Hindustan College of Science & Technology
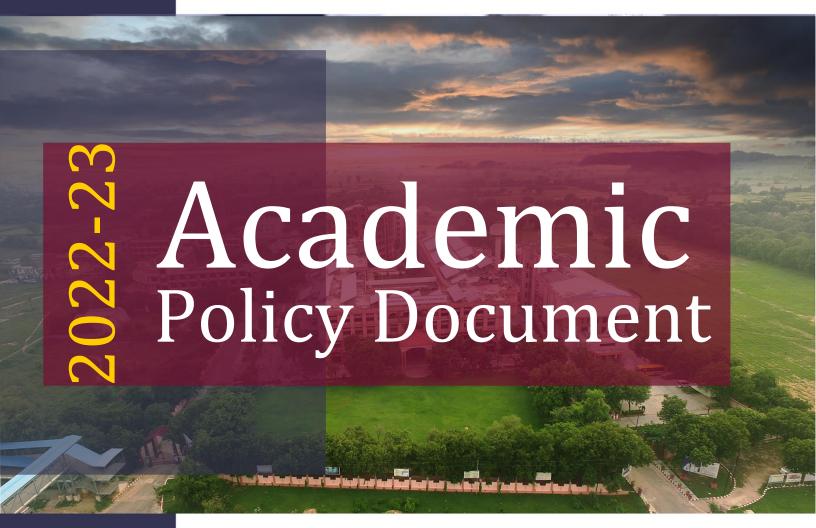
Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow (AKTU CODE- 0064)

2022-23

Academic
Policy Document

Vision of the College

HCST strives to impart a holistic knowledge-centric environment to serve humanity by providing research-oriented technical education to nurture global leaders and entrepreneurs.

Mission of the College

1. Create an ecosystem to foster a culture of innovation, research, academic excellence and entrepreneurship.

2. Nurture technically competent and socially committed global leaders with high moral and ethical values.

3. Impart outcome-based education to facilitate students for their holistic development.

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY, FARAH

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Manual
of
Academic Processes

(Guidelines & Standardization)

Vision of the College

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Introduction

The academic policy document lays down and states the policy guidelines for processes and procedures to be followed all significance important at Hindustan College of Science and Technology. Here are some key reasons:

- ➤ **Establishing Guidelines**: The academic policy document sets clear guidelines and rules for academic procedures, standards, and expectations within the college. It provides a framework for maintaining consistency and coherence in the educational system.

- ➤ **Ensuring Quality Education**: The document outlines the college's commitment to providing quality education and defines the standards for curriculum, teaching methods, assessment practices, and faculty qualifications. It helps maintain academic rigor and ensures that students receive a high-quality learning experience.

- ➤ **Promoting Transparency and Accountability**: The academic policy document promotes transparency by clearly stating the college's academic policies and procedures. It helps students, faculty, staff, and other stakeholders understand the expectations and responsibilities related to academic matters. It also establishes accountability by outlining the consequences for non-compliance with academic policies.

- ➤ **Supporting Decision-Making**: The document serves as a reference for decision-making processes within the college in matters related to academic processes. It provides a basis for resolving academic issues, handling grievances, and making informed decisions about curriculum development, course offerings, assessment methods, and academic support services.

- ➤ **Facilitating Accreditation and Recognition**: Academic policies and procedures play a crucial role in obtaining accreditation and recognition from relevant educational regulatory and accrediting authorities. The academic policy document ensures that the college meets the required standards and criteria set by accrediting and regulatory bodies, which enhances the credibility and reputation of the institution.

- ➤ **Safeguarding Academic Integrity**: The academic policy document emphasizes the importance of academic integrity and outlines measures to prevent plagiarism, cheating, and other forms of academic misconduct. It establishes a fair and ethical academic environment, promoting intellectual honesty and integrity among students and faculty.

- ➤ **Enhancing Student Success**: The academic policy document includes provisions for student support services, academic advising, and grievance procedures. It supports student success by providing guidelines on course registration, credit transfer, academic progress, and graduation

requirements. It ensures that students have access to the necessary resources and support to thrive academically.

Overall, the academic policy document serves as a foundational document that guides the academic operations of Hindustan College of Science and Technology. It ensures adherence to standards, promotes quality education, and fosters a conducive learning environment for all stakeholders.

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Annexures

1   Academic Calendar

The Academic Calendar of Hindustan College of Science and Technology, Mathura shall be prepared following the guidelines of AICTE, New Delhi, and the affiliating University, Dr. A.P.J. Abdul Kalam Technical University, Lucknow. This Calendar plays a crucial role in communicating academic and administrative schedules to all stakeholders for the entire semester. A well-structured academic calendar significantly impacts the outcomes of the College. Teaching-learning Processes.

At the beginning of each Semester (January/July/ respectively for even and odd semesters), the Dean of Academics office will prepare an initial draft of the Academic Calendar, taking into account the University's academic calendar and the specific academic and non-academic activities of the College duly planned and time slots allocated. The draft will then be reviewed by the Director and forwarded to the Internal Quality Assurance Cell (IQAC) for further consideration.

During the Calendar's preparation, special attention shall be given to inclusion of all essential information such as class commencement and completion dates, internal and external examination schedules, and significant institute-level events like cultural and technical festivals, sports events, and holidays etc.

The Dean of Academics will organize a meeting with the IQAC to discuss the draft and gather suggestions for improvements and alterations. After the IQAC's approval, the academic calendar has to be forwarded to the Director for final approval. Subsequently, it is disseminated to students, staff, faculty members, and internal stakeholders via email by the Dean of Academics. Additionally, the calendar is uploaded on the college website for easy access, by all concerned.

All academic and non-academic departments are responsible for adhering to the academic calendar, and they are requested to align their departmental calendars with the college's calendar.

Once the academic calendar is finalized, approved, and shared, no further changes are allowed, except in the case of unforeseen circumstances, natural disasters, or sudden holidays. In such situations, the Director has the authority to make and approve necessary adjustments as required.

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

The Dean Students Welfare shall prepare the nominal roll list (*Annexure-I*). The nominal roll then shall be shared and verified with the Dean Academic Office. After finalization the departments are required to prepare attendance registers (Theory, Tutorial and Lab) (*Annexure-II*). **For mapping the students, following hierarchy is followed.**

> Group
>> a. Sections
>>> i. Batches

In first year, students are divided into two groups, i.e. Group A and Group B for optimum utilization of Faculty & Lab resources. Each groups have multiple sections. As per the admission reporting or as per requirement, students are mapped to group, section, batch. The branch specific sections for theory, tutorial and labs are to be formed 2nd year onwards. The divisions of sections are formed alphabetically, like A & B Section. Each section has approximately 60 students.

Batches are to be formed in following manner:

> **Tutorial and Lab:** Batches are to be formed as per the University roll number. Approximately 50 % students of the section are mapped in one batch. Each section has two batches (e.g. A1.1, A1.2 or B1.1, B1.2). One faculty member has to be assigned for each tutorial and lab group. For simulation/software-based labs, there should not be more than two students per computer. Ideally, each student is allocated one computer. The lab attendance register is to be prepared as per *Annexure-II-C*.

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

The University syllabus includes three types of elective courses

> Open electives,
> Department electives and
> science-based electives.

The elective subjects are run in accordance with the guidelines from affiliating University AKTU. The electives should be floated among students to make 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 up teaching of 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 10 days prior to the commencement of the Semester and elective groups to be formed and displayed on the Departmental Notice Boards and mailed to the students concerned. The attendance sheets of the elective groups have also to be prepared accordingly.

The students shall be allowed to change their electives as per the ordinance of the University i.e., latest by 15 days from the commencement of the Semester. After 15 days, no request shall be entertained and the list has to be finalized (*Refer Annexure III(B)).*

Elective subjects can be floated as per the guidelines of Dr. APJ Abdul Kalam Technical University. (The affiliating University)

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 Deputy HOD will allot the subjects to the faculty members, based up on the filled choices, faculty's knowledge and preference.

➢ Subject allocation process should be completed atleast 10 days prior to the commencement of the new Semester.

5. Load Sheet and Time Table Preparation:

Each department will designate faculty as departmental Time-Table Coordinator, who will be responsible for the Department Time-Table preparations.

The departmental Time Table Coordinator in consultation with the Deputy HOD will prepare a Load Chart based on the subject allotted and get it reviewed by the Academic Head *(Refer Annexure V)*.

While preparing the Load sheet the guidelines issued as per the cadre to be ensured. A copy of the load sheet is sent to the office of Director/ Dean Academics for approval.

After finalization of teaching load, department time table incharge will prepare the Time Table

(Annexure VI) and it must be displayed on department notice board after approval from concerned Head and Dean Academics.

Time -Table in-charge will circulate the individual Time Tables to all the subject teachers before commencement of classes. After the approval, time table coordinator will publish the same on ERP, besides informing the faculty individually & the H.O.D./Dy. H.O.D through copies.

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. **Counselor- Student Distribution: Student Mentoring for Guidance, Counseling of the Students.**

For guidance, counseling & mentoring of students the department should assign a counselor to each student before the commencement of the session and maintain a record of the same (***Refer Annexure-VII)***. The list is to be circulated among the students and shall be displayed on the departmental notice board. The preferable ratio of counselor- student to be kept approximately 1:20 as the Institute follows the faculty-student ratio of 1:10 (approx.), well with the limits defined by the AICTE.

During first year, Counselors are expected to mentor the students of their respective batches as the first-year students have more or less common Courses and time-Tables However, from second year onwards faculty members from the parent department should be appointed as counselor. The counselor shall be in continuous touch with the allocated students and discuss issues that the student wants a solution to, academic, non-academic, social and has to maintain a record file of each such discussion & counseling session.

Whenever Counselor will change then counseling records will be transferred to newly appointed counselor. The details of counselors must be informed to the students through departmental Notice Board. For other special cases, the departmental head may make necessary changes whenever required. The counselors are expected to keep the record of their students, including their personal information, performance in academics, soft skills and technical skill trainings, counseling records, placements, preparation etc.

The Counselors are expected to meet their students every week or maximum fortnightly.

Departments may provide a Counselor-Student slot in the timetable itself to ensure better communication and connect. There cords of Counselor-Student meeting are to be documented properly.

7. Course File

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 VIII (A)).***

The course files are to be reviewed by the Department 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 Committee.

8. Lab Delivery & Manuals

Each lab must have a designated Lab In-Charge who is responsible for all the academic activity in that lab. One lab assistant will be available during lab. He will also be responsible for maintenance of lab and he will report to the lab in-charge.

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 maintained and to be re-evaluated and updated if required. The updated manuals are to be kept in lab for the students for the future reference.**(Refer Annexure VIII(B)).** The lab course files are to be reviewed by the Lab In-charge/course file committee, formed at the Department level. The lab manual files must be submitted to the HOD office; duly reviewed by the course file committee/Lab In-charge.

➢ **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 faculty member 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). This list should be prominently displayed in the lab.

➢ **Division of Groups-**The entire class is to be divided into 2 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 maximum of 04 students. The software-based labs being an individual activity can comprise a total of about 30 students.

➢ **Lab DS (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 group wise. 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 are 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 evaluation marks / grades as per the policy.

➢ **Internal Assessment-** Internal Assessment of Lab courses is to be done throughout the semester by following the standard procedures as listed below:-

- As per the evaluation scheme, the internal assessment in individual practical subject is

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of 25/50 Marks. However, the internal assessment policy is as follows:

- Each practical is of **10 Marks**, and evaluation is done on the three criterions namely Active Participation, Lab results and in time submission. Marks out of 10 is to be awarded and record maintained by the faculty member (lab incharge) for each student in lab attendance register.

- **In time Submission**- The lab report has to be submitted by the student for the assessment till the next lab session. For the in-time submission 3 marks shall be awarded. If the submission is delayed by one day 02 marks shall be awarded. In any further delay only 01 mark shall be awarded. ZERO MARKS SHALL BE AWARDED IF SUBMISSION IS DELAYED BY ONE WEEK.

- **Attendance**- Maximum Attendance marks are 5 (For 25 total marks lab) or 10 (For 50 total marks lab) will be given as per the criteria (**Refer Annexure IX**):-

- **Teachers Assessment-** Maximum Teachers assessment marks are 5 (For 25 total marks lab) or 10 (For 50 total marks lab). During each lab course, there has to be TWO VIVAS/Quiz, one during the semester; preferably after 5 experiments called MID SEMESTER VIVA (MSV) and one at the end of the semester; called END SEMESTER VIVA (ESV). The student has to be evaluated out of 10 Marks for each viva individually.

- **Total Evaluation:** The lab performance marks (10 X 10) which are then scaled down to 15 for 25 marks evaluation scheme and 30 for 50 marks evaluation scheme, (as the case may be). Attendance and teachers' assessment marks will be added as per evaluation scheme.

- Under any condition, moderation is not allowed but the faculty is empowered to put the case of any discrepancy, including the medical issues/ genuine personal reasons leading to the students' poor performance; to the HOD for Decision / Approval of amendments.

9. 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 onus 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 notice board and mailed to the students as well, to

encourage them in selecting appropriate topics for seminar.

- ➢ 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.

It is to be noted that steps 1-5 need to be completed within 15 days of commencing the semester.

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

10. Final Year Projects

As per the curriculum prescribed by the University, every student has to undertake a final year project during their final year. B.Tech students has to form a team of 2 to 4 members as per University guidelines. MBA students in final semester have to undertake a research project individually as per the University guidelines. 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 solutions and option 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:

- ➢ 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.
- ➢ Project for all students is to be carried out at campus in designated project lab to encourage better project-based learning and cooperation/teamwork with their group members.
- ➢ Encourage participation in National and International conferences, Tech fests.
- ➢ Personal mentoring and guidance by the project supervisor throughout the span of the project.
- ➢ Scope must be explored for publishing eligible research results in the reputed journals.
- ➢ **Identification of Projects and allocation Methodology to the Faculty Members**
  - • 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.

- 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.

- Once mutually decided between faculty and students, the student group of not more than four members have to submit their proposed project statement which mentioned the objective of project work, knowledge domain of each student, Literature survey, Methodology, expected outcomes, references and the name of the proposed supervisor to Departmental Project Coordinator.

- The Departmental project committee would then schedule the presentation of the students' groups for the evaluation of the project ideas.

- 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 guidelines given by project coordinator and 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 2 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.

Evaluation Scheme & Attributes During 7th semester Project (B.Tech. Courses)

S. No	Performance Indicator	Max Marks 150
1	Project Synopsis / Proposal Evaluation	20 Marks
2	Mid-Term Project Evaluation on Literature Survey and Methodology	20 Marks
3	Design and analysis	20 Marks
4	Implementation strategy and partial implementation/ Execution and Results	10 Marks
5	Expected Result and report submission	20 Marks
6	Evaluation by Guide	40 Marks
7	End semester Internal Presentation	20 Marks

Evaluation Scheme and Attributes During 8th semester (B.Tech. Course)		Max internal marks (100)	Max External marks (300)
S. No.	Performance Indicator	Additional benefit for paper publication	As per University examiner with reference to overall record of project with paper publication benefits.
1	Implementation /Execution - Presentation	30	
2	Testing, Results and Conclusion with future scope	20	
2	Final report (as per AKTU Format) with plagiarism status	10	
3	End Semester Presentation	20	
4	Evolution by Guide	20	

> **Process to assess individual and team performance**
>> • Supervisor and project coordinator must regularly evaluate student's performance: satisfactory / unsatisfactory progress and before every presentation provide remarks in

the project review report.

- Project presentation must be scheduled once in every month 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.

11. Industrial Training/ Internship/ Mini Project

As the part of AKTU 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 and the MBA students need to pursue two mini projects; one each in first and second semester and have to undergo 6-8 weeks summer training, after second semester. The assessment of mini project/internship or Industrial training is held during the ensuing 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 learning /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.
- **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 organization for internship/industrial training. In case, the students are not able to arrange the training, the coordinator should help the students and may involve department HOD, placement cell, T&D and Institute Industry Interface Programme cell IIIP 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

12. Monitoring of lecture delivery

The department shall form a committee of three members including HOD, one professor/Senior Faculty 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/Senior Faculty member 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. The purpose of mentoring and discussion is solely to improve the lecture delivery in class.

13. Attendance Monitoring of students

As mentioned earlier in course delivery, the faculty members have to put the daily attendance of students on ERP Portal on regular basis before 7:00 PM. The institute has a system to fetch the daily attendance from ERP system and send the attendance report of each student to their parents via SMS daily at 7:30 PM. Few of the checkpoints are enlisted below:

➢ The attendance summery of all the students must be displayed on departmental notice board, fortnightly.

➢ 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%. However, the students in the last semester of study and having NOC, duly approved by the director, are exempted as per the University policy. (*Refer Annexure X*)

➢ The Director has the authority to grant upto 15% concession in mandatory attendance level of 75% due to valid & appropriate reasons.

➢ The information of the non-reporting students must be sent to the respective parents'/guardians on 4th day from the commencement of the semester.

➢ Detention list must be displayed on notice board of the department and via ICT tools.

➢ The letters are also to be sent to the students having less than 60 % attendance and detained in the external examinations (*Refer Annexure XI*)

14. Preparation of Detained Student List

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

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

➢ Minimum attendance mandatory for appearing in CT1: 70%
➢ Minimum attendance mandatory for appearing in CT2: Either Minimum of 75% overall or 75 % between CT-1 and a day before CT-2
➢ Minimum attendance mandatory for appearing in PUT: 75%

➤ A relaxation of 10% for CT1, CT-2 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 telephonic call / sending letters to the parents of the detained students.

15. Syllabus Coverage

Syllabus coverage for all the courses including labs is to be assessed a week before Class Test.

(Refer Annexure XII). Syllabus coverage must be followed by the action plan for slow going courses by Head of the Department.

16.Feedback & Surveys through Stake Holders

The college has a well-established system of collecting, analyzing and executing the suggestions drawn through the feedback. The feedback is taken for various aspects from students / stakeholders and utilized for the improvements in curriculum, its delivery and the infrastructure.

The various feedback/surveys 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, non-teaching staff, 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 a 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 communicate the same to the affiliating university for necessary incorporation of the suggestions and/or bridge the gaps by providing the add-on/ value added programs and trainings.

➢ **Feedback by the students regarding curriculum delivery:** Student feedback is the response given by the students concerning their perceptions of the teaching learning process for individual subject teacher. The activity is to be performed confidentially through the respective Head of the Department. The feedback is to be taken through students regarding delivery of the course by physical mode by interacting group of the students. This feedback is to be conducted at the department level, after 15 days from the commencement of the semester and one week before the commencement of CT-1. After CT-2 Online feedback is taken through ERP by Dean Academics *(Refer Annexure XIII)*.

➢ **The feedback is analyzed and proper action is taken for improvements, considering the following points:**

- The students having more than 75% attendance should only be involved in the process of providing feedback.
- The remedial action should be taken immediately if the faculty scores less than 70% in the feedback given by the students.
- The feedback collected should be shared with the faculty member's individually through mail or through hardcopy with face to face counseling if needed. Any communication with the faculty members and students regarding this feedback should be done through the HOD only.

➢ **Feedback and Surveys regarding Outcome Based Education:** Mainly three surveys are to be performed at the department level to ensure proper implementation of the outcome-based education program viz. exit survey, course exit survey and the survey through other stakeholders.

- **Program Exit:** The graduating students should be asked to participate in the exit survey so as to know their feedback on the program outcome attainment.
- **Course Exit:** The course exit survey is to be performed by faculty members to get the feedback and calculate the indirect attainment of the course outcomes.
- **Stakeholders:** A similar survey is to be performed involving other stakeholders (alumni and employers) to know about their view on the abilities of the College pass out students.

17. Internal Assessment Question Paper

Blooms Taxonomy is to be followed while setting the internal exam question papers. (***Refer Annexure XIV***) 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 mapping of every question with course outcome is to be prepared inevitably to check for the equal coverage of all CO's.

- ➢ Each question paper must be evaluated by Department examination committee/ DAC before each CTs and PUT. Action Taken report must be prepared as per format by departmental exam coordinator (COE) and must be duly signed by Head of the department. ***(Refer Annexure XV)***.

- ➢ For interdisciplinary subject or a subject taught by faculty of other departments, ATR will be verified by parent department.

- ➢ During moderation, the weightage to each unit is to be checked and ensured to be equal. Weight age 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.

18. Conduction of Internal Examinations

The internal exams including Class Tests (CT-1 and CT-2) and Pre-University Test (PUT) should he held through the department exam cell in adherence with the Academic Calendar.

➢ CT1 should cover first 33% of syllabus and PUT exam should cover complete syllabus of the course.

➢ The CTs are conducted for a maximum of 30 marks or 20 marks and PUT for 70 or 100 marks as per the evaluation scheme of university.

➢ The duration of CTs is 90 minute and PUT is 3 hours in physical mode. In Online mode (Only in special unavoidable circumstances like COVID), the duration of PUT is of 2 hours only.

➢ The Makeup tests / retests should be arranged for the students absent in the scheduled tests as per the AKTU guidelines.

19. Dealing with UFM Cases

➢ It is a duty of classroom invigilator to stop unfair means by students. But still if student is involved in unfair means then it must be reported to department COE with proof.

➢ Student has to submit the UFM form (*Annexure XVII)* to the class invigilator and then new answer sheet will be given to him/her. No extra time will be given.

➢ Department examination committee of 2-5 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 and send one copy to Head of the department.

➢ The UFM cases in the external examination shall be dealt as per AKTU guidelines.

20. 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 through ERP or direct discussion in the class.

> Evaluated answer sheets must be shown to the students within 7 working days after completion of the examinations and discussion of the solution is needed to be done in the class, if required.

> If student is disagree with the marks/grade assigned to him/her or any changes observed during discussion with students then student has to collect the rechecking form from subject teacher or department COE and by filling it submit to Subject Teacher. **(Annexure XVI)**

21. Slow and Advanced Learners

> **Guidelines/ Mechanism for identifying Advanced Learners:**
  - Advanced Learners are those students who are ahead on the learning curve and require advanced technical know-how.
  - Advanced Learners are identified based on their performance **(above 70%)** in internal examinations.

> **Special activities conducted for advanced learners**
  - Providing guidance for the recent market trends in specific industries.
  - Seminars/Workshops on advanced topics related to concerned fields with Industry Experts.
  - Guiding the students for National Level Placement Tests/ GATE / Competitive Examinations.
  - Encouraging to participate in various symposiums like quizzes, poster presentations, Conferences, inter-institution competitions etc. also conveyed to the parent's time to time by the teacher's guardian. Slow learners are counseled and motivated by their mentors.

> **Guidelines/ Mechanism for identifying slow learners:**
  - The meaning of academically slow learner means those who could not keep pace with the classroom teaching needs extra attention so as to bring such students to par with the rest of the students in the class.
  - Slow learners are identified based on their performance **(below 40%)** in the internal examinations.

➢ **Special activities conducted for slow Learners**

- Remedial/Extra classes are conducted with an appropriate focus on the subject/topic codes in which the students are found to be slow learners

- Individual academic counseling is done by the concerned subject teacher.

- Student study groups are formed for peer-to-peer learning.

- Personal counseling is done through mentoring (Teacher guardian) scheme which takes care of the student's issues.

- Mentors maintain the entire academic record of the student which is also conveyed to the parent's time to time by the teacher's guardian. Slow learners are counseled and motivated by their mentors.

22. **Internal Assessment and Uploading of Marks on AKTU Portal**

➢ Marks shall be awarded according to the performance of the students in individual subjects

➢ Finally, prepared marks shall be verified by the HODs and internal Marks Coordinator before uploading at AKTU portal. *(Refer Annexure XVIII)*

➢ 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 central examination controller office through HOD office.

➢ Department shall maintain the records of all the marks and keep a copy of the same in the department.

23. **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 at least 1 industrial visits for the students during course duration. More than one visit is appreciated.

- Industrial visits should be planned related to the branch or discipline of the student which requires the exposure of industrial/practical knowledge.
- The subject teacher, in association with the department Industrial visit coordinator/ Head of the Department is required to arrange the visit, by approaching the appropriate industry.
- After planning for visit, the approval must be taken from Director through dean academics.
- After finalizing the visit, the approval will be given by director only after verification of following documents submitted by HOD to dean academics.
  a) Industry visits approval letter from company/industry
  b) Medical insurance documents for all members going for visit
  c) Indemnity bond (*Refer Annexure XIX*)
- Teacher must inform the details to the parents through telephonic discussion.
- 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 learning's from the visit should be obtained.
- Feedback Analysis must be done & appropriate action should be taken for future visits by Head of the Department.

24. Guest Lectures

➤ The guest lecturers 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 lecturers 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 through event management form (*Annexure XX*)

25. CO-PO Attainments

The calculation of CO attainment includes two parts Direct & Indirect Attainment. The 90% weightage is given to direct attainment & 10% weight age is given to indirect attainment to calculate the final CO attainment.

In **direct assessment**, the attainment is obtained is taken from student's internal marks and also University exam marks.

Data is collected from internal examinations (theory, practical, seminars, assignments and presentations) and university examinations (theory and practical). The details are given in the following table:

Internal assessment Tools

Component	Component of Evaluation	Assessment Type
Theory	Class Test-1	Short & long Answer Type Question Paper
	Class Test-2	Short & long Answer Type Question Paper
	Pre-University Test	Short & long Answer Type Question Paper
	Assignment/Quiz	Numerical & Short & long Answer Type Questions, MCQs
Practical	Daily Evaluation	Planning, analysis of lab skills, Finishing the experiment
	Practical Examination	Viva-voce & Experiment Conduction
	Lab Records	Data interpretation
Seminar, Project, Industrial Training, Internship	PowerPoint Presentation	Rubrics
	Hard Bound or spiral Bound Report	Rubrics

Semester End Assessment Tools

Component	Components of Evaluation	Nature of Exam
Theory	University end semester Exams	Conducted in Offline mode at center assigned by university. Based on the complete syllabus of the subject
Practical	University End semester Exams	Viva- Voce & Experiment Conduction under observation of external examiner appointed by university.
Project	University End semester Exams	Demonstration, Viva – Voce & Presentation under observation of external examiner appointed by university.

Weightage to the Internal & External assessment is to be given as per the AKTU evaluation scheme. The internal examination and the prescribed marks are to be complied as per the prescribed regulation. Therefore, the scope for comprehensive assessment is less. In this frame work, department conducts the following assessments:

a) Class Test-1
b) Class Test-2
c) Pre-University Test
d) Assignments/Quiz.
e) Attendance

The internal assessment evaluation is to be separately compiled and graded. The above-mentioned assessment methods or any other prescribed methods should be used to evaluate the course outcomes achieved. For CO attainment calculations department should assign targets & attainment levels through DAC by taking considerations of NAAC/NBA guidelines.

In the **Indirect assessment**, Course exit Survey should be used for assessing the percentage of attainment.

Course exit survey of each course should be taken on the scale of 3, by subject teacher, at the end of the course. Target levels for course exit survey can be set by DAC. In the overall attainment, a weightage of 90% can be given to direct assessment while 10% to indirect assessment.

➢ **Assessment process for PO & PSO attainment:**

The assessment tools are direct and indirect methods for evaluating the attainment of POs & PSOs. Overall attainment for POs & PSOs can be calculated with 90% weightage to Direct Method & 10% weightage to indirect method.

- **Direct methods:** These methods display the students' knowledge and skills from their performance through continuous assessments; called the sessional tests in the college, classroom assignments, presentations, project work and the end semester examinations. These methods provide strong evidence of students' learning. Mainly it consists of overall CO attainment of each subject.
- **Indirect methods**: In this method, the feedback from the various students' needs to be taken by subject teacher at the end of the semester either in offline or online mode on the scale for 1 to 3 on each COs.

26. 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 preferably Professors and Associate Professors 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 3-8 members / Member.

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

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HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Roll List

S. No.	Admission No	Roll No.	Branch	Section	Student Name

ANNEXURE-II-A (THEORY ATTENDANCE SHEET)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

ANNEXURE-II-B(TUTORIALATTENDANCE SHEET)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, MATHURA

B. TECH. / M.B.A. BRANCH.. SEMESTER .... YEAR 20...... - 20.......

TUTORIAL ATTENDANCE

Date	No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	TOTAL	Assignments	A-1 10	A-2 10	A-3 10	A-4 10	A-5 10	TESTS T-1 30	T-2 30	T-3 30	Tests 30	Attan. 10	Assign. 10	Total 50

Sessional Marks - 50

Sign. of H.O.D.   (15)   Sign. of Dean Academics

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, MATHURA

CLASS .... SECTION / BRANCH .... BATCH ....

S. No.	Roll No.	Name of Student	Date No.	Attendance 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Sign. of Faculty   (2)   Sign. of H.O.D.

PRACTICAL WORK ASSIGNMENT RECORD

YEAR 20 - 20

Marks out of 10 Each 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	Out of 10	Internal Viva / Quiz 10	Total Out of 20	Alloted Marks Out of

(3)   Sign. of Dean Academics

ANNEXURE-III (A) (ELECTIVE CHOICE)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Semester: -

Program/ Branch: -

Department Elective/Open Science Elective/Open Electives

Elective-_____

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

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

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Semester: -

Program/ Branch: -

Department Elective (DE)/Open Science Elective (OSE)/Open Electives (OE)

Sr. No.	Roll No.	Name of Student	DE No./OSE-No /OE-No	DE No./OSE-No /OE-No	DE No./OSE-No /OE-No	DE No./OSE-No /OE-No	Signature of Student

ANNEXURE-IV (COURSE ALLOCATION/ SUBJECT ALLOCATION)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Department Name: -

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

ANNEXURE V – TEACHING LOAD

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

	HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, MATHURA																Version No:-	
	DEPARTMENT OF :																	
	Faculty wise Load As per Norms for ODD//EVEN Semester of Academic Session: 20XX-20XX																Date:-	
S.NO.	NAME OF FACULTY	DESIGNATION	DATE OF JOINING	GROSS SALARY	SUBJECT	BRANCH / SECTIO	SEMESTER	TOTAL NO. OF STUDENTS	Actual Load per Section as per AKTU Norms			Total Hours as per AKTU	Actual Load per Section as per SGI Norms			Total Hours as per SGI	Additional Responsibilities
									L	T	P		L	T	P		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

TOTAL LOAD AS PER AKTU: **AVG FACULTY AKTU =**   **DEPARTMENTAL LOAD As per SGI Norms =**   **AVG. FACULTY LOAD As per SGI=**

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Hindustan College of science and Technology - Mathura

Department of

CLASS TIME TABLE ODD/EVEN SEMESTER 20XX-20XX

SESSION:				W.E.F	class teacher					
YEAR/SEM-				ROOM.NO :						
Time / Day	I	II	III	IV		V	VI	VII	VIII	
	10:00 - 10:50	10:50 - 11:40	11:40 - 12:30	12:30 - 01:20	1:20-01:50	01:50 - 02:40	02:40 - 03:30	03:30 - 04:20	04:20 - 05:00	
MONDAY	Course Name	Course Name	Course/Lab Name with Batch/PDP		B	Course Name	Course Name	Course/Lab Name with Batch/PDP		
			Course/Lab Name with Batch/PDP					Course/Lab Name with Batch/PDP		
TUESDAY	Course Name	Course Name	Course Name	Course Name	R	Course/Lab Name with Batch/PDP		Course Name	Course Name	
						Course/Lab Name with Batch/PDP				
WEDNESDAY	Course Name	Course/Lab Name with Batch/PDP		Course Name	E	Course Name	Course Name	Course Name	Course Name/Tutorial batch+ Room No	
		Course/Lab Name with Batch/PDP							Course Name/Tutorial batch+ Room No	
THURSDAY	Course Name	Course Name	Course Name	Course Name	A	Course/Lab Name with Batch/PDP		Course Name	Course Name	
						Course/Lab Name with Batch/PDP				
FRIDAY	Course Name	Course Name	Course Name	Course Name	K	DE	Course Name/Tutorial batch+ Room No	Course Name/Tutorial batch+ Room No	LIBRARY	
							Course Name/Tutorial batch+ Room No	Course Name/Tutorial		
SATURDAY	ACTIVITY					ACTIVITY				

Name of the Subject		Subject Code		Name of the Faculty Member		
Course Name						
Course Name						
Lab Name						

Signature
Time Table Incharge

Signature
Head of the Department

ANNEXURE VII – (Counselor- Student distribution)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Department Of-

Sr. No	Roll No.	Student Name	Semester/Program/Batch	Counselor Name

ANNEXURE VIII(A) – (Course File Format)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Department Of-

Index		
Sr. No	**Content**	**Remark**
1	Academic Calendar	
2	Class/Section Time table	
3	Individual Time table	
4	Syllabus with Course outcomes (COs)	
5	Course outcome (CO)-Program outcome (PO) Mapping	
6	Course outcome (CO)-Program specific outcome (PSO) mapping	
7	Lecture Plan and Lecture plan Execution	
8	University question papers	
9	Question Bank	
10	Unit Test- Question papers with CO & Results	
11	List of advanced and slow learners (students) and plan for their advancements	
12	Subject notes (handwritten / presentation)	
13	Additional topics covered (other than syllabus)	
14	Assignments	
15	Tutorial Sheets	
16	Sessional Marks with breakups (CT+TA)	
17	Result of Subject (last 3 Years)	
18	Attendance Record	

ANNEXURE VIII(B) – (LAB MANUAL FILE Format)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Department Of-

	Index	
Sr. No	**Content**	**Page No**
1	Title page (College logo, Department name, Lab Course title with code)	
2	Course outcomes (COs) of the Lab course	
3	Course outcome (CO)-Program outcome (PO)mapping	
4	Course outcome (CO)-Program specific outcome (PSO)mapping	
5	Evaluation scheme	
6	List of experiments Details of each experiment - Title of experiment - Objective of experiment with CO - Back ground theory - List of components or resources required for experiment (if any) - Block diagram or flow chart (if any) - Explanation of working principle / algorithm/Pseudocode - Key parameters and their values used in the experiment - Experiment sample outputs - conclusion	

ANNEXURE IX – (Attendance marks Policy)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Attendance Marks Policy Document

Following criteria should be followed forwarding the marks on the basis of attendance in Theory and Practical classes.

% Attendance	Attendance Marks (out of 10 Marks)	Attendance Marks (out of 5 Marks)
Above 75%	10	5
70-74.99	9	4
65-69.99	8	
60-64.99	7	3
55-59.99	6	
50-54.99	5	2
40-49.99	4	
30-39.99	3	1
20-29.99	2	
10-19.99	1	0
0-9.99	0	

ANNEXURE X – (NO Objection Certificate Application for early joining)

(For Students Submission)

Date : ……………

Application by student seeking Approval for Internship/Training /Placement

To,
The Director
Hindustan College of Science & Technology,
Farah, Mathura.

Through: Head Training & Placement Officer

Re : "Approval of Internship/Training/placement"

Respected Sir,

I have pleasure in informing you that I have an opportunity for Internship/Training with
M/s _____ for the Research Academic Project /Training
assigned for the purpose, and as part of our course.

I, hereby, request you to kindly allow me to attend my internship / training with the above said organization
in view of my commitment to the conditions laid down by the Institute/College.

My attendance during my internship/training would be shared with the institute by
M/s……………………………………………………
Yours respectfully,

_____
(Signature)

_____
Name of student

(For use by T&P Officer)

Certified that the above named student has been considered for internship/training with
M/s………………..……………………………………………………

Forwarded to the Director/ Dean.
Remarks, if any _____

(Head T&P)

Approved / Not Approved (Head T&P)

ANNEXURE XI – (Less Attendance Letter Format)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, Farah (MATHURA)
(Academic Year 2022-23, Even Semester)

Dear Parents,

Dr. A.P.J. Abdul Kalam Technical University has started Online Attendance Monitoring System. It has come to our notice through student monitoring system that your ward Mr./Ms. .... is not regularly attending the classes, therefore his/her attendance is showing below required percentage. As per university attendance norms minimum required percentage for appearing in the semester exam is 75% which has to be maintained on attendance monitoring system. Hence you are kindly requested to contact undersign immediately with your ward.

                                                        HOD

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, Farah (MATHURA)

प्रिय अभिभावक,

आपको सूचित किया जाता है कि, डॉ. एपीजे अब्दुल कलाम तकनीकी विश्वविद्यालय ने ऑनलाइन उपस्थिति निगरानी प्रणाली का प्रारम्भ किया है। छात्र निगरानी प्रणाली के माध्यम से यह हमारे संज्ञान में आया है कि आपका पुत्र/पुत्री .... की उपस्थिति नियमित नहीं है तथा मानक आवश्यक न्यूनतम प्रतिशत से कम है। विश्वविद्यालय उपस्थिति मापदंडों के अनुसार सेमेस्टर परीक्षा में सम्मिलित होने के लिए न्यूनतम आवश्यक उपस्थित 75 प्रतिशत है जिसे विश्वविद्यालय की उपस्थिति निगरानी प्रणाली पर नियमित बनाये रखना है। इसलिए आपसे अनुरोध है कि आप अपने पुत्र/पुत्री के साथ व्यक्तिगत रूप से संस्थान में आकर मिलें।

                                                        विभागाध्यक्ष

ANNEXURE XII – (Syllabus coverage format)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY,
FARAH, MATHURA

Semester/Section wise Academic Progress Sheet for **Theory and Practical** as on   Date: ....

Department: ....

Semester/Section: ....

S.N.	Sem	Section	Subject Code	Subject Name	No. of Periods Conducted	Units Covered	% Course Coverage	Lect. required for completion of syllabus	Name/Sig. of the Faculty	Remark
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										

Note: - Please prepare separate progress report for Semester/section.

Signature of HOD

OFFICE OF DEAN-ACADEMICS

| For any query mail us at: - dean.academics@sgei.org | Extension - 310 |

ANNEXURE XIII – (STUDENT FEEDBACK FOR SUBJECT TEACHER)

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY
ACADEMIC SESSION (20**-20**- ODD/EVEN SEMESTER)

Questionnaire	Out of (5)
Does the Teacher come on time & engage all lectures and his Writing is clear & Voice is Loud enough?	
Encourages to ask questions & answers them satisfactorily?	
Gives enough assignment problems covering all topics & returns the evaluated assignments in time?	
Has the teacher good control over the class?	
Impartial in evaluation & has no bias towards students?	
Is the lecture interesting?	
Is the teacher interactive during Tutorial Period & clarifies your doubts?	
Is the teacher Well Prepared & Confident?	
Syllabus is covering at appropriate pace?	
Whether the information provided by the teacher (lesson plan, reading material, book reference, model	
Whether the information provided by the teacher (lesson plan, reading material, book reference, model question paper, etc.) helped you for your preparation?	

ANNEXURE XIV – (Class Test Question paper format)

Hindustan College of Science & Technology (064)

Department of …………….

Class Test- (CT-   )

Subject Name with code……………………….   **Max Marks………………**

Sem. /Section……………………………………….
    Time…………………….

Course Name:

Course Outcomes (COs):

At the end of the course the student should be able to:
1.
2.
3.
4.
5.

Q. No.	Question	Marks	CO	Bloom's Knowledge Level (KL)
Section A	**Attempt All the parts (No Choice**	**(6X1 = 06)**		
A1		1		
A2		1		
A3		1		
A4		1		
A5		1		
A6		1		
Section B	**Attempt any 03 Questions from this section.**	**(3X5 =15)**		
B1		5		
B2		5		
B3		5		
B4		5		
B5		5		
Section C	**Attempt any 02 Questions from this section**	**(2X4.5 =09)**		
C1		4.5		
C2		4.5		
C3		4.5		

- **CO**–Course Outcomes

- **Bloom's Knowledge Level (KL)** – Bloom's Taxonomy Levels (K1- Remembering, K2- Understanding, K3 –   Applying, K4 – Analyzing, K5 – Evaluating, K 6-Creating).

HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY

ACADEMIC YEAR 2022-2023 (EVEN SEMESTER)

DEPARTMENT OF

CLASS TEST-1/2/PUT

Question paper review and ATR format for department

(Note: - complete the review process and preparation of ATR before start of CTs/PUT)

DATE OF REVIEW

Sr. No	Exam Subject Name	Exam subject code	Teacher Name	Department where exam will be conducted	Section	Review comment by Department Exam committee	ATR

Signature of Incharge
of Department
examination committee

Signature of HOD

Signature of Dean
Academics

ANNEXURE XVII – (Unfair Means (UFM) Format)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, FARAH, MATHURA

Un Fair Means (UFM) — REPORT

Class Test ……………Semester …………………………. Session: ……………………….

Name of the Student: …………………………Father's Name: ………………………….

University Roll No. ………………………… Branch: ………………………………….

Subject: …………………………………………Subject Code: ……….…………………

Following unfair means are recovered from the examinee:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Invigilator's Name and Signature

Date: ……………… Room No. ……

STUDENT'S EXPLANATION

……………………………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………
Student's Signature: ………………………………………………….
Date: ……………………………………………………….………
Name: ………………………………………………………………..….
Course: ……………………………………………………………….
Branch: ………………………………… Year and Semester: …….
Date: …………………………………………………………………....
Copy to Dean Academic

ATR (Action Taken Report)
1.
2.

In charge   COE   HOD

ANNEXURE XVII – (Exam Grievance Format)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, FARAH, MATHURA

Application to resolve the grievance with answer sheet

Date: -
To,
The Subject Teacher (   )
Department of
Subject: Regarding grievance in a class test-… answer sheet
      (Subject Name   Sub Code   )

Respected Sir,
I have checked/Not checked the evaluated answer sheet for your subject when it is shown to the students.
I have the following grievances: (Tick the issue.)
- ☐ Doubt about the marks given for a particular question
- ☐ Answer sheet not shown
- ☐ Request for rechecking
- ☐ Other (please mention)

Regards
Yours faithfully,
Name of the Student (   )
Roll Number   (   )
Semester   (   )

(ATR by the Subject Teacher)
The complaint registered by student is addressed. His/her marks in the above-mentioned subject
are……… and answer sheet is rechecked and shown to the student.
Name of Teacher (   )
Date   (   )

(Feedback from the student)
My grievance has been resolved/Not resolved by the subject teacher. I am satisfied with the marks
obtained in Class test-….
(Note- If complaint is not resolved then Student has to discuss the matter with the Head of the
department.)
 Name & Signature of the student with date
 Name and Signature of concern department authority
(Note:- Submit it to department COE by faculty member)

ANNEXURE XVIII – (University marks uploading Format)

Subject Name   **Semester**

Subject Code

Teacher Name

Sr. No	Roll no	Student Name	CT	TA	TOTAL

Signature of Subject Teacher   Signature of Head of the department

ANNEXURE XIX – (Indemnity bond Format)

INDEMNITY-BOND

I,……...…………………….s/d/o Shri……………………….…
of…………………year,…..……Sem……………………branch,
presently studying at Hindustan College of Science & Technology
Farah (Mathura), do hereby state that the Hindustan College of Science
& Technology, Farah (Mathura) shall not be in anyway responsible for
any kind of injury or mis-happening with me during the Industrial tour
to……….……………………(place) from……………………………..
to……….……………….(period). I or my family shall not claim
anything from Hindustan College of Science & Technology, Farah
(Mathura) in case of any such eventuality. I hereby sign the Indemnity
Bond with full understanding of the terms & conditions mentioned
above.

Full Signature of the Parent/   Full signature of the student
Guardian/witness

Name…………………………   Name……………………….
Date: Date:

Adress………………………   Address………………………
……………………………….   ………………………………..

Mob No.   Mob No.

ANNEXURE XX – (Event Management Format)

Hindustan College of Science & Technology, Farah, Mathura
Event Management System

HCST/DIR/20......./............

The required information is necessary to conduct any activity in college.

Required Information: Notice/ Template/ Web-link

Title of the event:...

Name of the Department:..

Name of the Convener/ Coordinator:...

Type of event: Social welfare/ Academic/ Co-curricular/ Extra co-curricular activity

Registration means: (Online/Offline)

Active Participation number:..

Objectives of the event:...

Date of the event: From...To...

Duration of the event:..

Additional Information should be attached

- Certificate: Yes/No
- Geo-tagged Photographs
- Attendance sheet with signature and feedback by the participants.
- Brief progress report within 2-3 days (soft copy required)

Signature of Applicant   HoD Signature

Forwarded by
Approval Authority
HCST, Mathura

Note: *All the above information have to be submitted to Dean Academic/ Dean Student Welfare.*
Financial support will not be entertained without submission of above furnished detail.
Google form is also available on **sgei.org** *mail.*