

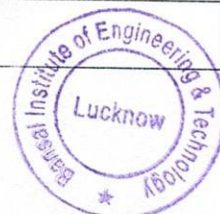


BANSAL INSTITUTE OF ENGINEERING TECHNOLOGY

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Academic Policy

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INTRODUCTION

In order to establish uniform procedure and adopt a transparent system for fair internal assessment of the students, Academic Instructions have been issued for all.

1. Academic committee

Academic Committee is an integral part of the Institute. It is utilized to help Students by enhancing performance and encouraging growth outside of the scope of the curriculum. The system is divided into the following categories.

Continuous Evaluation Process

There are many parameters by which the performance of a student can be evaluated.

1. Assignments
2. Quiz tests
3. Class tests
4. Presentation/Group Discussion on a specific topic

Extra lectures for weak students should be conducted.

Add-on facilities

Add-on courses are arranged to bridge the gap between the industry and existing curriculum which will help the students to become industry compatible. It is accomplished by arranging,

1. Guest lectures
2. Expert lectures
3. NPTEL/MOOCs lectures

Quality Assurance in Academic Committee

Quality in academics is ensured by conducting audit and feedbacks of different stakeholders such as students, parents, alumni, Industry, etc. Feedbacks from different stakeholders are considered for quality improvement.

Staff Audit

Inter departmental staff audit should be conducted per semester by academic committee for quality assurance. It provides status of completion of course conduction at the end of semester by



Inter departmental auditor.

Feedback System

Feedback points out the short comings in the existing system. Every stake holder plays important role by giving correct feedback.

Table below focus more

Sr.	Stakeholder	Feedback
1.	Students	Teaching
2.	Parents	About the overall facilities of department/Institute
3.	Alumni	The curriculum and requirement in the Industry

2. Policy of Monitoring Academics

Responsibilities of Dean

1. Dean/Academic Committee members should routinely take round to monitor the lecture.
2. They are encouraged to sit randomly in the ongoing classes and monitor quality of the lecture and suggest for improvements.
3. Dean/Director should conduct academic audit

Responsibilities of HOD

1. Prepare departmental Academic Calendar.
2. After subject distribution to departmental faculties, HOD should prepare Class time table, Lab time table and individual time table. Class time table should include subject, practical, seminar, project, mentor-mentee, library, PDP/Aptitude lecture and Guest lecturer whichever is relevant in time table.
3. There should not be any teaching load during Departmental meeting time slot.
4. HOD should ensure that, all the time table must be prepared and class time tables must be displayed on the departmental notice board and institution website before commencement of the semester
5. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
6. Daily attendance report of each class should be submitted to Dean/Director.
7. Monitor work of every teacher & mentor for smooth conduction of academics.
8. Conduct audit of course file, mentor file at least twice in a semester and submit the report to the



Director.

9. Coordinate the interdepartmental audit per semester.
10. Observe lecture conduction of faculty member along with senior faculties.
11. Maintain discipline among staff & students.

Responsibilities of Mentor

Mentors can take various roles during the mentoring relationship, depending on the nature of the mentees need and experiences. Mentors are required to perform the following duties:

1. The mentors should take the initiative in regularly organizing meetings with the mentees at least once in a month and devote time so as to build strong mentor and mentee relationship.
2. To ensure absolute confidentiality of matters discussed and information supplied by the Mentee.
3. To monitor the student's regularity and discipline in class.
4. To identify and work on professional, career and academics related deficiencies of the students by arranging PDP and Aptitude classes for them. Also, provides placement and career guidance to the students.
5. To brief the students on matters pertaining to their program of study, courses, fees, accommodation and the rules and regulations of the Institute. They are also advised on personal safety and security.
6. The mentors consistently monitor the attendance and academic performance of students by maintaining a proper record of each student. (Class attendance, marks of the assignment and quiz).
7. Motivating the students to take up minor research work/article writing/community service/field studies/ industrial training/industrial visits etc. which will ensure value addition and provide competitive edge.
8. Motivating the students to take part in GATE, CAT, GRE, GMAT examination and go for higher studies.
9. Recognize the students with learning difficulties and chalk out programs to assist them like providing them remedial classes if they face any problem in any of the subjects.
10. The mentors review CV/resume of the students and provide feedback. It can help the students in highlighting their strengths, and to find the areas they can improve which will help them to stand out as leading candidate they are applying for.
11. Advice the mentee regarding choice of electives, add on courses, external certifications, project,
12. Summer training/internships and other co curricular matters. Intimate HOD and suggest if any coordinated action is called for.



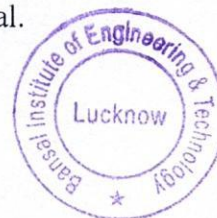
13. Contact parents/guardians if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

Responsibilities of a Mentee

1. Respect the mentor
2. Regularly attend the meetings with the mentor and seek advice.
3. Provide the details of his/her performance, curricular and extracurricular activities to the mentor.

ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

1. At the time of registration by the mentor in class, it is the responsibility of the mentor to verify the father/mother's mobile number, and also give your's and HOD's number to the Father/mother.
2. Conducts assign classes at scheduled times.
3. Complete the syllabus as per your course plan and in due time.
4. Prepare and maintain an activity register for both the theory and lab on daily basis.
5. Prepare and maintain the course file.
6. Prepare and maintain attendance register, also enter assignment/Quiz/Test/practical numbers in the attendance register on regular basis.
7. After each unit give the assignment and quiz to students. The quiz must be conducted in class only and consider only those responses of students who are present in the class.
8. Evaluating the assignment, quiz, test and PUT copies within the given time period and submitting the same to the examination cell and the head of the department.
9. To attend and participate in faculty meetings and other assigned meetings and activities according to institute policy.
10. Timely update attendance at AKTU ERP.
11. Mentor is responsible for calling the absentee students and they should motivate them to attend the classes regularly.
12. Complete the assigned work of their respective committees on time.
13. Arrange your lecture before taking leave. HOD is not responsible for rearranging the class.
14. To fill and submit the leave application form within 3 days.
15. To be punctual and be available in the institute during official working hours.
16. To comply with policies, standards rules, regulations, and procedures of the institute.
17. To check the lab files on a weekly basis.
18. Don't use mobile phones in the classroom/Lab and during invigilation duty.
19. Explain the experiments to the students in the lab before they perform the experiment.
20. To attend at least one FDP in a semester & publish paper in reputed journal.



21. Time to time show the motivational/informational video lecture to your students in substitution of classes.

Guidelines for Audit conduction

Staff audit is conducted two times per semester.

During the semester Audit

It is conducted by the Dean/Director at the department level in the presence of HOD during the semester after 1st sessional exam. Following files/data should be kept ready at faculty level:

1. Course files
2. Hard copy of Lab Manuals
3. Mentor file
4. Daily attendance.
5. Activity register
6. Updation of sessional/practical/quiz/assignment marks.

End Semester Audit

Departmental audit should be conducted in the presence of HOD, concerned faculty and audit supervisor (Academic coordinator of other department nominated by Dean/Director). It is conducted at the end of semester for verification for academic activities.

Following files/data should be kept ready at faculty level:

1. Course files
2. Hard copy of Lab Manuals
3. Mentor file
4. Daily attendance.
5. Updation of sessional/practical/quiz/assignment marks

Audit report should be submitted to Dean/Director.

Audit Outcomes

1. Quality assurance
2. Uniformity in policy implementation throughout the Institute.
3. Area for improvements may be identified.



Corrective Action

The faculty is given stipulated time for overcoming the deficiency if any, reflected in their work.

3. Policy for Theory Subjects

Subject Distribution

1. Work distribution is an important phase in Teaching Learning Process. Right allocation of subjects and practical's to teachers not only improves imparting of knowledge to students but also helps to improve the results.
2. Teaching work distribution involves distributing subjects, practical's, seminar, projects etc. It must be done immediately after the term end. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical.
3. Teaching work distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed work load of that semester.
4. Senior faculties of the department are encouraged to teach difficult subjects.
5. Extra lecture/tutorial are assigned for difficult subjects
6. Head of the department are ensured that subject distribution among the departmental staff is fair and according to the expertise or area of interest of the staff.

Lecture Preparation

1. Lesson plan & lecture notes should be ready before start of the semester.
2. Hand written lectures notes should be prepared. It should be reviewed by Peer/HOD.
3. While preparing lecture notes **only** standard text books should be used (called as Bibles of the respective subject). Inculcate this habit into minds of the students as well.
4. Use of the standard books on GATE for preparing subject material.
5. Subject wise list of standard books, should be circulated to all students.
6. While preparing lecture plan, highlight chapters from standard books, so that students can easily refer to these books.
7. Prepare and follow lecture Plan.



8. Plan your L/P/T with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.
9. View/Listen/Use NPTEL and recent papers published.
10. Expert lectures by industry persons should be arranged on upcoming technology or career opportunities in the respective subject.

Conduction of Lectures

1. Carry hand written notes in the classroom as per the lecture plan.
2. Engage class for entire duration.
3. Reach the classroom 2 min before the schedule. This sends a strong message to students regarding commitment.
4. Allow late comers to enter class with warning and motivate such students to be punctual.
5. Ensure readable, large & neat writing on white board/blackboard
6. Make limited use of presentation (not more than 15 min in one hour) this ensures student participation.
7. Make session interactive by discussing case studies and problem solving.

Conduction of Tutorials, Assignments, Quiz

1. All the Assignments/Tutorials/Quiz (i.e. numeric problems, software programs) should be solved prior by respective subject teachers.
2. Make exhaustive list of problems (question bank) for every subject.
3. Minimize descriptive and explain type of questions.
4. Tutorial/Assignments are to be designed such that there is no repetition. Each tutorial/Assignment/Quiz must have at least 5 questions.

Student Performance Improvement

Extra Lectures

1. Identify weak students and arrange extra lectures.
2. Decision of conducting Extra Lectures for subjects should be taken at departmental level in consultation with HOD based on performance in the sessional exam.



Expert Lecture

Academics, industrial visits, co-curricular activities are important aspect in knowledge building of the students. Student can learn lot from lectures delivered by experts in their respective area, hence, expert lectures plays very important role to understand opportunities, industry perspective of the subject. Following guidelines should be used to arrange the expert lecture in the department

1. At least one 2 hour expert lecture should be organized.
2. Expert lecture should be conducted by Academic/industry experts who have experienced in the area.
3. Preferably experienced alumni should be called as expert.
4. Expert lecture should be conducted on the following topic,
 - a. Content beyond syllabus of the subject
 - b. State of the art and Research opportunities in the subject.
 - c. Career opportunities in the subject.
 - d. Any other topic based on case study or real life experiences of the experts on the subject

Weak and bright student

During the teaching the every subject teacher identify the slow learner and advance learner based on following criteria

- Qualifying /sessional marks
- Performance in lecture and practical

The special treatment is given to slow learning student by conducting extra class. In practical session, group of advance learning student and slow learning student is made so that it will benefit to slow learner.

Bright or splendid students are encouraged to attend inter/intra college workshops, seminars, meetings, conferences. Students are also motivated into co-curricular and extra-curricular activities, based on their talents .Departmental library has the facility to issues 1-3 more books to the bright students for the study reference purpose.



4. Policy for Conduction of Lab Practical's

Experimental Preparation/Setup

1. Perform the experiment/program on your own to ensure setup is ready & functioning well.
2. Lab experiment list should contain University prescribed list of assignments.
3. All equipments should be tested, calibrated and functioning as per the standard.
4. Ensure lab manuals are updated before the start of every semester.
5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD.
6. Follow the **standard template** for Lab Manual Preparation. Keep the uniformity across the department.

Lab Conduction

1. Faculty as well as lab instructor should be present in the lab for entire 2 lecture hour.
2. Complete practical in the stipulated time, so that students (and you as well) need not carry the burden till the end of term.
3. Viva voce should be conducted in group of 3-5 students while checking write-up of assignment.
4. Avoid poor quality of submission by strict time assessment.
5. Ask the students to sit in the Labs for completing the respective manual writing, if not completed.

5. Policy for Continuous Evaluation

Class Test

1. Conduct the sessionals as per the academic calendar.
2. Prepare & make available a comprehensive question bank for each unit.
3. Refer previous years University question papers for making question bank.
4. Give the model answers for the questions.
5. Keep records of performance of the students in class and in sessional.
6. Maintain a record of action taken on the results of the sessional for improvement.

Assignments

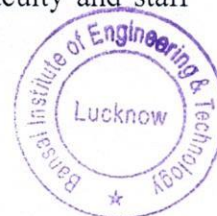
- Provide Unit wise assignments.
- Timely check the assignments & keep record for evaluation.

Quiz

After completing every unit conduct at least 1 quiz test in class comprising of minimum 5 questions to evaluate the performance of the students.

6. Policy for Students

1. Students, admitted in the institute, will have to give an undertaking that he/she will not involve in any sort of ragging or any other indisciplinary act; if involved, he/she is liable to be punished accordingly.
2. 75% attendance is compulsory in all academic activities. Students failing to attain the prescribed attendance will not be allowed to appear in any sessional or external university examination. A certificate of appreciation will be awarded to those students who secure 100% overall attendance in a semester.
3. The timing of the institute is from 9:00 am to 4:30 pm. Students must ensure their presence 5 minutes before. The Lunch timing is from 12:00 pm to 12:45 pm for Ist year and from 12:45 p.m to 1:45 p.m for 2nd, 3rd and 4th year students. They have to be present in their class room before the commencement of lectures and they will not be permitted into the class after the commencement of lecture.
4. Students should not use cell phones in the class room. They have to mute their notifications/data and keep their cell phones inside their bags. If any student is found using a cell phone, it will be taken away from him/her and confiscated as a part of disciplinary action.
5. No student shall leave the classroom without the permission of the teacher or until the class is over.
6. Students will strictly adhere to the prescribed dress code of the institute, and the violating students will not be allowed to attend classes.
7. All the students should maintain punctuality and decorum of the institute. They should not shout or talk loudly in the institute campus.
8. Students should not stand in corridors for gossiping. Students should not sit on the parapet walls, railings, steps or stair-cases. Loitering in the corridors or in the campus during institute working hours is strictly prohibited
9. Students should maintain strict discipline inside the class rooms as well as in the institute campus. They should keep the class rooms/ institute campus neat and tidy.
10. Lack of courtesy and any indecent behavior towards other students, faculty and staff will be viewed very seriously.)

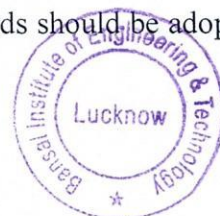


11. Any student involved in breaking or damaging any institute property shall be punished severely.
12. Chewing of pan/pan masala and smoking is strictly prohibited in the institute campus.
13. No student should be present in the canteen during the class hour.
14. No student is permitted to roam in the campus during class/Lab hour.
15. Criticizing or abusing the girl students in foul language is strictly prohibited in the campus.
16. Students are expected to behave well with the, staff; other students and general public. Any misbehavior coming to the notice of the institute authorities will be severely dealt with.
17. No student is allowed to bunk classes at any case. In the case of emergency, they will have to seek permission or take proper leave from their respective Mentor/HOD.
18. The 50% of the fee should be submitted at the start of session and remaining 50% of the fee must be submitted before the odd semester examination. Exam fee must be submitted directly to AKTU. All dues must be clear before odd semester external examination.
19. Each student is responsible for the proper handling and safe custody of any apparatus or equipment that he/she may be using. In case of any intentional or negligent damage or loss to the institute property, the student shall have to pay the cost of repair or replacement.
20. In case of illness, permission has to be obtained from the Mentor/HOD of the department to remain absent from studies.
21. Once the fee is deposited, it will not be refunded, transferred or adjusted in any other account. If a student leaves the course in mid-term, he/she will be liable to pay the balance of fee for the whole year.

It is compulsory for the student to take all sessional, Quiz and Pre University test (PUT) examinations. Students abstaining from these tests shall be severely dealt with. Exemption to a student from the tests/examinations is permitted only in case of hospitalization

7. Policy for Academic Excellence awards

In order to motivate the students to put in their best, following categories of awards should be adopted for



the students. Award carries Certificate plus medal. No award is applicable if any of the examination has been passed with grace or back paper.

Awards/ prizes will be given to students if the student is in the merit list of the University, merit holders of the institute for their outstanding academic achievements. The salient points of these awards are as under

1. These are in addition to whatever awards/ medals are being given by the university.
2. These awards are to be given to the students at the time of annual function.
3. These awards should consist of cash prize and medal.

8. Policy for placement

1. In Normal course, a student who is selected in a reputed company he/she cannot be allowed to sit further in other company campus activities, however they can sit in University industry interface cell (UIIC) and off campus events.
2. If students is selected in non-core company, such student can sit in the core company campus drive provided he gives an undertaking to the effect that he/she will join the core company, if selected, on getting selected, he/she will formally decline the former selection in non-core company, any violation of this clause will be viewed as an act of indiscipline and dealt with accordingly by the placement cell.
3. All the eligible students can participate and attend the pre placement talk (PPT) of the company any student can withdraw themselves after PPT, if they decide not to participate
4. If a student participates in the campus and clears written test/ GD etc but does not turn up in the interview without any prior information such students will be debarred at least for next 2 campus drives.
5. If Student is selected in any company and chooses not join the company then the students has to inform to placement cell along with valid reason for rejecting the offer.
6. Industry feedback should be welcomed to analyze compatibility of students in industry
7. As per guidelines issued from AKTU, The students of B.Tech (all Branches), if they are selected in any company as intern, they can be given NOC for joining the company from 8th semester onwards.



9. Index list

Mentor File Index

1. Student roll list
2. Monthly attendance List
3. Unit Test/sessional/assignment/quiz Marks sheet
4. Bright and weak student
5. Contact Details of students
6. Telephonic record
7. Student applications
8. Details of student's activity if any.
9. Record of mentor/mentee meeting (Once in a month).

Course File Index

1. Front page
2. Vision Mission (Institute & Department), PEOs, POs, PSOs
3. PEOs, POs, PSOs
4. Academic Calendar
5. Course Syllabus
6. Course objectives and Outcomes
7. CO-PO mapping
8. Course plan
9. List of students
10. Time table
11. Attendance of Students
12. Sessional paper, PUT paper, Quiz Papers, Assignment sheets
13. University papers for previous years
14. Question bank
15. Lecture notes

Unit Test/sessional Index in examination file

1. Unit test /sessional Time table
2. Seating arrangement Record
3. Supervision Duty Chart
4. Class wise Unit test Mark sheet

Prof. (Dr.) S.K. Agrawal

