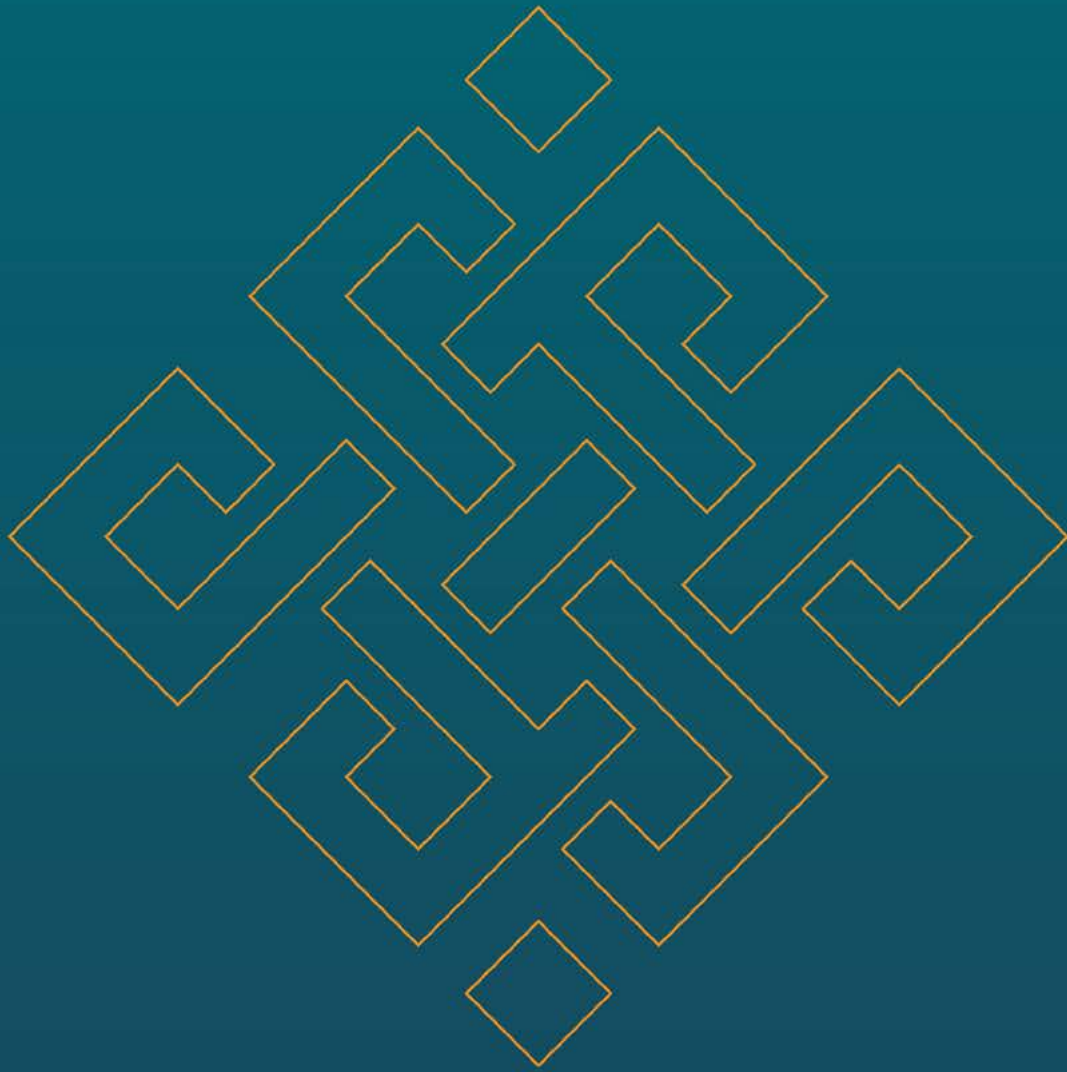
NO. OF REGISTERED STUDENTS:

-
- 1) General Remarks on the attendance in the class:
 - 2) Statistical Details about the students' Performance in C1, C2, C3
 - 3) Level of achievement of Course out come by the class(Average)
 - 4) Innovative Practices followed in the course:
 - 5) Salient Features of students' Feedback:
 - 6) Experts feedback on students' Achievement:
 - 7) Self assessment on the course quality:
 - 8) Recommendations for the future

Signature of the Faculty Member



Vice-Chancellor
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