

1. Teaching Learning process that happens in the campus should be student centric there by promoting outcome based education system. Hence every teacher should have a sense of OBE while executing any kind of activity in the campus. Teacher should promote interactive environment in class to promote good teaching learning ambiance.
2. Head of the department identify the total course to be run in the semester and allocate the course to the faculty as per the priority list collected from all the faculty along with the target attainment levels for the current year.
3. Course coordinator should finalise the course outcomes and mark blooms taxonomy level of the course and need to map them with POs and PSOs. They need to identify the gaps in the curriculum and prepare action plan and get approved form the assessment committee of the department.
4. Course coordinator need to prepare instructional plan and assessment schedules meeting the requirements of existing academic regulations.
5. In general assessment of the course is done thorough day to day assessments, MID examinations, Quiz Examinations and Semester End Examinations, which were grouped as Internal and External Examinations.
6. Internal Assessments for theory course consists of Day to Day Assessments, MID Examinations and Quiz Examination. Day to Day Assessments should be scheduled and conducted by the course coordinator on regular basis to promote the continuous learning among students and there by promoting good teaching – learning ambiance in the campus. One class test(descriptive) and two more if desired may be conducted as part of Day to Day Assessments. MID and Quiz examinations shall be scheduled as per JNUK affiliating calendar and examinations shall be conducted as per the prevailing regulations.
7. Internal Assessments for practical course consists of day to day assessments and internal examination. Day to Day assessments shall be done by the course coordinator based on experimentation, record and viva conducted on the day of experimentation and to be recorded in student attendance register. Internal examination is conducted after completion of class work.
8. Course coordinator should maintain the course file in all aspects as per the contents of course file as mentioned below and as per the proformas existing in the departments.

Contents of Course File-Theory

S No	Number of Form/Record	Contents
1	DIET/7.5.1/FT01	Contents of Course File
2	DIET/7.5.1/FT02	Institution Vision & Mission., Department Vision, Mission, PEOs.
3	DIET/7.5.1/FT03	PO, PSO Statements.
4	DIET/7.5.1/FT04	Course Information Sheet (Preface of course, Detailed Syllabus, Prerequisites, Course Objectives, Course Outcomes Description, CO Vs PO and CO Vs PSO mapping with Justification(In Description), Gaps identified and Content to Fill Gaps, Advanced Topics Beyond Syllabus, Delivery/Instructional Methodologies, Direct Assessment Methodologies, Indirect Assessment/Methodologies Innovations in Teaching/Learning/Evaluation Process, Course attainment target)
5	DIET/7.5.1/FT05	Course Class Work Time Table

6	DIET/7.5.1/FT06	Instructional Plan (Unit Plan and Lesson Plan), Teaching & Learning Resources
7	DIET/7.5.1/FT07	Criteria and Schedule for COs Assessment
8	DIET/7.5.1/FT08	Unit Wise Lecture Notes.
9	DIET/7.5.1/FT09	Unit wise question bank
10	DIET/7.5.1/FT10	Unit Wise Tutorial Plan
11	DIET/7.5.1/FT11	List of Teaching Aids
12	DIET/7.5.1/FT12	Question Papers, Key, Copy of 3 Answer Scripts (Best, Avg, Worst) – Day to Day Assessments
13	DIET/7.5.1/FT13	Question Papers, Key, Copy of 3 Answer Scripts (Best, Avg, Worst) – MID Term Examinations & End Semester.
14	DIET/7.5.1/RC08	Attendance Register
15	DIET/7.5.1/RC05	Course Evaluation Form (Direct & Indirect - Soft Copy)
16	DIET/7.5.1/RC15	Guest Lectures conducted – Details
17	DIET/7.5.1/FT14	Course Outcome Attainment Analysis & Remedial/Corrective action taken
18	DIET/7.5.1/FT15	Record of Remedial Classes.
19	DIET/7.5.1/FT16	Record of Makeup Classes.
20	DIET/7.5.1/FT17	Question Analysis (Internals)
21	DIET/7.5.1/FT18	Questions Analysis (End Exams)
22	DIET/7.5.1/FT19	Course End Suggestions
23	DIET/7.5.1/FT20	Course File Check List

Contents of Course File-Practical

S No	Number of Form/Record	Contents
1	DIET/7.5.1/FTL01	Contents of Course File
2	DIET/7.5.1/FTL02	Institution Vision & Mission, Department Vision, Mission, PEOs.
3	DIET/7.5.1/FTL03	PO, PSO Statements.
4	DIET/7.5.1/FTL04	Lab Course Data Sheet: Course Information Sheet (Preface of course, List of Experiments as per curriculum, prerequisites, Course Objectives, Course Outcomes, Gaps identified and Content to Fill Gaps CO /PO, Additional Experiments, CO Vs PO and CO Vs PSO mapping with Justification(In Description), Teaching & Learning Resources, Course attainment target)
5	DIET/7.5.1/FTL05	List of Experiments
6	DIET/7.5.1/FTL06	Lab Course Class Work Time Table
7	DIET/7.5.1/FTL07	Batch Allotment
8	DIET/7.5.1/FTL08	Batch wise experimentation schedule as per curriculum
9	DIET/7.5.1/FTL09	Lab Criteria and Schedule for COs Assessment
10	DIET/7.5.1/FTL10	Experiment Wise Manual

11	DIET/7.5.1/FTL11	PPT for demo session
12	DIET/7.5.1/FTL12	Model Practical examination questions
13	DIET/7.5.1/FTL13	Question Papers, Scheme, Copy of 3 Answer Scripts (Best, Avg, Worst) – Internal Exam
14	DIET/7.5.1/FTL14	Question Papers, Scheme – External Exam, Best ,Average, Worst Record and observation books
15	DIET/7.5.1/RC08	Attendance Register
16	DIET/7.5.1/RC05	Course Evaluation Form (Direct & Indirect - Soft Copy)
17	DIET/7.5.1/FT L15	Record of Makeup Classes
18	DIET/7.5.1/FTL16	Course End Analysis and Suggestions
19	DIET/7.5.1/FTL18	Question Analysis (Internals)
20	DIET/7.5.1/FTL19	Questions Analysis (End Exams)
21	DIET/7.5.1/FTL17	Course File Check List

9. After receiving the academic process calendar of the departments for respective semester teacher should prepare the lesson plan along with the details of teaching methods being employed. He should prepare well in advance and should extensively use audio/video teaching aids and should make use of the projector and internet resources available in the class room.
10. Course coordinator should try to use any one innovative teaching methods which could be more appropriate for his course to improve the teacher learning process in the classes, and the process implemented should be well documents at the end of the semester with necessary proofs of success and should be made available in the website for critic.
11. After completion of teaching first CO in the class, course coordinator should thoroughly assess every student in the class. Performance has to be recorded in the attendance register as well as in RC05 soft copy. Need to identify slow learners by analysing the performance of the assessment and record the analysis of respective CO in form FT14 along with the list of slow learners and schedule plan for remedial action. Same shall be reported to the Head of the department through respective form available with head of the department. Head of the department reviews in the first review meeting in the department, and facilitate Head of the Department to plan remedial classes if possible with in the working hours/beyond working hours for all courses in the semester.
12. After Receiving the remedial schedule course coordinator should intimate slow learners identified and as recorded in FT14 of the course file in the class and make them attend the remedial session as planned to enhance their performances.
13. After remedial classes, remedial test shall be conducted for those students and may update their assessment data in RC05 and attendance register with the improved performance in place of the old performance.
14. Remedial tests can only be conducted for Day to Day assessments but not for MID and Quiz Examinations.
15. Same process for remedial classes shall be continued for all the COs of the respective courses.
16. At the end of every month every course coordinator should submit their course file and student attendance register to HOD for verification.
17. Lesson plan should be made in such a way that the teaching process (coverage of syllabus) of respective CO s should be completed one week in advance of the MID examinations. Every month head of the department collects the data on syllabus coverage for all the courses, course coordinator need to present the pending syllabus as on that data and facilitate the department management for smooth functioning / planning backup classes.

18. Every course coordinator is responsible for fair conduct of examinations and evaluation of performances in the department irrespective of the type. He should be genuine and unbiased under any circumstance in the process and need to be faithful to the system.
19. To ensure the quality of question papers every course coordinator shall submit well written set of six questions for each CO for the entire CO meeting the BTL for the upcoming MID examinations and submit to the assessment committee for review. Any advises from the committee should be taken for implementation.
20. After completion of the first mid examination course coordinators shall submit all the assessment data till MID-I examinations along with the answer scripts of day to day assessments, MID scripts, question paper analysis form with copy of question paper and scheme of evaluation for all the examinations to the exam committee member of the department.
21. Before 6th week of class work student feedback on teaching shall be collected online form, from the students and shall be communicated by the head of the department to all the faculty. If the feedback index is less than 70 respective teachers need to submit the explanation for less feedback and corrective action plan to respective HOD, accordingly head of the department may plan for remedial classes in those subjects.
22. Course coordinator where and whenever possible should try to explore student capacities by way of giving innovative projects/works/assignments to enhance their innovative and problem-solving skills.
23. At the end of the course i.e. after completing the complete syllabus course coordinator should make arrangements for collection of feedback from students towards course learning outcomes.
24. Course coordinator shall follow up the performance of the students continuously through the file RC05 and monitor the progress of the students and should see that the course wise attainment reaches the desired/targeted level and contribute well in attaining the program outcomes and program specific outcomes.
25. After obtaining the external examination results course coordinator should finalise the attainment of the course handled and update the course file in all aspects and need to submit to the head of the department along with the attainment analysis of the course in form FT19.
26. At the end of the course every teacher should submit the single page document to respective Head of the Department mentioning about the innovative teaching methods they used in the process and their impact in the teaching - learning process with necessary proofs.
27. Head of the department will identify the best methods used in the department from all the courses and finalise the document of Innovative Teaching Methods used at the department level and place it in the department web page.
28. Teaching learning process shall be monitored thrice in a semester at institution level through course file audit process, First audit will be on the planning of teaching – learning process which will be done before the commencement of semester class work, second one shall be within one week from the last date of first MID examinations to verify the regular conduct of assessments and coverage of syllabus, third one shall after one week from the date of announcement of revaluation result of those subjects.
29. Audit reports shall be reviewed by the coordinator IQAC, and send the noncompliance report to respective head of the departments.



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