INSTRUCTION MANUAL
(Guidelines & Standardization)
FOR
ACADEMIC PROCESSES

IQAC

Eshan College of Engineering

(Approved by AICTE, New Delhi, Affiliated to Dr. A.P.J Abdul Kalam
Technical University, Lucknow)
Sahzadpur Pauri, NH-2, Agra-Mathura Highway, Mathura-281122, Uttar
Pradesh

(College Code 471)

ESHAN COLLEGE OF ENGINEERING, FARAH

College Code 471

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Instruction Manual
for
Academic Processes

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1. Academic Calendar

Academic calendar of Eshan College of Engineering is to be prepared in accordance with the guidelines of AICTE, New Delhi and the Dr. A.P.J. Abdul Kalam Technical University (affiliating university). Preparing Academic Calendar is the most crucial activity as it is the first communication with all the stakeholders regarding academic and administrative scheduling for the entire session (semester). A well-planned academic calendar and its adherence has a huge impact on the outcomes. The academic calendar is prepared at the commencement of each semester (January/July of each year). Academic calendar is to be prepared based on the University academic calendar, considering other academic as well as non-academic activities of the Eshan College. The processes to be followed is as below:

- Dean Academics will request all the departments for sharing the dates of events which are being planned at the institute level for the upcoming semester. Based on the university academic calendar and the inputs received, the Dean Academics is requested to prepare the first draft and discuss it with the Director/Registrar/Dean Students Welfare.
- While preparing the Academic calendar it is to be ensured that it contains all information and dates regarding commencement of classes and last day of teaching, date of internal and external examinations and major events at the institute level such as annual cultural and technical fest and sports event, etc. to be held during the semester, the holidays are also to be included in the academic Calendar.
- Dean Academics to convene a meeting in the presence of the Director and Registrar, Deans, with all the HoDs, Functional Heads & the management representatives; where the draft of the academic calendar is placed for the suggestions and approval.
- After the approval, the academic calendar is to be disseminated among the students, staff & faculty members, and internal stake holders through email by the Dean Academics of the college. Same is also to be uploaded on college website as well.
- All academic and Non-academic departments are to ensure proper adherence to the academic calendar.

Once the academic calendar is finalized, approved and disseminated, no change is permitted. However, in case of any unprecedented circumstances, natural calamity or a sudden holiday, the Director can warrant the change.

2. Preparation of Nominal Roll, Attendance Sheets and formation of Sections/ Groups

The departments shall prepare the nominal roll (Annexure-I). The nominal roll then shall be shared and verified with the registrar office. After finalization the departments are required to prepare attendance sheets (Annexure-II). The division of sections are formed. The sections for tutorial and labs are to be formed from 2nd year onwards. Grouping to be done in following manner:

Tutorial: Groups are to be formed as per university roll number. For odd number of students, the group A should have one more student compared to group B.

Labs: Groups to be formed as per roll number, in a multiple of 30 students and one faculty member and lab instructor is to be assigned for each lab group.

For simulation/software-based labs; here should not be more than two students per computer. (Ideally each student is allocated on one computer).

The attendance sheets are to be prepared as per Annexure-II. The attendance sheets should be shared with all the faculty members at least 3 days prior to the commencement of the semester.

3. Choice of Electives (Open/Departmental/Science based)

The University syllabus includes three types of elective courses viz open electives, department electives and science-based electives. The elective subjects are run in accordance to the guidelines from Dr. A.P.J. Abdul Kalam Technical University. The electives should be floated among students for their choice and selection, at least 1 month before the commencement of the semester. The department should organize a presentation for the students preferably by the faculty interested in taking these electives, to share the course objectives, learning outcomes and scope of each elective. The elective choices shall be taken as per the format in Annexure III (A).

The finalization of these electives must be done 15 days prior to the commencement of the semester and elective groups to be formed and displayed on the notice boards and mailed to the students. The attendance sheets of the elective groups are also prepared accordingly.

The students shall be allowed to change their electives as per the ordinance of the Dr. A.P.J. Abdul Kalam Technical University i.e latest by 15 days from the commencement of the semester. After 15 days, no request shall be entertained and the list is to be finalized (Refer Annexure III (B)).

4. Course allocation to faculty members

List of subjects to be taught in upcoming semester is to be circulated from HoD office among all faculty members of the department; one month before the commencement of the new semester.

- The faculty members have to fill the subject choices as per their preferences *(Refer Annexure IV).*
- HoD in consultation with faculty will allot the subjects to the faculty members, based upon the filled choices.
- Subject allocation process should be completed at least 10 days prior to the commencement of the new semester.

5. Load chart and Time table preparation

- The departmental time table coordinator in consultation with the HoD will prepare a load chart based on the subject allotted and get it reviewed in presence

of faculty members in a meeting *(Refer Annexure V)*. While preparing the Load chart the guidelines issued as per the cadre to be ensured. A copy of the load chart is the sent to the office of Director/ Dean Academics for the approval.

- After approval, Time table coordinator will notify each faculty member about their subject allocation & in case of any issue, faculty members have to bring it to notice of HOD within two days.
- Once Teaching Load is finalized; time table coordinator will prepare the time table in accordance to the final teaching load and same is to be approved by the HOD *(Refer Annexure VI)*.
- After the approval, time table coordinator will publish the same on LMS, departmental notice boards. Also, the same is to mailed to students, faculty members, Lab staffs and all concerned.
- The time table coordinators are supposed to prepare a file having all the relevant documents involved in the process. Any future changes in the timetable should not be done without the approval of HoD. Time table coordinator should keep a record of all such changes with the effective date of change, in the same file.

6. Mentor-Mentee distribution

The department should assign a mentor to each student before the commencement of the session and maintain a record of the same. The list is to be circulated among the students and shall be displayed on the departmental notice board. The preferable ratio of mentor-mentee to be kept below 1:20 as the Institute follows the faculty-student ratio of 1:20, defined by the AICTE, New Delhi. During first year, Class coordinators are expected to mentor the students of their respective sections. However, from second year faculty members from the parent department should be appointed as mentor, who shall remain associated with the student till he/she completes the program of study. The mentor can only be changed in case the old mentor leaves the system. For other special cases, the departmental HOD may make necessary changes as deemed fit to the situation. The mentors are expected to keep the record of their mentee, including their personal information, performance in academics, soft skill and technical skill trainings, counselling records, placements, etc.

The mentors are expected to meet their mentees fortnightly. Departments may provide a Mentor-mentee slot in the timetable itself to ensure better communication and connect. The records of Mentor-mentee meeting are to be documented properly.

7. Course Delivery

Being affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, the semester wise evaluation scheme and syllabus for every program is designed and reviewed through the University itself. However, the gaps in the curriculum may be identified by the academic departments and the findings may be shared with the University, through the Registrar's office and IQAC. The L-T-P mentioned in the evaluation scheme is to be strictly adhered. However, department may provide extra lecture slots in the time table

for the effective delivery of difficult courses. The delivery may be held offline or in online mode subject to the discretion of the director. The course delivery plan should be prepared before the commencement of classes and tentative mode of delivery is also to be mentioned in same.

The classes are to be held in the designated classrooms/tutorial rooms as per the class time table. Also, LMS, GOOGLE CLASSROOM etc or as specified by the Institution must be used for administration, documentation, tracking, reporting.

Faculty members are expected to:
- Start & finish the lecture as per the scheduled time.
- Take attendance in every lecture and as a process, the same should be marked timely on daily basis.
- To share the contents related to the topic being discussed, with students a day or two days before the scheduled class, in the form of PPT or PDF notes.
- Make the class interactive by asking questions to students and take sufficient quizzes and assignments for better assessments.

8. Course file development

The faculty members are required to make course files of all the courses they are teaching in a semester. The preparation of the course file shall be initiated before the commencement of the semester. There should be one course file for each course. The section wise details/documents must be included in the single course file for every course. The Index and details of course file should be maintained as per the prescribed format **(*Refer Annexure VII*).**

The course files are to be reviewed by the course file committee, formed at the department level, at least twice during the semester. Once the semester is over, the course files must be submitted at the HoD office after being reviewed by the course file committee.

9. Lab Delivery

A faculty member must be appointed as the Lab in Charge for a particular lab. Similarly, each lab must have a designated Technical Assistant who is responsible for all the academic activity in that lab.

Lab conduction during the semester will be done as follows:
- ***Equipment Check and Manual Updating-*** Before the commencement of the semester, an equipment check of the entire lab must be done by the Lab In-charge and the technical assistant. The faculty member assigned for the lab course in the particular Lab must be familiar with the existing facility, also it is preferred that the faculty involved in the lab course, performs all the experiments in the lab before the commencement of the semester. The Lab Manuals and Standard Test Results are to be re-evaluated and updated if required. The updated manuals are

to be mailed to the student groups for the future reference. *(Refer Annexure VIII(B))*

- *List of Experiments-*The faculty members along with the respective lab in charges should form a list of experiments as per the university curriculum. The Lab in charges should also include the additional (beyond the syllabus) experiments, based upon the gaps identified for the lab course; consented through the departmental academic committee (DAC).

- *Division of Groups-*The entire class is to be divided into 2 to 3 groups, depending upon the total strength of the class. The lab involving the sessions on hardware/ practical kits can comprise a total of about 30 students, further divided into sub-groups having a maximum of 04 students. The software-based labs being an individual activity, can comprise a total of about 30 students.

- *Lab Delivery Schedule-*The faculty members involved in lab sessions are expected to explain the course outcomes of the Lab course and share a lab delivery schedule to the students, along with tentative dates of the practical to be performed groupwise. The students are advised to go through the manual of the scheduled experiments before coming for the lab session.

- *Lab Delivery*- Each lab session should be according to the time duration as assigned in the university curriculum. The instructor should explain the experiment with its conceptual background and the procedure in detail. The instructor should help the students to take experimental readings and do the related calculations to obtain the result of the experiment. In the software-based experiments, the instructor shall explain the algorithm / command instructions with some arbitrary data to obtain the results.

- After the instructions of the instructor, the students shall perform the experiment to obtain 3-5 observations and try to achieve the results with the explained procedure under the supervision of the instructor. In the software-based labs, the students attempt to do as instructed preferably with different data sets. It is advisable that the students should get their observations, related calculations and tentative results checked by the faculty.

- *Lab Records-* The students are expected to submit the practical report of the conducted experiment in the assigned format along with the readings, connection diagram, related calculations, obtained results and conclusion. The students are also expected to attach pic of any graph/ response on the same file. The practical report submitted within the stipulated time will be awarded as per the policy.

- **Internal Assessment-** Internal Assessment of Lab courses is to be done throughout the semester. A Matrix is to be maintained by the faculty member for each student and each group *(Refer Annexure VIII(C))*.

10. Lab file development

The Lab In charge and the instructors together are required to develop a lab course file for the respective labs they are engaged with. The preparation of the lab course file shall

be initiated before the commencement of the semester. There should be one lab file for each course. The group wise details/documents may be included in the single course file for every lab. The Index and details of lab course file should be maintained as per the format. **(*Refer Annexure VIII(A)*)**

The lab course files are to be reviewed by the Lab In-charge/course file committee, formed at the department level, at least twice during the semester. Once the semester is over, the lab course files must be submitted to the HoD office; duly reviewed by the course file committee/Lab In-charge.

11. Seminar Conduction

As seminar is the part of the curriculum, department has to appoint seminar coordinator for the conduction of seminar. The seminar coordinator has complete information/responsibility of every process related to the seminar. The Process flow for the conduction of Seminar should be as follows:

- Seminar coordinator is to collect recent topics from the faculty members of the department. The same should be displayed on the noticeboard and mailed to the students as well, to encourage them in selecting appropriate topics for seminar.
- Finalize the seminar topics of each student.
- Conduction of the Introductory session about detailed process of the seminar
- Finalize the presentation schedule as per the timetable and ensure the adherence to the same.
- After the presentation, student should submit the first draft of report.
- Checking of the first draft and returning it to the student.
- Final Submission of report by student.

Rubrics to be used for the Evaluation process of Seminar Presentation and report.

12. Final Year Projects

As per the curriculum prescribed by the Dr. A.P.J. Abdul Kalam Technical University, every student has to undertake a final year project during their final year. The students have to select projects of their choice in consultation with faculty members. Execution of these projects help in the development of independent thinking, organizing various elements of work in the project and finding solutions to problems. These projects should inculcate creativity, interactive learning and explore innovative mind among students. It is obvious that the execution of these projects will help the students to transform their mindsets as life-long learners and innovators.

The steps to be taken in this regard are listed below:

1. Constitution of a Departmental Project Committee (DPC) comprising of the DPC Head & senior faculty members. The role of DPC would be to mentor and monitor project development/progress among students and to inculcate a scientific and research environment in the department.

2. Projects for all students are to be placed/executed/carried out at campus in designated project lab to encourage better project-based learning and cooperation/teamwork with their group members.
3. Encourage participation in conferences, Tech fests and project exhibitions.
4. Personal mentoring and guidance by the project supervisor throughout the span of the project.
5. Scope must be explored for publishing eligible results of projects in the journals.

Identification of Projects and allocation Methodology to the Faculty Members
1. At the beginning of the semester, the list of previous year projects should be displayed on the notice boards giving an idea to the students about the projects done in department so as to encourage students to further carry the previous works.
2. The list of the faculty members along with their area of expertise and technical skills should also be displayed, so that the students can interact with the faculty members and discuss feasibility of their topic. In case the idea of the group is not feasible, then the faculty can assist and suggest the modifications/ new project idea.
3. Once mutually decided between faculty and students, the student group of not more than four members have to submit their project statement to Departmental Project Committee, along with the name of the proposed supervisor in the prescribed format. **(*Refer Annexure IX (A)).*
4. The Departmental project committee would then schedule the presentation of the students' groups for the evaluation of the project ideas.
5. Once the project idea is approved, the guide allocation should be done. The department should have a policy of allocating maximum 03 (preferably 02) projects to a faculty member.

Internal Assessment: The Internal Assessment of Project is based on the presentations given by the students before the Departmental Project Committee in the presence of the respective supervisors as and when scheduled by DPC. Usually, the first presentation should be held within 3 weeks from the commencement of the semester and then the periodic review presentations should be held on monthly basis. The continuous internal assessment of the students can be done on the following parameters using rubrics.

Attributes During 1st Presentation	
Sr. No.	**Performance Indicator**
1.	Literature Survey
2.	Abstract & Depth of Knowledge
3.	Presentation
4.	Software Work

Attributes During 2nd Presentation	
Sr. No.	Performance Indicator
1.	Design and analysis
2.	Implementation strategy
3.	Expected Result
4.	Presentation
Attributes During 3rd Presentation	
Sr. No.	Performance Indicator
1.	Implementation /Execution
2.	Results
3.	Final report (as per AKTU Format)
4.	End Semester Presentation

Process to assess individual and team performance
- Supervisor must regularly evaluate student's performance: satisfactory / unsatisfactory progress and before every presentation provide remarks in the project review report as per **Annexure IX (B)**.
- Project presentation must be scheduled once in every 45 days by the Departmental Project Committee in presence of the Supervisor. At least three members of DPC should be present in each presentation.
- The presence of the entire group is mandatory during the scheduled presentations.
- Each individual and team is to be evaluated on the basis of the project presentation, the viva voce, the project progress and active participation in project work as observed by the supervisor.
- Final project demo for the working prototype and the report shall be presented to the Departmental Project Committee in presence of the Supervisor for final evaluation.

13. Industrial Training/ Internship/ Mini Project

As the part of Dr. A.P.J. Abdul Kalam Technical University curriculum, every B.Tech student has to go through a mini project/internship of 3-4 weeks during the summer break (June-July), after 2nd & 4th semester of study and a 4-6 weeks industrial training during summer break after 6th semester. The assessment of mini project/internship or Industrial training is held during the odd semester of the session. The internship policy given by AICTE should essentially be followed while arranging/ assessment of the internships/ industrial training of the students. Students are assessed based on their key learnings/skill developed during the mini project/internship or Industrial training. The marks for assessment are as follows:

Course Type	Assessment Type	Remarks
Mini Project or Internship Assessment	Internal	The Mini Project or internship (3-4 weeks) conducted during summer break after II semester is assessed during III semester
Mini Project or Internship Assessment	Internal	The Mini Project or internship (4 weeks) conducted during summer break after IV semester is assessed during V semester.
Industrial Training	Internal	The industrial training (4 weeks) conducted during summer break after VI semester is assessed during VII semester.

- **Industrial Training process:** One faculty member from the department should be appointed as the coordinator for Industrial training; to whom the students have to submit the details of their Industrial training. **(*Refer Annexure X)*
- **Process of Industrial Training Assessment:** The students should get their trainings finalized after due approval from the coordinator. The coordinator should ensure that the students join appropriate organisation for internship/industrial training. In case, the student is not able to arrange the training, the coordinator should help the students and may involve department HoD and Central Placement Cell for finalizing the training. A committee consisting of 2-3 faculty members is formed who assess the performance of the students during the presentation. The presentation is conducted on scheduled dates in front of all students and the committee members.
- Assessment would be done with the help of the following matrices:
  Rubric 1: Organization of Industry and Skill Enhancement
  Rubric 2: Report Writing (the format shall be provided by the coordinator)
  Rubric 3: Oral Presentation
  Rubric 4: Hand book

14. Monitoring of lecture delivery

The department shall form a committee of three members including HoD, one professor and the subject expert for monitoring classroom delivery of each course which should be monitored at least once in a semester.

An academic monitoring team may be formed at the department level, constituting of HoD and Professors in the department. The academic monitoring team should have the rights to enter any class and check the class conduction.

Monitoring of the interdisciplinary courses is to be done by the parent department. The observations during the delivery in class should be followed by the discussion with the respective faculty member and the same to be recorded as per the *Annexure XI*. The purpose of mentoring and discussion is solely to improve the lecture delivery in class. The committee should provide an unbiased feedback / comments to the faculty. The

feedback, discussion and the related documents **(*Annexure XI)*** should be kept confidential in HoD's office.

15. Attendance Monitoring of students

As mentioned earlier in course delivery, the faculty members have to put the daily attendance of students on regular basis leaving the College. Few of the checkpoints of monitoring attendance by the departments are enlisted below:

- The letters to the non-reporting students must be sent to the respective parents'/guardians on 4th day from the commencement of the semester.
- The attendance of all the students must be displayed on departmental notice board, monthly.
- As per the ordinance of university, 75% attendance is mandatory in lectures, tutorials & labs. The attendance against co-curricular and extracurricular activities shall not be counted in this 75%.
- Before each internal exam (CTs & PUT) letters are to be sent to detained students.
- The letters are also to be sent to the students, detained in the external examinations.

16. Preparing Detained List

Detained list is to be prepared a day before the commencement of each examination (CT1, CT2 & PUT) as per the ***Annexure XII***.

The following points need to be taken care while preparing the detained list:

- Minimum attendance mandatory for appearing in CT1: 75%
- Minimum attendance mandatory for appearing in PUT: 75%
- A relaxation of 10% for CT1 and 15% for PUT may be given based on the medical grounds with proper proofs. This should have the approval of Dean/Director of the Institute.
- The detained list should be followed by sending letters to the parents of the detained students
- The guidelines provided by the university are to be followed.

17. Syllabus Coverage

Syllabus coverage for all the courses including labs is to be taken on monthly basis. ***Annexure XIII*** is to be followed while collecting the syllabus coverage. Syllabus coverage must be followed by the action plan for slow going courses.

18. Feedback of Stake Holders

The college has a well-established system of collecting, analysing and executing the suggestions drawn through the feedback. The feedback is taken for various aspects and utilized for the improvements in curriculum, its delivery and the infrastructure. Various forms pertaining to the feedback are given in ***Annexure XIV***. The various feedback collected may be grouped as:

- **Feedback to find gaps in curriculum provided by the University (Curriculum Design and Review):** This feedback is to be collected through various stakeholders including faculty, students, employers, alumni and the parents. The feedback is taken essentially to figure out the gaps prevailing between the needs of industry and the curriculum provided by the University. The feedback is to be collected once in every year, through IQAC. The collected feedback is then to be shared with the departments to decide the further course of action. As a corrective action, the departments should find the identified gaps and (*a*) communicate the same to the Dr. A.P.J. Abdul Kalam Technical University for necessary incorporation of the suggestions or/and (*b*) bridge the gaps by providing the addon/ value added programs and trainings.

19. Setting up Question Paper

Blooms Taxonomy is to be followed while setting the internal exam question papers, where the Memory, Evaluation and Application are the important constituents. Internal semester examination's question papers are to be set up by the respective subject teachers, considering the prescribed University pattern and last 5 years University question papers. Significance of the topics with respect to the learning/ course outcome should be taken into consideration.

- The Question paper should be prepared by teacher and then sent to HOD on the prescribed format shared by Exam Cell for the feedback, analysis and moderation.
- HoD should constitute a moderation committee. This committee may include senior faculty members.
- During moderation, the weightage to each unit is to be checked and ensured to be equal.
- Weightage of Memory based, Evaluation based and Application based questions is to be consistent with the University prescribed scheme.
- Recommended moderations are then discussed with the respective faculty members before the paper is finalized.
- The respective faculty member is also supposed to prepare the solution just to ensure that there is no error in the question paper.
- Paper is then to be submitted to the departmental exam coordinator in a sealed envelope. The exam coordinator shall send the question papers to the examination cell.

20. Conduction of Internal Examinations

The internal exams including CTs and PUT should he held centrally through the exam cell in adherence with the Academic Calendar.

- CT1 should cover first 40% of syllabus and PUT exam should cover complete syllabus of the course.
- The CTs are conducted for a maximum of 30 marks and PUT for 100 marks as per the evaluation scheme a as instructed by the exam cell.

- The duration of CTs is 1.5 hours and PUT is 3 hours in physical mode.
- The Makeup tests / retests should be arranged for the students absent in the scheduled tests as per the AKTU guidelines.

21. Dealing with UFM Cases

- After the completion of each internal exam, Exam Cell is required to send the list of students who are involved in UFM cases with their answer booklets to the HoD office of the respective department.
- Department should form a committee of 3 faculty members to deal with these cases, the committee must include the departmental exam cell representative/coordinator.
- This committee will take decision on each case by meeting individual student and take necessary actions. After taking decision committee will fill the *Annexure XV* and send one copy to Exam cell.
- The UFM cases in the external cases shall be dealt as per AKTU guidelines.

22. Evaluation of Answer Scripts

- After examination, step marking is to be decided and solution of the question paper is to be shared with the students. The solution should be disseminated among students of the class.
- After evaluation of answer sheets, all faculty members should prepare the gap analysis and mention the shortcomings/gaps and suggested action after each test is conducted.
- Evaluated answer sheets must be shown to the students within 3 working days after completion of the examinations and discussion of the solution is needed to be done in the class, if required.

23. Slow and Advanced Learners

The aim is to ensure slow learners to perform well in the examination with no carry over in each subject & academically good student should improve their skills along with the academic performance. The process of assessing, identifying & bifurcating academically good & needy students in both the semesters is as follows:

Step I: On the basis of previous year result, students who scored less than 60% marks or having backlogs in at least 2 courses per semester are identified as academically weak students. After identification special attention is to be given on these students. Course teacher should spend extra hours for solving their query so as to bring them to an equal level with the rest of the students, so that they appear in the first sessional test with the same level of preparedness.

Step II: The performance of the students in CT1 is the basic criteria for classification. The performance of all the students are analysed & distributed into three categories for all subjects by the faculty members teaching in that particular section.

I. Category I -No. of Students having more than 60% marks (Advanced learners)

II. Category II-No. of Students having marks between 41% to 59% (Average learners)
III. Category III - No. of Students having marks less than 40% (Slow learners)
Then a final summary sheet of marks is to be prepared by the Class Coordinators of each section. From the summary sheet a list of students who scored more than 60% marks (Advanced learners) in all subjects & who could not score more than 40% marks (category III) in at least three subjects is prepared by the class coordinator. Then a final list of fast & slow learners is to be prepared& shared with the faculty members.

Strategies adopted for facilitating slow Learners:
- Faculty mentors of weak students are to be informed of the same. The mentors are required to assess the nature of their problems and motivate them in a friendly way to reach their academic goals.
- Faculty members teaching in sections are to be overtly alert and vigilant towards the students. They should spend extra time to clarify doubts and re-explaining of critical topics & conducting test for improving their performance.
- Class coordinator should inform their parents about their performance of CT1 & suggest them to counsel their ward to improve his/her performance in further tests. Appropriate counselling with additional teaching, eventually helps them to attend their academic goals.

Strategies adopted for facilitating Advanced Learners:
- Faculty teaching in the class should give special attention on the first 5 class toppers to motivate students so that the students perform good and secure University Ranks.
- For Mediocre & fast learners, department should schedule self/ skill development activities. In these activities foundation courses are to be arranged. As per the interest, students should opt one of these programs. These trainings promote active learning that contributes to their academic and personal growth.
- Fast learners are to be encouraged to enrol in MOOCs Courses.
- For fast Learners department should provide necessary guidance for competitive exams.
- Sessions are to be conducted on Soft Skill Development as well as technical skill development.
- Students are to be encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions.
- Participation by the students in the technical society activities such as technical paper presentation, technical poster making, Debate, Group Discussion, Problem Solving – Decision Making Exercises and Quiz Programmes are also to be encouraged.

24. Internal assessment and uploading of marks on AKTU Portal

- The assessment is to be done as per the assessment tools used by the faculty member during the semester depending on the type of course.
- Marks shall be awarded according to the performance in these assessments.
- Finally, prepared marks shall be verified by the HoD and before uploading at AKTU portal.
- The final internal marks shall be cross checked by the other faculty members while uploading at AKTU portal.
- After uploading of marks, the true copy shall be submitted to the Dean Academics office through HoD office.
- Department shall maintain the records of all the marks and keep a copy of the same in the department.

25. Industrial Visits

Industrial visit has its own importance in developing career of a student, therefore it is considered as an important activity, though not in curriculum. Objectives of industrial visits are to provide students an insight regarding internal working of companies and give them an acquaint of industrial scenario. It gives them exposure to learn current work practices and correlate the same with the theoretical knowledge acquired in classroom. In addition to provide industrial exposure, the students also get the opportunity to plan their internship and placement.

Process:

- Department must arrange and coordinate one industrial visit per semester for the students of 2nd year, 3rd year and 4th year.
- Industrial visits should be planned related to the subjects of the current semester which requires the exposure of industrial/practical knowledge.
- The subject teacher, in association with the Head of the Department is required to arrange the visit, by approaching the appropriate industry.
- After finalizing the visit, the approval is to be taken through the director.
- The outcomes of the visit must be well defined and mapped with POs/PSOs.
- After the visit, students are instructed to write report on experience/learning from the visit.
- Feedback of the learnings from the visit should be obtained.
- Feedback Analysis must be done & appropriate action should be taken for future visits.
- Maintain the annual visit summary data in the prescribed format.

26. Guest Lectures

- The guest lectures shall be arranged by the department based on the identification of gaps (beyond curriculum) in various courses being taught during the semesters as per the curriculum.

- The guest lectures shall be organized, taking at least 2 courses from each year of study during the semester.
- The guest lecture shall be delivered by eminent experts from Industry and academia with prior approval of the director.
- The outcomes of the lecture shall be well defined and mapped with the POs/PSOs of the department.
- The records of the activity shall be maintained at the department level.

27. CO-PO Attainments

The calculation of CO attainment includes two parts Direct & Indirect Attainment. As per NBA guidelines, weightage is given to Direct attainment & Indirect attainment parameters to calculate the final CO attainment. All the details are available in separate detailed Manual made by the college for this.

28. Departmental Academic Committee (DAC)

DAC to be constituted in every department under the chairmanship of the Head of the department. The DAC shall constitute the senior faculty members of the department and one representative from the allied departments. The composition of the DAC will depend on the size and complexity of the department; accordingly, the representation of faculty members may vary from 3-4 members. The DAC should meet at least twice in every semester to discuss on important agenda related to outcomes review, target setting, curriculum gaps, analysis on attainments, feedback, assessment of continuous improvement and other relevant academic activities.

The quorum for the meeting shall be two-third of the total number of members.

The agenda, minutes and action taken reports are to be documented with signatures and maintained at the department level.

It is necessary for the members of the DAC to shoulder the responsibilities of generating and promoting awareness in the department and to devote time for working out the procedural details.

The Director shall have the power to relax any provision provided in the manual in any specific matter/situation.

Annexures

ANNEXURE-I (NOMINAL ROLL LIST)

Eshan College of Engineering, Farah

Nominal Roll List

Department_____

Session:_____ Semester:_____Branch:_____

S.No	Admission No	Roll No.	Section	Student Name

Note: This List is to be prepared year wise not section wise.

Name & Signature of HoD

ANNEXURE-II (ATTENDANCE SHEET)

Annexure-II

Eshan College of Engineering, Farah

Department_____

Attendance Sheet of Session:_____

Branch & Section :_____

Total No. of Lectures Held (Regular)..............................

Total No. of Lectures Held (Extra)...........................

1. Name of Faculty : _____   **2. Subject Code :** _____   **3. Subject Name :** _____   **4. Month/Period:-** _____

S. No.	Admission No.	Roll No.	Date / Name of Student	Tute Group	Lab Group	Regular Lectures																		Tutorials				Sum of Lectures & Tutorials "A"	Extra Classes "B"						Sum of Extra Classes "B"	Total of A+B	% of Lectures attended
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	1	2	3	4		1	2	3	4	5	6			

(Signature of Faculty with Date)   **(Signature of HOD with Date)**

ANNEXURE-III (A) (ELECTIVE CHOICE)

Eshan College of Engineering, Farah

Department_____

Department Elective-_____ (___Year /___Sem / Sec___) Session:_____

(Choose any one subject & write Yes in the column of selected subject & No in the other columns)

Sr. No.	Roll No.	Name of Student	Subject Code 1	Subject Code 2	Subject Code 3	Subject Code 4	Signature of Student

ANNEXURE-III (B) – (STUDENT'S ELECTIVE LIST)

Annexure III (B)

Eshan College of Engineering, Farah

Department_____

Department Elective-_____ (___Year /___Sem / Sec___) Session:_____

FINAL LIST OF STUDENTS (ELECTIVE WISE)

Sr. No.	Roll No.	Name of Student	Elective I	Elective II	Signature of Student

Name & Signature of HoD with Date

ANNEXURE IV – COURSE ALLOCATION

Eshan College of Engineering, Farah

DEPARTMENT OF_____

COURSE CHOICES/ALLOCATION FORMAT

SEMESTER: ODD/EVENSESSION:DATE:

S. No.	Name of Faculty	Designation	Course Choice 1	Course Choice 2	Course Choice 3	Course Choice 4	Signature of Faculty	Allotted Subject	Signature of Faculty

Name & Signature of HoD with Date

ANNEXURE V – TEACHING LOAD

ESHAN COLLEGE OF ENGINEERING, FARAH

DEPARTMENT_____

FACULTY LOAD DISTRIBUTION, ODD/EVEN SEM (SESSION:_____)

S. No	Name of Faculty	Subject Code	Subject Name	Load (As per University)			Core/ Elective/ Lab	Semester / Branch / Group	Load (As per Institute)			Total (Periods)	%Load in Dptt.	% Load in First Yr	% Load in Other Dptt
				L	T	P			L	T	P				
									TOTAL LOAD						
LOAD SHARED BY OTHER DEPARTMENT FACULTY															
1															
2															
3															
4															
									TOTAL LOAD						

Name & Signature of HoD

ANNEXURE VI – TIME TABLE

Eshan College of Engineering, Farah

Department of _____

Time-Table Odd/Even Semester (Session:_____)

SEM: **ROOM NO.:**   **W.E.F.:-**

CLASS COORDINATOR :

Day / Time	I 09:00-09:50	II 09:50-10:40	III 10:40-11:30	IV 11:30-12:20	12:20-1:10	V 1:10-2:00	VI 02:00-02:45	VII 02:45-03:30	VIII 03:30-04:15
Monday	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name		COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name
Tuesday	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	L U N C H	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name
Wednesday	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name		COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name
Thursday	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name		COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name
Friday	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name		COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name	COURSE CODE (COU NAME) (L/T/P) Faculty Name

THEORY				PRACTICAL				
SUB-CODE	SUB-NAME	FACULTY	LOAD	LAB CODE	SUB-NAME	GROUPS	FACULTY	LOCATION

Signature of HoD: **Signature of Time Table Coordinator(s)**
Name of HoD: **Name of Time Table Coordinator(s)**

ANNEXURE VII (A) LIST OF STUDENTS

Eshan College of Engineering, Farah

Department _____

LIST OF STUDENTS

SESSION: **SEMESTER:**   **SECTION:**   **BRANCH:**

SUBJECT NAME: **SUBJECT CODE:**

S. No.	Roll No.	Name of Student	S. No.	Roll No.	Name of Student

ANNEXURE VII (B) COURSE OUTCOMES

Eshan College of Engineering, Farah

Department of _____

Semester:
Course Code:
Course Name:
Pre-requisites of course:
Course Outcomes:

Upon the Completion of this course, the student will be able to:

Course Outcome No.	Statement
CO1	
CO2	
CO3	
CO4	
CO5	

CO-PO & PSO Mapping:

Course Outcomes	PO1	…..	…..	…..	…..	……	……	PSO1	……	…..
CO1										
CO2										
CO3										
CO4										
CO5										
Course										

3 – High; 2 – Medium; 1 – Low

ANNEXURE VII (C) ASSIGNMENT/TEST/QUIZ MARKS

Eshan College of Engineering, Farah

Department_____

Assignment/ Test/ Quiz Marks

Session: **Semester:** **Section:**
Subject Code : **Subject Name :** **Faculty Name:**

S. No.	Roll No.	Name of Student	Assignment /Test/Quiz -1	Assignment /Test/Quiz-2	Assignment/Test/Quiz-3	Assignment /Test/Quiz-4	Assignment/ Test/Quiz-5	TA Marks obtained
		Average Marks						

S. No.	Assignment/ Test/ Quiz	Average Marks	Max Marks	Min Marks
1	Assignment / Test/ Quiz 1			
2	Assignment / Test/ Quiz 2			
3	Assignment / Test/ Quiz 3			
4	Assignment / Test/ Quiz 4			
5	Assignment / Test/ Quiz 5			

Mapping of Assignment/Test/Quiz with COs

COs	Assignment /Test/Quiz -1	Assignment /Test/Quiz-2	Assignment/ Test/Quiz-3	Assignment /Test/Quiz-4	Assignment/ Test/Quiz-5
CO1					
CO2					
CO3					
CO4					
CO5					

1: Low *2: Medium* *3: High*

Signature & Name of the Faculty Member **Signature of the HoD**

ANNEXURE VII (D) SESSIONAL EXAMS AWARD SHEET

Eshan College of Engineering, Farah

Department _____

Sessional Exams Award Sheet

Session :   Semester :   Section:

Subject Code :   Subject Name :   Name of Faculty:

S. No.	Roll No.	Student Name	Date of Exam / Shift : Sessional Test - I ATTENDANCE Attendance till CT- I	Attendance category	MARKS Marks CT- I	Marks Category	Date of Exam / Shift : Sessional Test - II ATTENDANCE Attendance till CT- II	Attendance category	MARKS Marks CT- II	Marks Category	Date of Exam / Shift : PUT ATTENDANCE Attendance till PUT	Attendance category	MARKS Marks PUT	Marks Category

	CT-1	CT-2	PUT
No. of Students Present:			
No. of Students Absent:			
No. of Students having more than 75% marks (Category I) :			
No. of Students having marks between 61% to 75% (Category II-a) :			
No. of Students having marks between 41% to 60% (Category II-b) :			
No. of Students having marks less than 40% (Category III) :			
No. of students having more than 75% attendance (Category A):			
No. of students having less than 75% attendance (Category B):			

Signature of Faculty

ANNEXURE VII (E) GAP ANALYSIS

Eshan College of Engineering, Farah

Department _____

Gap Analysis (CT1/CT2/PUT)

Session: **Semester:**   **Section:**

Course Code :   **Course Name :**   **Name of Faculty:**

S. No.	Roll No.	Name of Student	Section A				Section B			Section C				Total
			1a	1b	.	.	2a	2b	.	3a	3b	.	.	

Identified topics for improvement:

Action decided:

Signature of Faculty

ANNEXURE VII (F) LIST OF WEAK STUDENTS

Eshan College of Engineering, Farah

Department_____

List of Weak Students and details of Remedial Classes

Session: Semester: Section:

Subject Code: Subject Name:

Name of Faculty:

After Sessional test: Sessional Test 1/ Sessional Test 2/ PUT:

A. List of weak students

S.No.	Roll No.	Name	Marks obtained (less than < 40 % of Sessional test)	Remarks

B. Arrangement of Remedial Classes

Remedial class	Planned Date	Actual Date	Topics Discussed	Remedial class	Planned Date	Actual Date	Topics Discussed

Signature of the Faculty Member   **Signature of the HoD**

ANNEXURE VIII (A) LAB COURSE FILE INDEX

ANNEXURE VIII(A)

ESHAN COLLEGE OF ENGINEERING, FARAH

Department of _____

LAB COURSE FILE CONTENTS

S. No.	Content
1.	College Mission, Vision statement
2.	Department Mission & Vision
3.	PEOs, POs, PSOs, Course Outcomes and Mapping with POs/PSOs
4.	List of Students – *(Section Wise, Group Wise)*
5.	Academic calendar
6.	University Evaluation Scheme
7.	University Lab Syllabus
8.	Lab Equipment Details (*Specifications*)
9.	Lab Timetable
10.	Lab Delivery Schedule
11.	Quiz (For Study experiments)
12.	Solution of Quiz
13.	Attendance Summary of Lab
14.	Lab Evaluation/ Assessment Record
15.	Details of Virtual Lab Conducted - *(if Applicable)*
16.	Extra Lab Classes to cover the syllabus *(if Any)*
17.	Lab Manuals *(in Separate File)*
18.	Students' Lab Files- 5 Samples *(at the end of semester)*
19.	Attendance Sheets - Overall
20.	Over all CO attainment and recommendations

ANNEXURE VIII (B) LAB FEEDBACK REPORT

Eshan College of Engineering, Farah

Department_____

LAB INFRASTRUCTURE/ FACILITY FEEDBACK REPORT

BRANCH /SEM /SEC.: SESSION:

NAME / CODE OF LAB:NAME OF FACULTY:

S. No.	Name of the Experiment	Manual (Yes / No)	Standard results (Yes / No)	Condition of exp. Setup (Perfect/need repair)	Remarks

I _____ have performed all the experiments for the above-mentioned lab, along with the lab in charge.

Name & Signature of Faculty with Date

Name & Signature of Lab In charge with Date

Name & Signature of HOD with Date

ANNEXURE VIII (C) LAB PERFORMANCE SHEET

Eshan College of Engineering, Farah

Department_____

Lab Performance cum Attendance Sheet

Branch/Semester/Section: Group: Sheet No.: 1/2

Lab Name & Code: Name of the Faculty: Session:

Group No.	S.No	Roll No.	Name of the Student	Exp.No.-1 Date					Exp.No.-2 Date					Exp.No.-3 Date					Exp.No.-4 Date					Exp.No.-5 Date					MTV
				Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	
I																													
		Date of Experiment		Date					Date					Date					Date					Date					
II																													
		Date of Experiment		Date					Date					Date					Date					Date					
III																													
		Date of Experiment		Date					Date					Date					Date					Date					
IV																													
		Date of Experiment		Date					Date					Date					Date					Date					
V																													

Att: Attendance

I/AP: Implementation / Active Participation

LR: Lab Record (Result / Graph/ Observations / Calculations)

IS: Intime Submission

MTV: Mid Term Viva-Voce

Signature of Faculty with Date

Signature of Lab Incharge with Date

Name of Lab Incharge:

Eshan College of Engineering, Farah

Department _____

Lab Performance cum Attendance Sheet

Branch/Semester/Section: **Group:**   **Sheet No.:**   2/2

Lab Name & Code: **Name of the Faculty:**   **Session:**

Group No.	S.No	Roll No.	Name of the Student	Exp.No.-6 Date					Exp.No.-7 Date					Exp.No.-8 Date					Exp.No.-9 Date					Exp.No.-10 Date					Central Assessment		TOTAL MARKS	TOTAL MARKS
				Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	Att	I/A	LR	IS	Tot	ETV	Lab File		
I																																
		Date of Experiment		Date					Date					Date					Date					Date								
II																																
		Date of Experiment		Date					Date					Date					Date					Date								
III																																
		Date of Experiment		Date					Date					Date					Date					Date								
IV																																
		Date of Experiment		Date					Date					Date					Date					Date								
V																																

Att: Attendance

I/AP: Implementation / Active Participation

LR: Lab Record (Result / Graph/ Observations / Calculations)

IS: Intime Submission

ETV: End Term Viva-Voce

Signature of Faculty with Date

Signature of Lab Incharge with Date

Name of Lab Incharge:

<u>ANNEXURE IX(A) PROJECT PROPOSAL FORM</u>

Eshan College of Engineering, Mathura

Department_____

Project Proposal Form (Session: _____)

1. **Project Title (in CAPITAL letters)**

   _____

2. **Particulars of <u>PROPOSED</u> Guide(s) [Maximum. 2 guides per project.]**

	NAME	FIELD OF SPECIALIZATION
GUIDE		
CO-GUIDE (Optional)		

3. **Particular of Student/(s) [maximum 4 students per project]:**

S.NO	NAME	ROLL NO	%age up to previous Semester	Technical Skill Sets
1				
2				
3				
4				

4. **Objectives of the proposed project (Maximum 2000 characters)**

_____

5. **Motivation/ Literature Survey for the Project (Maximum 1000 characters)**

_____

6. **Project Duration (in months): _____**

7. **Work plan (including detailed methodology and time schedule) (Max 5000 characters)**

_____

8. **Technical Skills involved in the Project**

_____

9. **Relevance to the POs & PSOs**

_____

10. **Expected Outcomes of the Project**

_____

Signature of Students with date:

<ins>ANNEXURE IX (B) PROJECT REVIEW REPORT</ins>

Eshan College of Engineering, Farah

Department_____

Project Review Report (Session: _____)

Group No _____

- **Project Title:**

_____

_____

- **Project Supervisor:** _____

- **Particular of Student/(s):**

S.NO	NAME	ROLL NO	Mobile No	E-Mail ID
1				
2				
3				
4				

- **Remarks from Supervisor**

_____

_____

_____

- **Remarks from Committee**

_____

_____

_____

The Progress of the Group is Found to be (Satisfactory/ Unsatisfactory).

Signature of Committee Member   **Supervisor's Signature**

Date _____   **Date** _____

ANNEXURE X (INDUSTRIAL TRAINING DETAILS)

Eshan College of Engineering, Farah

Department_____

Industrial Training Details (Session:_____)

S.No.	Roll No.	Student Name	Company Name	Discipline	Duration in Weeks	Date from	Date To

ANNEXURE XI (RUBRICS FOR LECTURE EVALUATION)

Eshan College of Engineering, Farah
Rubric For Lecture Evaluation by HoD

Name of Faculty: Department: Date:
Course: Topic:

Parameters	4 score	3 score	2 score	1 score
Purpose and Focus	Clearly explained the purpose of the lecture using very effective methods, explanations went beyond merely stating the purpose	Explained the purpose of the lecture elaborately,	Attempted to explain the purpose but made errors in the explanation and /or missed information that would have made the purpose more clear	Did not explain the purpose of the lecture, lecture did not appear to be organized around a purpose
Clarity	Information presented was clear and unambiguous, teacher strongly emphasized the main idea or topics, provided sufficient and well organized details that clearly supported the idea or topics.	Information presented was mostly clear & unambiguous, teacher emphasized the main idea or topics and provided details to explain the basic concept	Lecture was not well organized or supportive of the main idea or topics, details were provided but were generally sketchy	Did not clearly communicate important information about the idea or topics, not well organized, insufficient details to support main idea or topics
Delivery of Lecture	Presented information in an excellent manner in well modulated tone. Exhibited effective communication skills. Information flew in chronological order.	Presented information in clear tone. Gave adequate details of the topic in chronological order.	Presented information in such tone and tenor that most of the time it could not attract the attention of the students.	Entire lecture delivered as a monologue without any modulation. Failed to attract the attention of the students.
Interactivity and dialogue	Asked useful questions and waited for answers, invited questions and comments, provided time for dialogue, listened well and responded directly	Asked questions and waited for answers, should have provided more time for interaction	Very little interaction with students, infrequently invited questions and/ or comments	No interaction with the students , didn't invite questions and or comments, or didn't listen and/ or respond
Use of multi-media	Lecture delivered with support of excellent use multimedia with outstand quality and content	Communicated using multimedia, information presented generally good in quality and content	Multimedia used but lacked in quality of information as well as content.	Did not even try to communicate through Multimedia.

Check the relevant box (one for each row) and add up the score.
Total Score _____
Additional Comments/ Suggestions for Improvement
_____
_____
HoD's Signature_____

Seen & discussed _____ (Signature of faculty audited)
Date:

Qualitative Grading Scheme:

Score	Grading
18 -20	Excellent
15 - 17	Very Good
12 - 14	Good
10 -11	Satisfactory
9 and below	Unsatisfactory

ANNEXURE XII (DETAINED LIST)

Eshan College of Engineering, Farah

Department_____

LIST OF DETAINED STUDENTS FROM EXAMINATION

SESSION: _____

Examination: Sessional Test 1/ Sessional Test 2/ PUE/ End Sem Exam:

S.No.	Roll No.	Name of Student	Semester	Section	Remarks (if any)

Signature of Class Coordinator:

Signature of HoD with Date:

ANNEXURE XIII (SYLLABUS COVERAGE)

Eshan College of Engineering, Farah

Department_____

Syllabus Coverage Details

SESSION:

S.No	Semester/ Section	Subject Code	Subject Name	Name of Subject Teacher	Upto first Month of Teaching		Upto Second Month of Teaching		Upto Third Month of Teaching		Before PUT	
					Lecture Conducted	% course covered	Lecture Conducted	% course covered	Lecture Conducted	% course covered	Lecture Conducted	% course covered

ANNEXURE XIV (A) STUDENT FEEDBACK

'Student's Feedback on curriculum'

Programme of Study: _____   Name of Student: _____

Department: _____   Roll No.: _____

Batch: _____   Current Semester: _____

This questionnaire (of 10 questions/attributes) is intended to collect information relating to your satisfaction level towards the curriculum. Students are required to fill this form. The information provided by you will be used as important feedback for quality improvement of the curriculum.

Directions: *For each question, please indicate your degree of satisfaction with the following statements (attributes) by choosing a ✓ (for awarding score between 1 and 5).*

Strongly Disagree	*Disagree*	*Neither Agree nor Disagree*	*Agree*	*Strongly Agree*
1	*2*	*3*	*4*	*5*

Sr. No.	Curriculum Evaluation	Score				
		1	2	3	4	5
i.	Syllabus is suitable to the course and is adequate & deep enough for expected outcome of course					
ii.	Aims, objectives and Course Outcomes (COs) of the course are well defined and clear to teachers and students					
iii.	Course content is followed by corresponding reference books/materials					
iv.	The curriculum has a good balance between theory and practical					
v.	The syllabus of the course has made me interested in the subject area					
vi.	The units/sections of the syllabus of course are properly sequenced and includes advanced topics/emerging technology trends					
vii.	Syllabus of course equipped me with necessary technical skills needed in the industry (means Industry oriented syllabus)					
viii.	Learning value of the syllabi of course (In terms of Skills, Concepts, Knowledge, Analytical Abilities, and Broadening one's Perspectives)					
ix.	The syllabus of the course has applicability in solving real life problems					
x.	The contents of the syllabi build opportunities & helps in going for higher studies					

Your opinions/ suggestions for improvement of the contents of the syllabus (if any):

………

………

………

Signature of Student: _____

Date: _____

ANNEXURE XIV (B) TEACHER'S FEEDBACK

'Teacher's Feedback on Curriculum'

Name of Faculty member: _____   Department: _____

Designation: _____   Course: _____

Email: _____   Academic Session/ Semester: _____

This feedback form is intended to collect information relating to your satisfaction towards the curriculum of courses in the programme. The information provided by you will be used as important feedback for quality improvement of the curriculum.

Directions: *For each question, please indicate your degree of satisfaction with the following statements (attributes) by choosing a √ (for awarding score between 1 and 5).*

Strongly Disagree	*Disagree*	*Neither Agree nor Disagree*	*Agree*	*Strongly Agree*
1	*2*	*3*	*4*	*5*

Sr. No.	Curriculum Evaluation	Score				
		1	2	3	4	5
i.	Syllabus of courses of curriculum is comprehensive enough to give adequate knowledge of the domain/ subject					
ii.	Aims, objectives, outcomes of syllabus of course are well defined and clear to stakeholders					
iii.	Syllabus of the course is appropriate and relevant with the current employment/ market/ global demands and technological advancements					
iv.	Course syllabi/content is interesting and effective in developing analytical and problem solving skills among students					
v.	The prescribed text books, reference books and material for reading/ understanding the course are relevant, sufficient, and easily available					
vi.	Curriculum facilitates in developing various attributes like Leadership, creativity, innovation, self-motivation, professional ethics, and social responsibility among students					
vii.	The course/syllabus has a good balance between theory and practical work and teacher have ample freedom to cover syllabi using verity of teaching techniques such as presentations, demonstrations through videos, group discussions, etc.					
viii.	Curriculum portrays well defined structure with pre requisite courses for each course and provides sufficient flexibility in terms of subject choices/ electives					
ix.	Curriculum is effective for enhancing the employability and developing the entrepreneurship among students					
x.	Curriculum is effective enough in inculcating abilities among students to work effectively as an individual and as a member of diverse teams					
xi.	The curriculum is helpful for students to pursue higher studies					

Note: You may give your suggestions (if any) for the improvement of curriculum in the below space:

_____

_____

Signature of Faculty: _____

ANNEXURE XIV (C) ALUMNI FEEDBACK

'Alumni's Feedback Form'

Name of Alumni: _____ | Currently Working Company: _____

Department: _____ | Current Position/Designation: _____

Programme of Study: _____ | Present Location: _____

Batch of Study: _____ | Email Id: _____

Dear Alumni!!

Greetings from ESHAN!!

We are glad that you have spent your life's valuable years pursuing a programme of your choice at 'Eshan College of Engineering, Mathura'. We shall be thankful if you can spare your valuable time to fill up this feedback form and give us your valuable suggestions (if any). Your valuable inputs will be of great use to improve the curriculum of the academic programme you completed in this Institute.

Directions: *For each question, please indicate your degree of satisfaction with the following statements (attributes) by choosing a ✓ (for awarding score between 1 and 5).*

Strongly Disagree	*Disagree*	*Neither Agree nor Disagree*	*Agree*	*Strongly Agree*
1	*2*	*3*	*4*	*5*

Sr. No.	Attributes	Score				
		(1)	(2)	(3)	(4)	(5)
i.	The curriculum is comprehensive enough to give adequate knowledge of the domain/ subject					
ii.	Curriculum of the programme is relevant for employability and professional life					
iii.	Curriculum facilitates in developing various attributes like Leadership, creativity, innovation, self-motivation, professional ethics, and social responsibility					
iv.	Contents of courses of the prescribed curriculum is interesting and effective in developing analytical and problem solving skills					
v.	Courses meet contemporary requirements and curriculum prepares student to function effectively as an individual and as a member of diverse teams					
vi.	The prescribed books/reference books and reading material regarding curriculum are relevant and easily available					
vii.	Curriculum facilitates enhancement of practical competencies needed in industry/ work place					
viii.	Syllabus of curriculum encourages extra learning and self-learning					
ix.	Syllabi is constructive and well-structured with sufficient scope for project work/ internship/ hands-on-practice					
x.	The curriculum structure/course syllabi is helpful for pursuing higher studies					

Suggestions (If any):

_____

_____

Signature of Alumni: _____

Date: _____

ANNEXURE XIV (D) EMPLOYER FEEDBACK

'Employer's Feedback Form'

Dear Madam/Sir (Employer),

Greetings to You!!

The information contained in this report is meant purely for the use at this Institute for reviewing its curriculum of the programme. It should not be linked with the performance assessment of the employee.

We shall be thankful to you, if you can spare some of your valuable time to fill up this 'Employers' Feedback Form' by assessing the attributes of the employee named below (a graduate from our Institute now working in your corporation/organization/company) and return duly filled-in report to this Institute. This feedback will definitely be helpful for improvement in curriculum.

Directions: *For each question, please indicate your degree of satisfaction with the following statements (attributes) by choosing a √ (for awarding score between 1 and 5).*

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

Name of Employee: _____   **Employee ID:** _____

Sr. No.		Attributes (How satisfied are you with the student/s work performance demonstrating following attributes)	Score				
			(1)	(2)	(3)	(4)	(5)
i.	**Part A**	Curriculum relevant for employability					
ii.		Curriculum effective in developing innovative thinking					
iii.		Syllabus effective in developing skill oriented human resources					
iv.		Effectiveness of curriculum for development of entrepreneurship					
v.		Syllabus effective in producing practical/ innovative solutions to real world problems					
vi.	**Part B**	Ability to identify and analyze engineering problems					
vii.		Ability to apply knowledge of science and engineering in solving engineering problems					
viii.		Ability to design solutions to engineering problems					
ix.		Ability to use engineering techniques, test equipment and tools including hardware and software for solving engineering problems					
x.		Level of concern displayed for societal health, safety and cultural issues whilst working on engineering problems					
xi.		Level of concern displayed for environmental safety and sustainability whilst working on engineering problems					
xii.		Level of adherence to personal and professional ethics whilst working on engineering problems					
xiii.		Ability to provide solutions in engineering problems individually and as a member of team					
xiv.		Ability to communicate effectively both verbal as well as written					
xv.		Ability to apply project management skills whilst working an engineering solution					
xvi.		Ability to upgrade continuously and apply engineering knowledge to provide solutions on his/ her own					

Suggestions (If any):

_____

_____

Name and Designation: …………………………….   **Signature:** …………………………

Company Name: ……………………………………   **Date:** ……………………………

ANNEXURE XV (UFM CASES)

Annexure XV

Eshan College of Engineering, Farah

Department_____

LIST OF UFM CASES & DETAILS OF ACTION TAKEN

SESSION: _____

After Sessional test: Sessional Test 1/ Sessional Test 2/ PUT:

C. List of UFM Cases

S.No.	Roll No.	Name of Student	Year/Semester/Section	Details of UFM Used

D. Action Taken by Department

S.No.	Roll No.	Name of Student	Year/Semester/Section	Action Taken by Department

Signature of Exam Cell Representative   **Signature of HoD**
Date: **Date:**

ESHAN COLLEGE OF ENGINEERING, FARAH

(College Code 471)