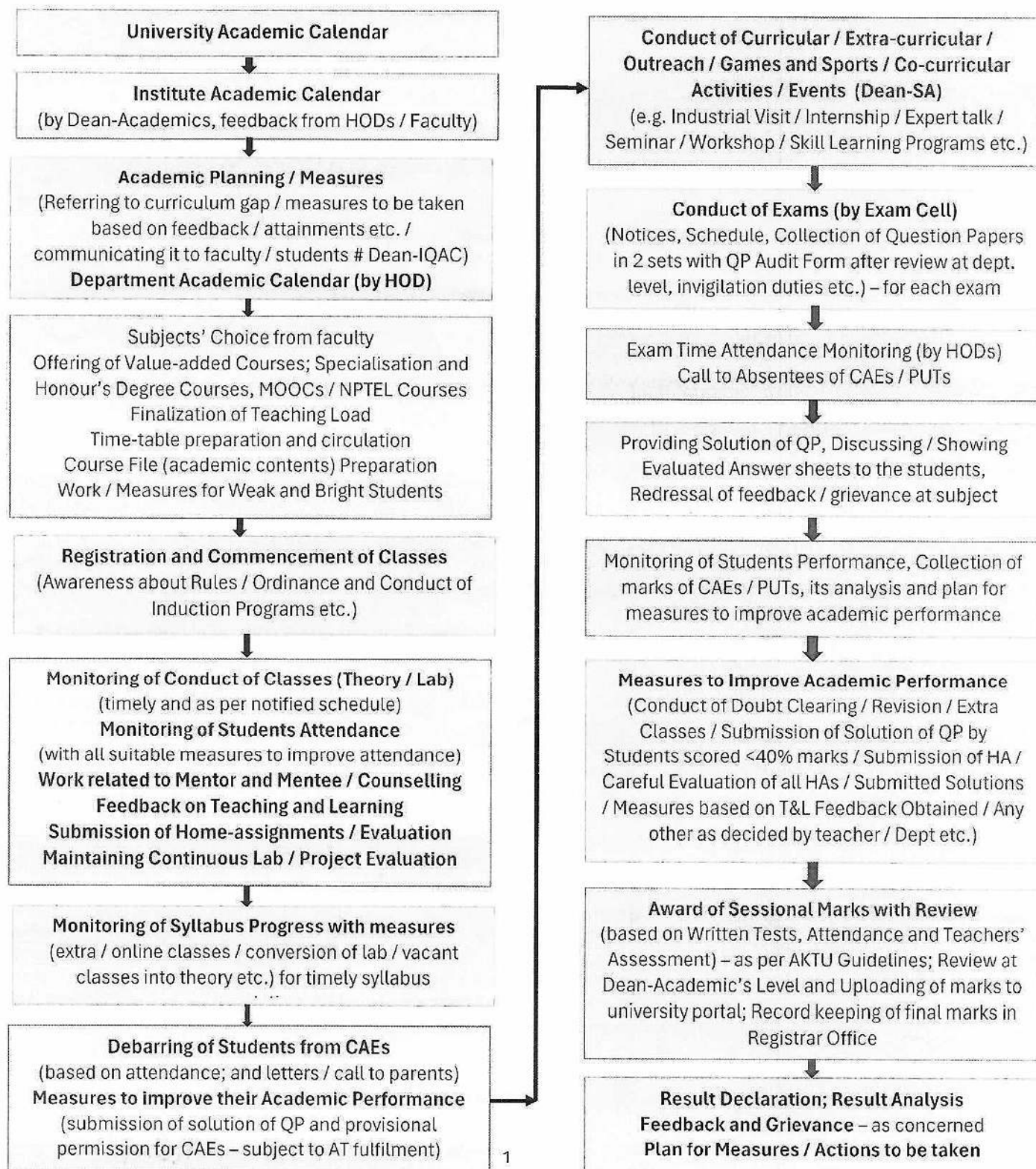




Academic / Curriculum Planning

(Academic Process, OBE based Academic Practices, Identification of Curriculum Gap and Curriculum Planning, Academic Planning, Measures to improve Academic Performance, Work related to weak and Bright Students)

1. ACADEMIC PROCESS



Signature



2. OBE BASED ACADEMIC PRACTICES

Issue of Notice (IQAC) regarding review / update / framing of PEOs / PSOs (if applicable) / COs, CO-PO/PSO Mapping, Attainment Level and Assessment Tools etc. (prior to commencement of session / semester)

Issue of Notice (DAC) regarding review / update / framing of PEOs / PSOs (if applicable) / COs, CO-PO/PSO Mapping, Attainment Level and Assessment Tools etc. (prior to commencement of academic session / sem), and Work Completion at Dep Level through DAC

Key Points regarding Assessment and Computation of Attainments

- ❖ Defining syllabus of each CO and each exam to be conducted
- ❖ Framing of Question Paper (CO-wise sections)
- ❖ Auditing of Question Papers (as per prescribed format through DQAC / Module Coordinator at Dept. Level)
- ❖ Conduct of Exams and Grievance Redressal, if any (through Central Exam Cell)
- ❖ Evaluation of Answer Sheets and its discussion with Students (in the class), Discussion on Solution
- ❖ Submission of CO-wise Marks (on prescribed Award Sheet, same mentioned on Cover page of Answer Sheet)
- ❖ Compilation of Marks (Students' Performance) in various Assessment Components (CAE-I, CAE-II, PUTs, Assignments / Quiz) and Continuous Lab Evaluation
- ❖ Compilation of Marks (CO-wise) for various Assessment Tools
- ❖ Conduct of Course End Survey at the end of classes
- ❖ Computation of CO-attainment (as per prescribed method, upon declaration of AKTU End Sem result)
- ❖ Conduct of Graduate Exit Survey and other feedbacks / surveys
- ❖ Computation of PO-PSO Attainment
- ❖ Observations and measures to be taken (based on attainment computations)
- ❖ Identification of Curriculum Gap and Curriculum Planning of forthcoming session
- ❖ Any other as prescribed / notified by competent authority / recommended by DAC / IQAC etc.

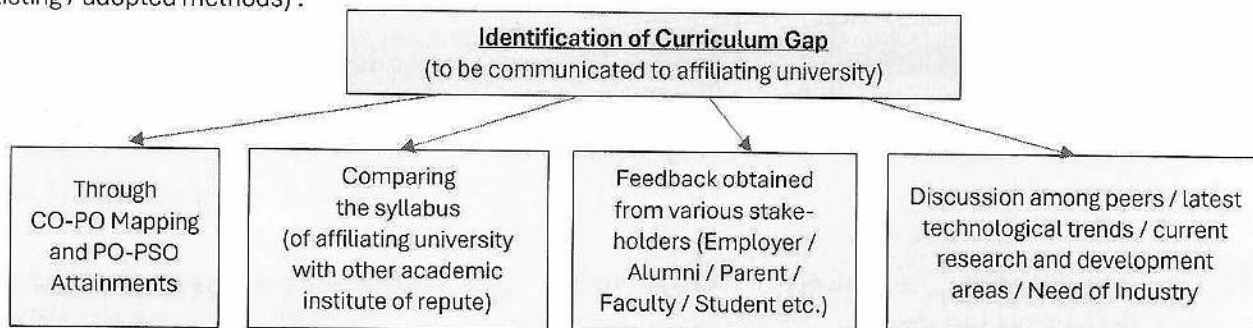
Key Measures Taken at Central / Department Level

- ❖ Academic Calendar and Academic related works (Subjects' Choice, Course-Teacher Allotment, Time-tables, Conduct of classes and its monitoring, Students Attendance and its monitoring, Syllabus Progress Review and conduct of extra / revision / doubt clearing classes for timely completion of syllabus / to improve the academic performance of students,
- ❖ Innovative Teaching – Learning Practices, Active Learning Methods, e-Notes / e-Lectures, Teaching Aids
- ❖ Work related to Mentor and Mentee
- ❖ Work related to Weak and Bright Students with Measures to be taken to improve their academic performance
- ❖ Identification of Curriculum Gap, Communicating University regarding Curriculum Gap and Planning of Measures to be Taken to fill the identified curriculum gap
- ❖ Planning of extra-curricular / co-curricular activities etc.
- ❖ Planning of workshops / seminars / lectures / elective and Value-added Courses / Online or MOOCs or SWAYAM Courses / Soft Skills / Communication Skills / Content beyond Syllabus / training of Skills / Technology or Coding Classes / Career Counselling / Competitive Exams' Classes (e.g. GATE) / Projects / Life-long learning / industrial visits / Internships etc.
- ❖ Planning to sensitize the students about cross-cutting issues like gender equality, environment and sustainability, human values and professional ethics etc. through relevant courses of curriculum and through community service / projects / participation in awareness programs / activities / events / exhibitions / competitions etc. even on socially relevant issues
- ❖ Planning for MOUs, compliance of related activities, work related to publications / book / book-chapters / patents / product development / course-material development / prototype development / research work / funded projects / consultancy / collaborative activities / IPR / interaction with outside world / Personality Development Programs / Training / Internship / Project related works (industry concerned / industry supported / social issues – nature – environment – energy concerned / multi-disciplinary etc.), Placement etc.
- ❖ Sensitization for AICTE IDEA Lab, Incubation and Innovation, Entrepreneurship etc.
- ❖ Academic Audit, Budget Preparation etc.
- ❖ Conduct of various Feedback and Surveys (Review of Questions, Data Collection, Analysis and Action Taken)
- ❖ Any other – as applicable / deemed / observed / notified by competent authority / DAC / IQAC etc.



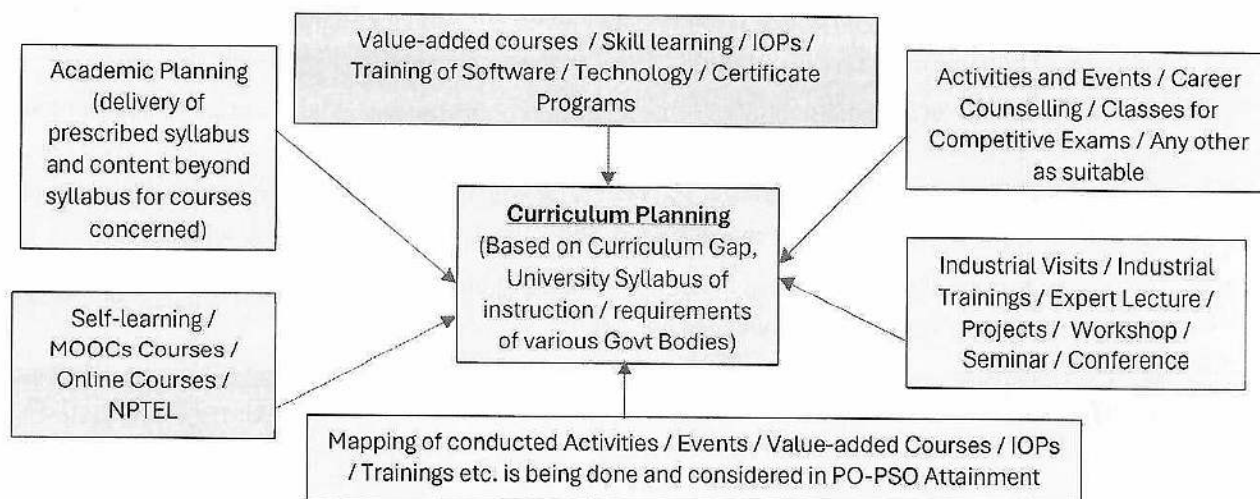
3. IDENTIFICATION OF CURRICULUM GAP

Curriculum gap (to be communicated to the affiliating university) can also be identified by following (in addition to existing / adopted methods) :



4. CURRICULUM PLANNING

Based on this, entire academic delivery / curriculum is planned (course related contents are added in content beyond syllabus / topics, through DQAC) that majorly included :



5. ACADEMIC PLANNING # 2025-26

The academic planning of 2025-26 for timely compliance by all the concerned ones is as per following :

5.1 LECTURES' TIMINGS

- There will be 10 slots of lectures (@50 min) per working day,
- The lectures timings will be as per following :

Lecture No	1	2	3	4	5	6	7	8	9	10
Start Time	09:00	09:50	10:45	11:35	12:25	13:15	14:05	15:00	15:50	16:40
End Time	09:50	10:40	11:35	12:25	13:15	14:05	14:55	15:50	16:40	17:30

- Approx. 05 min break is provided in between II & III lecture; and VII & VIII lectures (so as to permit students movement from one class-room / lab to another class-room / lab; and washroom etc.).



- On any day, movement of students from one class-room to another (in between the continuous classes) is to be avoided.

5.2 TEACHING LOAD ALLOCATION AND TIME-TABLES

1. Choices for the courses to be taught is to be taken from the faculty members concerned and courses (theory / lab) are to be allocated to the faculty members through respective HOD, considering the expertise / teaching interest / subjects of interest / subjects taught in previous session with satisfactory or good feedback. Moreover, same course will be allocated to next 3 years (may be changed only in utmost required conditions). Avoid allocation of Exclusive Lab or Exclusive Final Year courses to any faculty.
2. Once the course has been allocated, it cannot be changed without written and prior permission of Dean – Academics / Director.
3. Teaching load of concerned branch should be allocated to the respective faculty. For balance of teaching load of a faculty member, prefer allocation of same course in many sections (except final year).
4. For any course (common / value-added / science-based elective / open elective / Maths / any other courses offered in many branches etc.), its teaching load (no of lectures per week) and teaching / lesson plan will remain same throughout the college. The course coverage / sequence of topics taught in the class(es) and progress of syllabus must be synchronized among all the teachers teaching the same course.
5. Any teaching load (except major project – as supervisor) of the parent department (II / III / IV year) will not be assigned to those faculty members who are deputed to teach in B Tech – I Year (from engineering depts). HOD-First Year will provide all such teaching load to these faculty members. However, in case of need, the teaching load of “B Tech – I Year Labs” can be assigned to dept’s faculty members (additional ones).
6. Teaching load and time-tables (class-wise, personal and lab-wise) are to be prepared and notified to the concerned ones for necessary compliance.
7. HODs / Deans should not be provided any lecture during 11:00 am to 01:00 pm on Monday, Wednesday and Thursday.

5.3 ACADEMIC CONTENT FILE

1. Course coordinator will take care of all the academic affairs related to the subject / course concerned that covers conduct of classes to bridge the gap (to improve fundamentals / pre-requisites), conduct of extra / doubt-clearing / revision classes, monitoring of academic performance, progress of syllabus and other suitable measures needed to improve the academic performance of the students (including - as deemed / assigned by competent authority).
2. Concerned course coordinator / head (taking help of other teachers teaching the same course in same/other branches) will prepare the contents of course-file which are as per following :

Academic Contents’ Course File (Theory Course)

- a. Teaching and Evaluation Scheme and Syllabus – as prescribed by AKTU
- b. Statement of COs (5 Nos.) and CO-PO/PSO Mapping
- c. CO-wise Syllabus
- d. Teaching / Lesson Plan
- e. CO-wise Questions Bank @ covering 5 Years’ AKTU Question Papers



- f. CO-wise Home-assignments (Min. 2 questions per CO; HA-I => from 2 COs, prior to CAE-I; and HA-II => from further 2 COs, prior to CAE-II; and HA-III => from remaining 5th CO, prior to PUTs)
- g. Important Questions (25-30) for Performance improvement Classes
- h. Notes (Lecture-wise, of entire syllabus)
- i. PPT (CO-wise one lecture)
- j. Content beyond syllabus (3-5 topics in entire course; Topic Name and Study Contents)
- k. Innovative Teaching and Learning Practices

Academic Contents' Course File (Lab Course)

- a. Layout of the Lab
 - b. Teaching and Evaluation Scheme – as prescribed by AKTU
 - c. Syllabus (List of Experiments) of the Course – as prescribed by AKTU
 - d. Statement of COs (3 Nos.) and CO-PO/PSO Mapping
 - e. List of Experiments – to be conducted (including Value-added Experiments), Mapping with COs
 - f. List of Equipments
 - g. Lab Conduct Plan // Lesson Plan
 - h. Lab Manual with Questions for Viva-voice
 - i. Innovative Teaching and Learning Practices
 - j. List of available Virtual Labs / Simulations / Videos – concerned (provide URL - experiment-wise)
3. For a course => L/T/P, Teaching Plan / Order of Teaching or Lecture Delivery Sequence / Progress of syllabus etc. should be similar in all sections (concerned with that course) – as per finalized teaching / lesson plan.
4. Academic Contents of course (as listed above) are to be reviewed at department level and approved by respective HOD. Further, these should remain available to the students for self-study / revision etc.
5. All these academic contents are to be uploaded to iCloud ERP and LMS.
6. For each course, Students' Centric / Active Learning Activities (e.g. Wooclap / Quiz / Wooflash / Jig-saw etc.) – at least two activities per CO – are to be planned and implemented through LMS.
7. Student need to submit the scanned copy of own handwritten home-assigned through LMS. Course teacher may ask for submission of hard-copy of home-assignments for verification purposes (which will be returned to the students). The evaluation of HAs is to be done at LMS.

5.4. STUDENT CENTERED LEARNING / ACTIVITIES

To make better understanding / active learning / critical thinking, each course teacher must incorporate the following (at least TWO per CO in each class / course)

- a. Using of teaching-aids / Educational Videos / Simulations / Animations / Exposure or use of Virtual Labs etc.
- b. Wooflash / Wooclap / Jigsaw / Carousel Activity / Socratic Questioning / Debate / Group Discussion / Presentation by group of Students (solution of Home-assignment be discussed among peers / different groups)
- c. 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.
- d. Abstract writing on application of conducted experiment (in own branch / area of interest).



5.5 ATTENDANCE, SESSIONAL EXAMS AND MARKS

- 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.
- As per AKTU Ordinance, student need to attend all the classes (theory and lab, all) and must maintain 100% attendance. However, 25% attendance can be relaxed or condoned based on the reasons which are beyond the control of the student (example – medical / emergency etc.).
- Anyhow, student must maintain 75% attendance (cumulative, in all the courses – theory and lab – all) so as to appear in AKTU End Sem Exams (while, 70% in CAE-I and 75% in CAE-II). Failing to which, student may be detained from appearing in the AKTU End Sem Exams by the university (owing to shortage of attendance) and in internal exams (CAE-I and CAE-II), as well.
- Award of sessional marks (referring Teaching and Evaluation Scheme – issued by AKTU) for theory and lab courses will be as per following :

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) Through External Practical Exam
CT Marks (20 marks)	On the basis of CAE-I, CAE-II and PUT		CT Marks (30 marks)	On the basis of Continuous Evaluation and Quizzes	
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)	

- 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%.
- CT marks will be awarded on the basis of all the tests conducted (i.e. CAE-I, CAE-II and PUTs). Teacher's Assessment marks will be awarded on the basis of Attendance, Home-assignment and other Tests.

5.6 GUIDELINES FOR VALUE-ADDED / ADD-ON / CERTIFICATE PROGRAM / SELF-LEARNING ETC.

- 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.
- Additional classes (a slot of consecutive 2 lectures) concerned with Ability Enhancement Courses / Value-added Courses / Aptitude / Verbal Abilities / Personality Development / Skill Development etc. are to be provided as per following :

S. No.	Year (Odd + Even Sem)	Slot or Lectures per Week	
		AEC / LLL Courses (in the Class-room)	Value-added (offered by Own Dept.) May be in Class-room or Lab
1	I Year (All sections)	1 Slot of 2 Lectures in each section (total 2 lectures per week / section)	Nil
2.	II Year (All Sections)	2 Slots of 2 Lectures in each section (total 4 lectures / week / section)	1 Slot of 2 Lectures in each section (total 2 lectures per week / section)
3.	III Year (All Sections)	2 Slots of 2 Lectures in each section (total 4 lectures / week / section)	1 Slot of 2 Lectures in each section (total 2 lectures per week / section)

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3. For each of the Value-added Course / Certificate Program / Workshop / Trainings etc., certificate is to be provided on the basis of Attendance (signed by participants), Assessment and Feedback.

5.7 ERP and LMS RELATED WORKS

1. All the applicable / assigned / deemed works related to AKTU ERP / AMS need to be completed in due course of time that majorly include course-teacher allocation, batch/ section allocation, register creation, attendance uploading, exam form verification, marks uploading etc.
2. All the academic contents are to be uploaded to iCloud ERP and LMS, as well. Students Centric / Active Learning Activities (min. 2 per CO per course per section) are also to be conducted through LMS.
3. For each course, course teacher will conduct one quiz per CO through LMS (in each quiz => 10-20 short answer type / MCQs) – at the end of completing the syllabus of that CO. Further, home-assignments submission (by student concerned) and evaluation is also to be done through LMS.
4. Following are the major works to be taken care through ERP (iCloud) :
 - a. Uploading of Course-master (keeping same teaching load for a course offered in many branches)
 - b. Configuration of time-tables (all versions)
 - c. Updating of time-tables - as and when required (course-teacher, once finalized, can be changed only after written permission of Dean – Academics / Director).
 - d. Reporting / Registration of Students
 - e. Uploading of Students' Attendance on a regular manner
 - f. Uploading of Students' Performance data – as and when required
 - g. Reports Generation (as required)
 - h. Any other – as deemed / applicable / asked by competent authority

5.8 DESIRABLE AT DEPARTMENT AND FACULTY LEVEL

1. The desirable for faculty contribution / development in research / teaching and learning etc. at department level are as per following :

S. No.	Category	Desirable (minimum)
1	Publication of IPR / Research Paper / Article in SCI / SCOPUS Journal / Conference	2 per faculty
2	Interaction with outside world (Conference Chair / Resource Person / Expert Lecture etc.	1 per faculty
3	Completion of Online Course / FDP / Workshop / Seminar / Skill Learning etc.	1 per faculty
4	Organize FDP / Workshop / Seminar / Guest Lecture / Expert Lecture	>2 per semester
5	Industrial Visit	>2 per semester
6	Conduct of various activities / events / clubs / professional societies / chapters / project exhibition / celebration of days of national / international importance / curricular and extra-curricular activities and events / awareness sessions / newsletter / magazine / any other as deemed etc.	As applicable at department level

2. 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.



3. Effective utilization of GCET resources for students' projects, innovation, idea generation, multi-disciplinary projects, research projects, patents / publications, proto-type development, projects related to Indian Knowledge System (IKS) etc.
4. Any other as deemed (academically) / required as per AKTU / AICTE / NBA / NAAC manuals

5.9 GENERAL POINTS (may be notified separately also)

1. Wearing of valid identity card (issued by GCET) during institute working hours on all working days in entire GCET campus is mandatory for all the students.
2. Use of mobiles and other electronic gadgets (except permitted calculator) in class rooms, tutorials, labs and exams etc. is strictly prohibited. If observed using, gadgets including mobiles, will be confiscated and will be returned to the parents, subject to written permission of the HOD / Dean-Academics.
3. Orientation program (for newly admitted students / recruited faculty members) is to be conducted at department level by respective department.
4. 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 GCET website).
5. Each student is required to appear in all the conducted tests (CAE-I, CAE-II and PUT) mandatorily with full preparation so as to secure good sessional marks.
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 and/or Minor 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. 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.
11. 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).
12. Students are advised to take-up internship and project work in Indian Knowledge System related Areas / Topics / Disaster Management.
13. 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.



14. 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.
15. In case of any problem / grievance, students must approach to their assigned class coordinator / mentor / concerned authority 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.

6. ACADEMIC MEASURES, MONITORING AND ACTIONS # 2025-26

The academic measures, monitoring and actions concerned with 2025-26 for timely compliance by all the concerned ones are as per following :

6.1 GUIDELINES 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.
2. 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.
3. 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.
4. Suitable actions 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.
5. Referring to the report of surveillance report, non-conduct / delayed conduct of classes concerned / indiscipline activities etc. can be identified immediately and based on these observations suitable measures / action should be taken.
6. Quality of teaching – how faculty is teaching in the class – to be checked by respective HODs (1-2 classes of each faculty per semester). Maintain its records at department level (to be submitted at central level).

6.2 MEASURES TO IMPROVE ATTENDANCE AND ACADEMIC PERFORMANCE

1. Continuous and rigorous monitoring of timely conduct of all the classes.
2. Verification of maintaining the attendance register (ensuring completion of all applicable entries).
3. Monitoring of students' attendance and in case of deviation - remedial actions.
4. Timely submission of Home-assignments and its verification at department level.
5. Monitoring of Progress of Syllabus and conduct of extra / doubt clearing / revision classes for timely completion of syllabus.
6. Students securing <50% marks / absent / detained etc., are required to submit a solution of QP of CAEs (without choice) in a separate register.
7. Discussion of solution of question papers (CAE-I, CAE-II and PUTs) in the class
8. Verification of Evaluated Answer Sheets (of CAE-I, CAE-II and PUTs) at department level.



9. Preparation of Important 25-30 questions (5-6 from each unit) and contents – important with respect of AKTU End Sem Exams and its communication to all concerned students.
10. About 60% questions of CAE-I, CAE-II and PUTs may be from the Questions Banks / Important Contents.
11. Identification of weak and bright students and taken-care of suitable measures => 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). Discussing / solving questions of competitive exams (e.g. GATE etc.).
12. Providing extra lecture (1-2) per week for theory / lab courses for Revision / Doubt Clearing Class / Weekly or Unit Tests / Skill improvement etc. (as decided at dept level).
13. Conduct of “**Performance Improvement Classes**” (in last 1-2 weeks; after/before PUTs, as per availability of the time):
 - (a) Identify poor performing students; who obtained <40% marks in CAE-I, CAE-II and PUTs (in total), Absentees of PUTs; and / or having cumulative attendance <60% (till date); and / or earmarked by the respective course-teacher / HOD. In addition to these, any other student who want doubt-clearing revision, can also attend these classes.
 - (b) The classes of all the theory courses will be conducted (without merging of classes / sections) as per revised time-table. For each theory course, 6 lectures (3 slots @ 2 lectures) are to be provided.
 - (c) The orientation of the slot (continuous 2 lectures) will be :
 - ⇒ 20 Min : Elaborations / quick revision / doubt-clearing
 - ⇒ 60 Min : Answers’ writing by the student (in the register, during the class)
 - ⇒ 20 Min : Discussion on solution of questions – given to the students for writing (in the class)
 - (d) Emphasis is to be given on → One slot for One Unit (common sequence for each course; say : Unit-1 > Unit-2 > Unit-3 > Unit-4 > Unit-5) and → Solution of important 25-30 Questions (5-6 questions per unit), to be written by the students in separate registers.
14. Any other – as found / observed suitable based on feedback / observation / identified or suggested by the respective course teacher or department etc.

6.3 MONITORING AND ACTIONS

Conduct of Classes

1. Class-monitoring committee (lecture-wise), under the guidance of HOD will check / ensure timely conduct of all the classes. HOD will also ensure timely conduct of all the classes as per prescribed time-table.
2. Quality of class-room teaching is to be checked by respective / concerned HOD and for deviations / non-compliance, suitable actions are to be taken at department level.
3. Show-cause notices are to be issued at department level for all reported deviations / non-compliance (keeping Dean-Academic and Director in CC).
4. In case of regular reported non-compliances / deviations, suitable actions are to be taken for all such cases at department level (keeping Dean-Academic and Director in CC).
5. The same can also done through central level monitoring by any of the competent authorities.

Students’ Attendance

1. Entire attendance and other required / prescribed data (e.g. basic entries, lesson plan, marks data of CAEs and HA, students’ signature etc.) are to be maintained in prescribed attendance register.



- Attendance registers must be completed (till previous working day), as and when checked. HODs of concerned departments are requested to ensure availability and completeness of attendance registers.
- In this respect, verification is to be done at respective department level and, in case of deviations / non-compliances, remedial actions (including written explanation call) are to be taken at department level. Further, upon central level verification, suitable action will be taken by competent authority for non-compliance / deviations etc.
- All the course teachers are required to upload entire attendance data in iCloud ERP on a regular basis / same day. "Attendance Not Taken" report is linked with working days of an employee (salary / leave), so, any faculty member must not have any such pendency. Further, in case of pendency, explanation call may be issued to all the concerned course teachers by respective HODs for timely compliance etc.
- In case of repetitive / large numbers of "Attendance Not Taken" Report data, central authorities (Dean-Academics / Director) may also issue the notices / explanation call for necessary / timely compliance. In case of centrally issued explanation calls, forwarding comments of respective HODs will also be required.
- Monitoring of attendance is to be done as per following :

Monitoring Stage	To be done by	Supervised By	Monitored By	Action / Measure to be Taken
Daily / Weekly / Monthly	Compiled Attendance Record	All HODs	All HODs	Information to students and their parents (having AT<75%), maintain call / email records Once –students' sign on sheet and Twice – through depts
CAE-I and CAE-II	Compiled Attendance Record (as per Attendance Register)	All HODs	Dean-Academics	Detained Letters (two) are to be sent to parents of all detained students of CAE-I and CAE-II.

Students Performance

- Compiled Record of AKTU Result (Student-wise CGPA and Back Paper details)
- Compiled Record of marks obtained by the students in CAE-I and CAE-II is to be prepared and students' performance is to be analyzed.
- Timely submission of home-assignments and solution of question papers (marks obtained <40%, Absent)
- HODs of Engineering Branches will interact with the respective First Year students on a regular basis.

Measures for Debarring of Students

- Students whose attendance is less than the prescribed limit (say 70% in CAE-I) will be debarred from appearing in all subjects of CAE-I (similarly in CAE-II). No student will be detained in PUTs.
- The detained students will write the solutions of CAE-I and CAE-II in separate rooms (assigned by the exam cell). These answer sheets will be handed-over to concerned course teacher on the same time (keeping its record separately) for evaluation and marks obtained in this evaluation will be considered as per following :
 - For Award of Sessional Marks : Only when students' compiled attendance (till the end of the semester) remains $\geq 75\%$ (if attendance remains $< 75\%$, then these marks shall not be considered).
 - For identification of weak and bright students and computation of attainments.
- The marks obtained / performance record of these detained students will be compiled separately and will be monitored at department level. Such performance records with measures are to be communicated to the Dean-Academics and Director in due course of time.



Communication with Parents

1. Compilation of students' attendance
 - a. First two weeks' attendance and getting signature of students on compiled attendance record
 - b. Prior to CAE-I, CAE-II and PUTs
2. Compilation of students' performance
 - a. AKTU Result available (till date); CGPA and Back Papers
 - b. Marks Obtained in CAE-I, CAE-II and PUTs (if possible)
 - c. Status of HA submission (First – within a week after CAE-I and Second - prior to PUTs)
 - d. Absentees Record of CAE-I, CAE-II and PUTs
 - e. Detention data of CAE-I and CAE-II
3. Communication / Information of Students' attendance and performance to their parents and maintaining the concerned records (**Mode of communication # Mobile Call** (preserve call log) / Email / Whatsapp etc.):
 - a. **Communication-1** (in third week of commencement of classes) : Information about students' attendance of first 2 weeks' and Status of AKTU Result (CGPA & Back Papers) – as available till date
 - b. **Communication-2** (during CAE-I) : Information about students' attendance, detention and absenteeism of CAE-I, Status of HA submission and any other information
 - c. **Communication-3** (during CAE-II) : Information about students attendance, detention, absenteeism of CAE-II and Marks Obtained in CAE-I, Status of HA submission and any other information
 - d. **Communication-4** (during PUTs) : Information about students attendance, detention, absenteeism of PUTs and Marks Obtained in CAE-I and CAE-II, Status of HA submission and any other information
4. Preparation of **Detained Letters** (of CAE-I and CAE-II) in 3 copies and sending these to respective parents in due course of time (first copy – to post; second copy – to student and get its receiving on third copy, keep record of 3rd copy / receiving copy in a file).
5. **Dispatching of detained letters** (two; first of CAE-I and second of CAE-II). If time permits, another third letter may be dispatched for probable detained students.
6. **Auditing of detained / dispatched letters** : All the dispatched letters (3rd copy – on which students receiving has been obtained – are to be maintained in a file (list as prescribed and students' receiving copy in the order of the list) for CAE-I, CAE-II and all others
7. Conduct Parents-Teachers meeting and show the overall performance of the student (in Internal assessments and in AKTU End Sem Results), evaluated answer sheets of CAEs/PUTs and Home-assignments concerned (get signature of parents on evaluated answer sheets, along with student)

In addition to above depicted and elaborated points, any other measure / action as decided by the respective course teacher and/or department may be taken to improve students' attendance and overall academic performance. Entire record keeping and documentation is to be done on a regular basis at respective department level. All the HODs are requested to provide the concerned records / data to competent authority, as and when requested for same.

7. Continuous Assessment of Theory and Laboratory Courses

The general structure / procedure for continuous assessment of Theory and Laboratory courses is as per following :

1. Galgotias College of Engineering and Technology is an affiliated institution. Hence, the curriculum is prescribed by its affiliating university, i.e. Dr. APJ Abdul Kalam Technology University (AKTU), Lucknow, UP



- The teaching and evaluation scheme of any program – as prescribed by AKTU – has two type of courses i.e. Theory Courses and Laboratory Courses.
- A theory course has total marks of 100 (credits may vary from 2-4); out of which 30 marks belongs to internal assessment (theory sessional) and 70 marks are awarded on the basis of evaluation of AKTU End Semester Examinations, conducted by AKTU at the end of the semester (result is declared by AKTU).
- A laboratory course has total marks of 50 (credits may vary from 1-2); out of which 50 marks are awarded through internal assessment (Practical Sessional) and 50 marks are awarded on the basis of External Practical Examinations, conducted at the end of the semester by AKTU.
- Award of sessional marks (referring Teaching and Evaluation Scheme – issued by AKTU) for theory and lab courses is be as per following :

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) Through External Practical Exam
CT Marks (20 marks)	On the basis of CAE-I, CAE-II and PUT		CT Marks (30 marks)	On the basis of Continuous Evaluation and Quizzes	
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)	

- CT marks of a theory course are awarded on the basis of all the tests conducted (i.e. CAE-I, CAE-II and PUTs). Teacher's Assessment marks are awarded on the basis of Attendance, Home-assignment and other Tests.
- For award of sessional marks of laboratory course, continuous lab evaluation is being done. Each experiment work is evaluated on a scale of 10 marks (Lab Record = 4 Marks; EIA = 3 Marks; Viva = 3 Marks). Later, CO-wise marks of concerned experiments (performance) are computed (average of students performance in each concerned experiment). CO-wise Lab Quiz / Viva may also be conducted. The concerned rubrics are :

Rubrics for Lab Record		Rubrics for Experiment Interpretation and Analysis (EIA)		Rubrics for Viva-voice		Attendance Marks (Say – out of 20)
4	Data and written material is correct	3	Very Good-outcomes written meticulously aligned with experiment title	3	All correct answers	20 Marks: Attendance in Regular Practical sessions $\geq 90\%$
3	Minor correction in data and written material	2	Good- outcomes written with few mistakes in the statements but are relevant to experiment title	2	Correct answers but with assistance	18 Marks: Attendance in Regular Practical sessions $\geq 80\%$, but $< 90\%$
2	Major Corrections in data and written material	1	Poor-Neither outcomes are written properly, nor relevant to experiment title	1	Partially correct answers	16 Marks: Attendance in Regular Practical sessions $\geq 70\%$, but $< 80\%$
1	Written material is available without data	0	Not Written	0	Not answered	14 Marks: Attendance in Regular Practical sessions $\geq 60\%$, but $< 70\%$
0	Record not submitted					

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8. Work Related to Slow / Fast Learners or Weak / Bright Students : 2025-26

All the course teachers are requested to ensure the compliance of following so as to improve the academic performance of weak and bright students of programs / courses / classes concerned :

Criteria for Identification of Weak Students / Slow Learners and Bright Students / Fast Learners

S. No.	Type	Dept	For All Programs / Courses – Odd Sem	For All Programs / Courses – Even Sem
1	Weak Students	First Year	On the basis of students' PCM / performance in Assessment Test / CAE-I (say - 40% or less)	Having either Back Paper or SGPA < 6 in University End Sem Result of Sem-I
		Dept	Having either Back Paper or SGPA < 6 in Univ. End Sem Result (till previous semester) or having CT marks (say <60%) of all the theory subjects of missing semester (AKTU Result Not available)	
2	Bright Students	First Year	On the basis of students' PCM / performance in Assessment Test / CAE-I (say - 75% or more)	Having NO Back Paper and SGPA > 8 in University End Sem Result (Sem-I)
		Dept	Having NO Back Paper and SGPA > 8 in latest available Univ. End Sem Result (Sem / Session)	

NOTE : List of Weak and Bright Students may comprise of about 20-30% of total students (based on lowest / highest performance respectively (at entire / Year // Program, Branch and Sem level). Such list will be provided by respective HODs. Further, concerned faculty may add any student in the list, based on his / her feedback / class performance. These lists may be updated during the semester as per the performance of the students in various assessment components of the respective course.

Suggested Actions to be taken to improve the academic performance of Weak Students / Slow Learners

- Conduct of Revision / Doubt Clearing Classes
- Discussing basics and fundamentals of the subjects / courses concerned
- 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)
- Providing help for vocabulary of technical words
- Conducting Revision Tests
- Any other as decided by respective department / course teacher concerned

Suggested Actions to be taken to improve the academic performance of Bright Students / Fast Learners

- Asking to solve entire question bank
- Asking to solve difficult questions of University (AKTU) End Sem Question Papers
- Providing more practice questions
- Providing few questions of competitive examinations (e.g. GATE questions of courses concerned)
- Any other as decided by respective department / course teacher concerned

The criteria, quantity of weak / bright students and measures / actions to be taken (as mentioned above) may be updated by respective department through discussion and approval of concerned DAC. Further, all the concerned are also requested to do all related record keeping.

(Signature)
(Dr. Brijesh Singh) 28/04/2026
Director (Officiating)

Copy for information and necessary action to :

- Hon'ble Chairman and CEO sir
- All the Deans and HODs, COE
- IQAC, Registrar, ERP, Accounts, Library