



CURRICULUM PLANNING # 2024-25

I. 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.

II. TEACHING LOAD AND TIME-TABLES

- Teaching load and time-tables (class-wise / personal and lab-wise) are to be prepared and notified to the concerned ones for necessary compliance.
- 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. The course allocation may be based on expertise / teaching interest / subjects of interest / subjects taught in previous session with satisfactory or good feedback.
- 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.
- Concerned subject teachers / subject head prepares the contents of course-file which are to be reviewed / approved by respective DAC / HOD. All the approved course-contents remain available to the students for self-study / revision etc.
- Allocation of teaching load => Exclusive Lab or Exclusive Final Year courses should be avoided.

III. 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.
- 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
Day-wise // Weekly	# Footfall report of previous working day # Compiled Attendance Record (till previous Friday) # to be shared by ERP	All HODs	All HODs	# HODs should do all needful # Weekly - Call to parents through Class-coordinator (having AT<75%) # Maintain call record

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

3. Referring Teaching and Evaluation Scheme – issued by AKTU, the scheme of assessment and award of marks (theory and lab courses; of 100 marks) will be as per following :

Theory Course (say 100 marks)			Lab Course (say 100 marks)		
Internal Assessment (30 marks)		External Assessment (70 marks) Through AKTU End Sem Exams	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)	

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 (CAE-I, CAE-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. Teacher's Assessment marks will be awarded on the basis of Attendance, Home-assignment and other Tests.
6. Students' performance (marks obtained in exams, attendance, absenteeism in CAEs / PUTs, submission / non-submission of home-assignments etc.) is to be communicated to the parents concerned – at the time of call connected either by class-coordinator or by central call center.
7. Conduct Parents-Teachers meeting and show evaluated answer sheets of CAEs/PUTs and Home-assignments concerned (get signature of parents on evaluated answer sheets, along with student)

IV. 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.



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. At respective department level, timely conduct of all the classes as prescribed in the time-table is to be monitored through department-level **CLASS MONITORING COMMITTEE**.
6. 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.
7. 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).

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

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.
2. Personality Development Programs are to be inculcated in the time-table itself.
3. Assessment of Aptitude, Verbal Abilities, English and Technical (including Coding) is to be done on a regular basis wef first year.
4. Two lectures per week are to be provided in II and III year for value-added courses of (English-I and II and Aptitude and Reasoning-I and II). Its slots / time-table will be prepared in consultation with concerned I/c.
5. Further, at least one course per semester (III / IV / V / VI) in II and III year is to be offered under this category by the department also. The slots of 2 lectures for this VA Course will be => Tuesday – III+IV Lecture (across all the depts – to permit study of VA courses among other depts' students – preferably among circuit branches)
6. 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.

VI. MEASURES TO IMPROVE ACADEMIC PERFORMANCE

1. Subject or Course Coordinator

- a. Will take care of all the academic affairs related to the subject / course concerned (theory / lab) 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).

- b. Teaching of course contents / progress of syllabus etc. should be similar in all sections (concerned with the course) – as per finalized teaching / lesson plan.

2. Preparation of Academic Content File

- a. The contents of academic content file (as mentioned hereunder, one per course / subject) will be prepared by all the faculty members teaching the subject concerned (including course or subject-coordinator) combinedly under the supervision of First Year Coordinator / respective HOD and Dean-Academics. These contents are to be evaluated / audited for quality by respective HOD and will be made available to the students through ERP / Web-site.

For Theory Course → Cover-page, Teaching and Evaluation scheme, Syllabus, Statement of COs and CO-PO/PSOs Mapping, CO-wise Syllabus, Lecture Plan, Closing and Opening report based on CO-attainment / observation / feedback / measures to be taken, CO-wise Questions Bank (15-20 questions per CO), CO-wise Home-assignment, Study Material or Class-Notes (Lecture-wise), List of Books / MOOCs Courses / related Self-learning material and Model questions / contents (20-30 Nos., from entire syllabus, on the basis of previous years' AKTU End Semester Examinations).

For Lab Course → Cover-page, Teaching and Evaluation scheme, List of Experiments prescribed by AKTU, Statement of COs and CO-PO/PSOs Mapping, CO-wise List of Experiments to be conducted, Lab Conduct Plan, Experiment-wise Viva-questions, Lab Manuals (Experiment-wise), List of Books / Virtual Lab / related Self-learning material.

- b. In general, one CO represents one unit of syllabus (theory course). There should be 5 COs in the theory course, while in the lab course, there should be 3 COs.

3. Student Centered Learning / Activities

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

- a. Using of teaching-aids / Educational Videos / Simulations / Animations / Exposure or use of Virtual Labs etc.
- b. 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.

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4. Home-assignments

- a. In each through course / subject - there will be 5 CO-wise home-assignments (having 2-3 question in each home-assignment)
- b. Each student has to submit own hand-written solution of respective / assigned questions (for each home-assignment) in the prescribed register.
- c. Questions of home-assignment will vary from one group of students to another group (so that solution of entire questions bank can be ensured).
- d. While solving the questions of home-assignment, first paste / write the questions as assigned / to be solved; and then start writing solution from next page.
- e. While writing the solution, special attention is to be given to spellings, formula, abbreviations, units of measurement, conversion of given values in proper units – as to be used in the formula, boundary conditions, special tricks / methods, calculations, length of answer or solution, mentioning of unit in answer (as asked in given question) etc.

5. Class-coordinator

- a. Will take care of all the affairs / works related to assigned class (students) which are not limited to compilation / record-keeping of attendance and marks, communication of attendance / marks / AKTU result to respective students / parents, preparation and dispatching of letters (including detained letters), mentoring, getting signature of students on prescribed lists, compilation of contact details (email, mobile, address), exam form / enrolment forms related works and as deemed / assigned by competent authority.

6. Student's Work

- a. Each students will maintain registers (of approx. 120 pages) for different academic works of subject concerned (separately for each course / subject) as per following :
 - (i) Register for Class Notes
 - (ii) Register for Home-assignment
 - (iii) Register for solution of CAEs / Model Questions (by those who will be absent / detained / UFM / scored less than 50% marks in any conducted exam - CAE-I / CAE-II etc.)

7. Other Measures

- a. Continuous and rigorous monitoring of timely conduct of classes and students attendance with all suitable measures
- b. Verification of timely submission of Home-assignments and its evaluation at department level.
- c. Monitoring of Progress of Syllabus and conduct of extra / doubt clearing / revision classes for timely completion of syllabus.
- d. Discussion of solution of question papers (CAEs) in the class
- e. Verification of Evaluated Answer Sheets (of Sessionals and PUTs) at department level.
- f. About 60% questions of Sessionals may be from the Questions Banks.

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- g. 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.).
- h. Calling to parents of absentees of CAEs on the same day of exam, short attendance, poor performance etc.
- i. Providing extra lecture (1-2) per week for theory / lab courses for Revision / Doubt Clearing Class / Weekly Test / Skill improvement etc. (as decided at dept level)
- j. Dispatching of letter to parents (based on poor performance / attendance etc.)
- k. In B Tech – I year, formation of sections within the branch will be after sorting students first PCM-wise (descending) and then Alphabetically (within the branch only).
- l. Any other – as finalized at department level / followed in other depts or first year / asked etc.

VII. ADDITIONAL MEASURES FOR B TECH – I YEAR (under the responsibility of Dean-Academics)

1. Students of B Tech – I year will not be permitted to participate in any of the activities of clubs / professional societies / chapters etc. However, First Year Coordinator / Dean – Academics / Director will notify separately – if B Tech – I Year students will be permitted to participate in any of the activities / events.
2. Finalization and freezing of B Tech – I year faculty (depute good faculty members irrespective of senior faculty / professor etc.) – as suggested by First Year Coordinator / finalized by Dean-Academics / Director
3. Updating of Academic Contents
4. Bridge Course Classes (Physics, Chemistry, Maths, English etc.) during Induction Program
5. Conduct of Assessment Test (just after induction program)
6. Regular monitoring of students' attendance and suitable measures to improve it.
7. Just after CAE-II → Identification of about 200 low-performer students (2+2 sections); conduct of revision / doubt-clearing classes for these students separately (extra-time) and repetitive writing of solution of question papers (CAE-I, CAE-II and PUTs) and important contents / questions (20-30 per course).
8. Any other – as found / observed suitable based on feedback / observation (whose information will be given to the authorities concerned)

The adoption / implementation of these measures (as mentioned in Point VII) in the department is optional and as per the description of the HOD / Dept concerned.



VIII. 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

IX. GENERAL POINTS (to be notified separately to the students)

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. 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).
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).

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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 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.

(Dr. Brijesh Singh)

Dean - Academics

Copy for information and necessary action to :

1. Hon'ble Chairman, Hon'ble CEO
2. Director
3. All the Deans and All the HODs