

ACADEMIC PROCESS HANDBOOK

(ACADEMIC SESSION : 2023-24)



INTERNAL QUALITY ASSURANCE CELL



(IQAC)



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Index

S. No.	Topic	Page No.
	Chapter 1: Introduction to IQAC	
1.1	Vision	1
1.2	Mission	1
1.3	Educational Objectives	1
1.4	Core Values	1
1.5	Institutional IQAC	1
1.5.1	IQAC Vision	2
1.5.2	IQAC Objective	2
1.5.3	IQAC Strategies	2
1.5.4	IQAC Functions	2
1.5.5	IQAC Benefits	3
1.5.6	IQAC Composition (at KIET)	3
1.6	IQAC Plan of Action	3
	Chapter 2: Planning of Academics	
2.1	Admission Process	4
2.2	Bridge Course	4
2.3	Schedule of Academic Activities	4
2.3.1	Academic Calendar	4
2.3.2	Planning of Extracurricular and Other Activities	4
2.3.3	OBE Activity Calendar	5
2.3.4	Departmental Meetings	5
2.4	Registration and Commencement of Classes	5
2.4.1	Registration Process	5
2.4.2	Lateral Entry Students	6
2.4.3	Modalities of Late Registration	7
2.5	Orientation Program	7
2.5.1	For Students	7
2.5.2	For Faculty and Staff Members	7
2.6	Planning for Faculty and Staff Members	8
2.7	Mentor-Mentee System	10
2.7.1	For Students	10
2.7.2	For Faculty Mentors	11
2.8	Section Formation and Change (on ERP)	11
2.9	Allotment of Elective Subjects (Open/ Departmental/Science Based)	11
2.10	Course Allocation to Faculty Members	11
2.11	Faculty Workload	12
2.12	Time Table	12
2.13	Class Adjustment	13
2.14	Outcome-Based Education Practices	13
2.14.1	Defining Course Outcomes	13
2.14.2	CO-PO/APO/PSO Mapping	13
2.14.3	Lesson Plan/Session Plan (theory)	14
2.14.4	Lesson Plan (lab/practical)	14

S. No.	Topic	Page No.
2.14.5	Course File/e-Content	14
2.14.6	Practical Classes/PBL	15
2.15	Projects by Students	15
2.16	MOODLE	16
Chapter 3: Implementation		
3.1	Modalities of Assignment/Tutorial	17
3.1.1	Assignments	17
3.1.2.	Tutorials	17
3.2	Attendance Modalities	17
3.2.1	Marking Attendance on KIET ERP	17
3.2.2.	Marking Attendance on AKTU ERP	17
3.2.3	Attendance Monitoring of Students	17
3.2.4	Attendance Marks	18
3.3	Detention Policy	18
3.3.1	Attendance Criteria for Internal Examination	18
3.3.2	Medical Policy	19
3.3.3	Criteria for Attendance Improvement Classes	19
3.4	Academic Vigilance Committee	19
3.5	Internal Examination System	20
3.5.1	Examination System for Theory Subjects	20
3.5.2	Eligibility Criteria for Appearing in Make-up Examination	22
3.5.3	Continuous Assessment Test (CAT)	22
3.5.4	Internal Marks (AT+TA) Scheme	23
3.5.5	Internal Lab/Practical Examination	23
3.6	Syllabus Coverage	24
3.7	Preparation and Moderation of Question Paper	25
3.7.1	Preparation of Question Papers	25
3.7.2	Moderation of Question Paper	25
3.7.3	Moderation at Institute Level	25
3.8	Unfair Means Policy	26
3.9	Evaluation of Answer Sheets	26
3.10	Marks Uploading and Verification	26
3.10.1	Mark Uploading	26
3.10.2	Marks Verification Committee	27
3.11	Academic Performance Improvement of Students	27
3.11.1	Gallant/Growing/Gradual Learners Analysis	27
3.11.2	Gallant/Growing Learners	27
3.11.3	Monitoring for Gradual Learners	27
3.12	Result Analysis	29
3.12.1	Policy for Students Having Carry Over Papers	29
3.13	Felicitation of Students	29
3.14	Stakeholder's Feedback	30
3.14.1	Mid Semester Feedback	30
3.14.2	End Semester Feedback	30
3.14.3	Exit Survey	30

S. No.	Topic	Page No.
3.14.4	Curriculum Feedback Survey	30
3.15	Industry Readiness Skills	30
3.16	Nalanda e-Consortium	31
3.17	MOOCs Courses/Video Lectures Policy	31
3.18	Placement	32
3.18.1	Skill Development and Finishing School	32
3.18.2	Organization of Ideathon/ Hackathon etc.	32
3.18.3	Training and Placement	32
3.18.4	Internships	32
3.18.5	Early Joining Students	33
3.18.6	Higher Education	33
3.19	Computer Programming Proficiency Cell	33
3.20	Soft Skills and Aptitude Classes	33
3.21	Closure Report for the Semester	33
Chapter 4: Quality Improvement Initiatives		
4.1	Internship	34
4.1.1	International Internship	35
4.2	Additional Skill/Industry Readiness Skill/Minor Specialization/Value added courses	35
4.3	Industrial Visits	35
4.4	Guest Lectures	36
4.5	Computer Programming Proficiency (CPP) Cell	36
4.6	Conduction of Faculty/ Staff/ Student Development Programme	36
4.7	Soft Skills	37
4.8	Skill Development & Finishing School	39
4.9	Technical Clubs	39
Chapter 5: Academic and Administrative Audit		
5.1	About Administrative and Academic Audit	40
5.1.1	Objective of AAA	40
5.1.2	Methodology of Audit in KIET Group of Institutions	40
5.1.3	Academic Audit	41
5.1.4	Administrative Audit	41
5.2	ISO Audit	41
5.3	Green Audit	42
5.4	Energy Audit	42
5.5	Environment Audit	43
Chapter 6: Feedback System		
6.1	Student Satisfaction Survey	44
6.2	Curriculum Feedback Survey	44
6.3	Graduate Exit Survey	44
6.4	Analysis and Action Planning	44

List of Annexure

Annexure 1	Academic Calendar
Annexure 2	Outcome Based Activity (OBE) Activity Calendar 2023-24 (ODD SEM)
Annexure 3	Quality Circle Meeting (QCM) Format
Annexure 4	Late Registration Student Attendance Sheet
Annexure 5	Class Time Table
Annexure 6	Class Adjustment and Balance Format
Annexure 7	Lesson Plan (Theory) 2023-24
Annexure 8	Lesson Plan (Lab) 2023-24
Annexure 9	MOODLE Course File
Annexure 10	Continuous Lab Assessment Sheet (50 marks) Continuous Lab Assessment Sheet (25 marks)
Annexure 11	Outcome Based Project Guidelines
Annexure 12	Academic Vigilance Format (Departmental/Institute Level)
Annexure 13	Request Form to Appear in Make-Up Test
Annexure 14	Format of Summary for Make-Up Test (CT/CT-1/CT-2)
Annexure 15	Continuous Assessment Sheet for Slow Learners and Action Taken Report
Annexure 16	Subject Scheme Handout
Annexure 17	Pre CT Question Paper Format
Annexure 18	CT/CT-1/-2 Examination Question Paper Format (60 marks)
Annexure 19	PUE/Make-Up Examination Question Paper Format (100 marks) a. KSOP PUE/Make-Up Examination Question Paper Format (75 marks) b. PUE/Make-Up Examination Question Paper Format (70 marks) c. MBA CT Examination Question Paper Format (60 Marks) d. MBA PUE/Make-Up Examination Question Paper (100 Marks)
Annexure 20	Moderation Report of Questions Paper - Format
Annexure 21	Gradual Learner Monitoring Format
Annexure 22	Mid-Semester Students Feedback Format
Annexure 23	Application form to issue NOC to join Internship
Annexure 24	Academic Audit Format
Annexure 25	Administrative Audit Format
Annexure 26	Curriculum Feedback Survey - Faculty, Student, Alumni & Employer

Chapter-1: Introduction to IQAC

1.1 Vision (KIET Group of Institutions)

To become a leading institution nationally in the area of professional education, research and innovation for serving the global community.

1.2 Mission (KIET Group of Institutions)

- To impart quality professional education, skills, and values through outcome-based innovative teaching learning processes in all spheres.
- To undertake collaborative interdisciplinary research as a co-requisite for professional education and simultaneously solve problems faced by society and industry.
- To create an ambience of innovation, entrepreneurship and consultancy for future leaders and innovators.
- To keep faculty members enthusiastic by continuous professional development and a positive working environment.

1.3 Educational Objectives (KIET Group of Institutions)

- To provide quality education for better academic achievements.
- To provide the essential skills to meet the current and future needs of industry and society.
- To encourage the students to attain excellent professional knowledge with a holistic approach.
- To inculcate a successive learning environment that allows students to be adaptive and responsive to new avenues as well as career demands.

1.4 Core Values (KIET Group of Institutions)

- Academic excellence
- Collaborative and interdisciplinary research culture
- Conductive ecosystem
- Strong humanitarian values & Ethics

1.5 Institutional IQAC

Internal Quality Assurance Cell (IQAC) is to be established by every accredited institution. As per UGC guidelines IQAC is a mandatory requirement for every accredited institution for quality sustenance. The prime task of IQAC is to develop a system which continuously works towards maintenance of quality and systematize the efforts of an institution towards academic excellence. The IQAC is the driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.



Krishna Institute of Engineering and Technology (Presently known as KIET Group of Institutions) has been accredited by the National Assessment and Accreditation Council (NAAC) in 2009 with a Grade of 'A'. KIET Group of Institutions has an Internal Quality Assurance Cell (IQAC) that was established on 19-Oct-2010 as per guidelines of NAAC. The institute has been accredited by NAAC with a CGPA of 3.05 with an 'A' grade valid up to 25th May 2021 for Cycle 1. In Cycle 2, the institute is accredited with a CGPA of 3.32 with an 'A+' grade valid up to 4th January 2027. An IQAC is working under the supervision of Chairman (Director, KIET Group of Institutions) and IQAC Coordinator (Dr. Anil Ahlawat, Dean Academics, KIET Group of Institutions). The KIET IQAC continuously works towards achieving excellence in academic and administrative processes.

1.5.2 IQAC Objective

The primary objective of the IQAC is

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution, and
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

1.5.3 IQAC Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- Adoption of relevant and quality academic and research programmes.
- Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes.
- Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

1.5.4 IQAC Functions

- Development and application of quality benchmarks.
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles.
- Documentation of various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities, and
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

1.5.5 IQAC Benefits

IQAC will facilitate/contribute to

- Ensuring clarity and focus on the institution's strategies towards quality enhancement.
- Ensuring internalization of quality culture.
- Ensuring enhancement and coordination among the various units/departments/ cell and activities of the institution and institutionalizing all good practices.
- Providing a sound basis for decision-making to improve institutional functioning.
- Acting as a dynamic system for quality changes in HEIs; and
- Building a sound methodology for documentation and internal communication

1.5.6 IQAC Composition at KIET Group of Institutions

In KIET Group of Institutions, IQAC is composed as per the Guidelines of NAAC:

1. Chairperson: Director, KIET Group of Institutions
2. Coordinator of the IQAC: Dean Academics, KIET Group of Institutions
3. Co-coordinator: Assistant Dean (Quality Assurance)
4. Faculty Representatives
 - Senior faculty members from each department (preferably Professor/Associate Professor) and these faculty members will also function as departmental IQAC coordinators.
5. Management Representative: Joint Director, KIET Group of Institutions
6. Representatives from Administration
 - Dean - Research and Development
 - Dean - Student Welfare
 - Head - CRPC
 - Head/Associate Head - IIPC
 - Registrar
 - Head –Finance and Accounts
 - Librarian
 - Head - HR
 - Manager - Admin
7. Representatives from local society
 - Deputy GM - TBI
8. Student Representative
9. Alumni Representative
10. Representative from Employers/Industrialists/Stakeholders

The nominations are invited from the departments and the selected members are notified by email at the beginning of academic session.

1.6 IQAC Plan of Action

- Monthly Meeting with all IQAC members for quality enhancement
- To frame, review and monitor the policies for effective implementation and quality enhancement
- To Coordinate the feedback activities i.e., Student feedback, Graduate Exit Survey (Final Year Students only), Curriculum feedback survey by all stakeholders (Faculty, Students, Alumni, Employer)
- To Analyze the feedback and plan necessary action
- Initiate the Audit for all Academic and Administrative Activities
- To prepare the Annual Quality Assurance Report (AQAR) at the end of every academic session

Chapter-2: Planning of Academics

2.1 Admission Process

- Admission to all courses (B. Tech/B. Pharm/MBA/MCA/M. Pharm/M. Tech) First year in I semester and lateral admission in B. Tech/B. Pharm. second year in III semester (for diploma holder/B.Sc. candidates only) will be made as per the rules prescribed by the Academic Council of the Dr. A. P. J. Abdul Kalam Technical University, Lucknow. For B. Pharm/M. Pharm admissions guidelines issued by the Pharmacy Council of India (PCI) are followed.
- For the remaining 15% seats, institute/individual departments shall initiate the admission process in advance (preferably at least one month). In this process, the institute organizes its own entrance examination/interview and students are admitted based on the merits.

2.2 Bridge Course

- The institute conducts the Bridge Courses for all the first-year students (all courses) with an aim to make students comfortable with the institute environment and the course curriculum.
- All the departments are suggested to design the course plan for the students which will be helpful for their transition to technical education (B. Tech/B. Pharm/MBA/MCA/M. Pharm/M. Tech)
- The Bridge Course will be conducted for the newly admitted students by the departments till the commencement of regular classes as prescribed by Dr. A. P. J. Abdul Kalam Technical University, Lucknow.

2.3 Schedule of Academic Activities

2.3.1 Academic Calendar

Academic Calendar is the most crucial activity as it is the first communication with all the stakeholders regarding academic and administrative scheduling for the entire semester. It also includes a detailed schedule for internal examinations, institute level major events like annual fest, technical fest, etc. A well-planned academic calendar and its adherence has a huge impact on the outcomes. The Academic Calendar is prepared at the commencement of each semester (January/July).

- The schedule for academic and non-academic activities, examination, holidays and vacations for the institute are planned in accordance with the Academic Calendar issued by Dr. A. P. J. Abdul Kalam Technical University, Lucknow (AKTU) (Ref. No. AKTU/RO/2023/19163) dated 13th June 2023 for Academic Session 2023-2024.
- KIET Academic Calendar for Odd Semester 2023-2024 is attached as **Annexure-1** and the same has been made available on KIET website and KIET ERP. For the first year (all courses), a separate Academic Calendar will be shared.
- For Even Semester 2023-2024, a separate calendar will be shared after completion of Odd Semester.
- All academic and non-academic departments have to ensure proper adherence to the KIET Academic Calendar while planning the activities.
- In case of any unprecedented circumstances, natural calamity or a sudden holiday, the Director, KIET Group of Institutions can warrant the change and the same will be informed accordingly.

2.3.2 Planning of extracurricular and other activities (at institute and department level)

Quality education is the foremost priority of the institute and thus while planning any other activities, or extracurricular activities, the academic schedule should not be compromised. Following are some points to be kept in mind before planning any event at the institute and department level:

- Organizing any events by hampering academics is not allowed.
- No class can be suspended towards organization of non-academic/extracurricular activities.

- Faculty members are not allowed to join these events by leaving/adjusting his/her classes.
- Planning of events to be done in consideration with departmental HoD by keeping academics as first priority.
- Class coordinator/faculty-in-charge should ensure that students should not participate in such events by compromising their academic assignments.
- Event coordinators and discipline-in-charge will ensure that participants/students are properly aligned, and discipline is maintained.
- Gradual learners or students having attendance less than 75% should not be allowed to participate in these extra activities.

2.3.3 OBE Activity Calendar

A detailed schedule for the information related to outcome-based education (OBE) activities is shared by the Office of Dean Academics (**Annexure-2**).

It includes schedule for OBE awareness/training workshops/classes, planning and implementation of OBE practices, preparation of proposed accreditation visits, conduct of stakeholders' feedback survey, etc.

2.3.4 Departmental Meetings

- **Meetings with faculty/staff members:** Departments are suggested to conduct faculty meetings (fortnightly) to discuss the minutes of meeting (MoM) of Academic Council meetings or any other relevant information. All faculty members shall be present and MoM of the meeting should be shared with the Director Office and Dean Academics. Similarly, meetings with staff members may be planned as per requirement.
- **Meetings with students:** Departments are suggested to conduct quality circle meetings (QCM)/Program Committee Meetings (PCM, for pharmacy course as suggested by PCI) with student class representatives (CRs) or other students during each semester as per the schedule mentioned in Academic Calendar. The meeting frequency may vary as per requirement. Meeting agenda shall focus towards improving student's attendance, academic performance, training and placement, feedback analysis, etc. and shall be conducted by the HoD in the absence of class coordinators and subject faculty members. The MoM for each meeting shall be shared with Director Office and Dean Academics as per attached format (Annexure 3).

2.4 Registration and Commencement of classes

2.4.1 Registration Process

The registration date for the new academic session is circulated by the Office of Dean Academics keeping in view the instructions issued by Dr. A.P.J. Abdul Kalam Technical University, Lucknow regarding commencement of academic activities.

The commencement date for the Academic Session 2023-2024 is marked by the Dean Academics on KIET ERP. Following are the details of registration and class commencement schedule for Odd Semester 2023-2024:



Year/Semester/Course	Date of Registration	Date of Class Commencement
Final year (VII Sem) (B. Tech/B. Pharm)	16 th August 2023	16 th August 2023
Third year (V Sem) (B. Tech/B. Pharm)	8 th September 2023	8 th September 2023
Second year (III Sem) (Regular and Direct lateral entry students) (B. Tech/B. Pharm/MCA)	8 th September 2023	8 th September 2023
Second year (III Sem) (MBA)	3 rd October 2023	3 rd October 2023
First year (I Sem) (All courses)*	3 rd October 2023	3 rd October 2023

***Tentative date and may change with respect to AKTU Counseling schedule**

Following are the details of registration and class commencement schedule for Even Semester 2023-2024:

Year/Semester/Course	Date of Registration	Date of Class Commencement
VI, VIII Semester (B.Tech / B.Pharm)	12 th February 2024	12 th February 2024
II & IV Semester (B.Tech / B.Pharm / MBA / MCA/ M.Pharm/ M.Tech)	27 th March 2024	27 th March 2024

The registration process will be carried out during the first two lectures on the scheduled dates of registration.

The registration process is through KIET ERP in offline mode and on the day of registration, class coordinators are available at their assigned place. Only the registered students are allowed to attend the class and the teacher will mark attendance as per rules on KIET ERP. Students are advised to follow the schedule and below guidelines during the registration process:

- Students should get registered in One MOOC course in NPTEL/LinkedIn/edx/etc. and submit the details of registration.
- Students are required to submit an undertaking regarding attendance signed by themselves and their parents.
- Students are required to submit an anti-ragging undertaking.

2.4.2 Lateral Entry Students

- Lateral entry students admitted through direct entry will join the classes along with the regular second year students.
- For lateral entry students admitted through counseling, departments will prepare a separate timetable. Departments shall organize extra theory and labs/practical classes for lateral entry students towards syllabus coverage as and when required.
- For non-core/computing branches, having similar subjects, class grouping and faculty sharing can be adopted based on the strength of students with prior permission from Dean Academics.

- For lateral entry students admitted through counseling, classes will commence as per the notification shared by the University.
- Departments will ensure entry of all lateral entry students on KIET ERP and AKTU ERP through the Registrar Office.
- For lateral entry students admitted within the first two weeks of academic session, the internal examination will be conducted along with regular students while for other students a separate internal examination schedule will be adopted.
- Assessment criteria for internal marks will be the same as defined for other students.

2.4.3 Modalities of Late Registration

- Fine for late registration: Students will be paying a fine if they will not register on KIET ERP before or on the due date. Late registration fine is imposed on students for noncompliance one day after the actual date of registration.
- Rs. 500/- as late registration fine along with Rs. 100/- per day will be charged till the date of actual registration.
- If any student fails to complete registration due to any reason within 15 days from the date of registration, then a fine of Rs. 5000/- will be initiated.
- The late registration fine will be deposited in the Accounts Office and faculty class coordinators will open the registration portal for students after verification of the late fee receipt.
- In reference to late registration of the students due to any genuine reason, the students are required to seek permission from the concerned HODs to attend the classes.
- HoDs may allow the non-registered students to attend the classes to avoid their loss of classroom teaching. Attendance for these students will not be marked on KIET ERP until they are registered. In such cases, the physical records for attendance are maintained by the respective subject teacher as per format (refer Annexure 4).
- To upload the attendance for late registered students on KIET ERP approval will be taken as per the format (Annexure 4) one week before the commencement of the first Class Test (CT/CT-1).

2.5 Orientation Program

2.5.1 For Students

- The orientation program will be organized during the first week of commencement of the Odd semester in each department for all the students. The orientation program will be conducted as per the guidelines issued by AICTE and AKTU.
- During this program, the HoD shall discuss the policy guidelines suggested as per Academic Process Handbook, Outcome Based Education (OBE) policy, CO, CO-PO mapping, examination scheme, subjects, project guidelines and achievements of the department/institute with the students.
- In addition to this, other sessions focusing on skill development, career counseling, etc. may be organized during orientation.
- A detailed schedule will be prepared by the department and communicated to the students.

2.5.2 For Faculty and Staff Members

- HoDs shall nominate the newly joined faculty members to join the workshops conducted at the institute level regarding outcome-based practices/IQAC/related to other academic practices/research/technical advances/etc.
- Departments shall organize workshops/training programs for faculty members and staff to improve their knowledge and skills towards academic and administrative responsibilities.

2.6 Planning for Faculty and Staff Members (and Recruitment)

- For the ongoing semester, the requirements based on the types of subjects, number of sections and workload guidelines faculty members will be identified.
- In case of requirement for new faculty members the details will be shared with the Office of Dean Academics in advance for approval. Dean Academics will approve the requirement for Assistant Professor/Associate Professor/Professor based on the student teacher ratio and will communicate with the HR Department.
- Departments shall take the initiative towards appointment of adjuvant professors affiliated to industry/academia preferably from outside India and technologically advanced countries as per the Institute guidelines.
- Research faculty and industry faculty shall be identified at the beginning of academic session based on the department requirement, interest and expertise of the faculty members.
- Similarly, the requirement for staff (lab technician/librarian/etc.) will be identified and communicated for approval.
- The requirement of subject experts from outside the department shall be identified and communicated to the Office of Dean Academics for approval and allotment.
- The requirement of subject experts for common subjects in different departments shall be identified and communicated to the Office of Dean Academics for approval and allotment.
- Details of common subjects for B. Tech (Second and Third year) and their combinations with respective departments are as below:

S. No	Name of Department	No. of Sections	Subject to be taught			
			III Sem	IV Sem	V Sem	VI Sem
1	CSE	03 per branch	1. Python Programming 2. Universal Human Values 3. Engineering Science Courses KOE 031-38	1.Computer System Security 2.Technical Communication 3. Math's – III/IV	Constitution of India	Essence of Indian Traditional Knowledge
2	IT					
3	CSIT					
4	CS					
5	CSAI	03	1. Python Programming 2. Universal Human Values 3. Math's – III/IV	1. Computer System Security 2. Technical Communication 3. Engineering Science Courses		
6	CSAI & ML	02				
7	ME	01	1. Python Programming 2. Technical Communication 3. Math's-III/IV	1. Computer System Security 2. Universal Human Values 3. Engineering Science Courses		
8	EN	02				
9	ECE	04				
10	CE	01	-	-		



- Details of common subjects for MCA/B. Pharm/M. Pharm/MBA are as below:

S. No.	Name of Department	Number of Sections	Subject to be taught	
			I Semester	VIII Semester
1	MCA*	03	1. Discrete Mathematics 2. Principle of Management & Communication	-
2	B. Pharm	02	1. Remedial Mathematics 2. Communication skills	1. Biostatistics & Research Methodology
3	M. Pharm	01	1. Research Methodology & Biostatistics	-
4	MBA	03	1. Business Communication	-

*Faculty member from the parent department (MCA)/AS will teach the subject

- For all the above-mentioned common subjects, subject expert will be provided by the below mentioned departments:
- For Non-Credit Courses: The Computer System Security / Python Programming in B.Tech Second Year will be floated as above table and the faculty members of the respective department will take the load.
- The teaching load of Constitution of India and Essence of Indian Traditional Knowledge will be taken by the departments itself.
- The faculty members for Engineering Science Course will be provided by the concerned department as per past practices.
- All the details related to subject allotment will be shared with the Office of Dean Academics for prior approval.

In AS Department :

- The sections will be formed branch-wise.
- The faculty members for the subjects will be provided by their respective branches.
- The faculty members for Problem Solving in C in B. Tech First Year will be provided by Computing departments.
- The faculty members for Mathematics-III/IV, B. Pharm (Remedial Mathematics, Biostatistics & Research Methodology), M. Pharm (Research Methodology & Biostatistics) will be provided by the AS Department.

B. Tech - First Year

- For conduction of CCIP and Programming for Problem Solving (PPS) classes for first year students, departments are categorized in two groups (Group-1 and -2) based on the number of sections as below. For Group-1, PPS and for Group-2, CCIP classes will be conducted during I semester.

Group 1	Number of Sections	Group 2	Number of Sections
CSE-AI	3	CSE- AI & ML	3
IT	3	ECE	3
EN	2	CSIT	3
ME	1	CSE	2
CSE	2	CS	2
CS	2		
Total	13	Total	13
1 Semester: PPS		1 Semester: CCP	

- Faculty members for conducting PPS and CCIP classes for computing branches will be provided by the departments for their students.
- Faculty members for ECE branch for conducting CCIP and PPS classes will be provided by IT department and for EN, ME branch for conducting CCIP and PPS classes will be provided by CSE department.

For B. Tech Second year to Fourth year

All the subjects will be taught by the faculty members of the respective department only, however, if it is not possible in any department then classes for computing subjects will be conducted by faculty members from computing branches as per following pairing and core engineering branches will also take the reverse load of computing department as per mutual consent of respective HoDs.

IT → ECE, CSE → ME, CSIT → EN, and CS → Civil

2.7 Mentor-Mentee System

2.7.1 For Students

- All departments are suggested to assign one faculty coordinator to implement and monitor the mentoring system at the department level.
- The department assigns a faculty mentor to each newly admitted student before the commencement of the session and maintains a record of the same.
- For B. Pharm/MBA/MCA/M. Pharm/M. Tech students, the mentor allotted in the first year will be mentoring till the completion of course.
- For B. Tech First year students, initially mentors are allotted for one year. During the second year, faculty members from the parent department are appointed as mentors and they shall remain associated with the student till he/she completes the program of study.
- The list for allocated mentor and mentee should be circulated among the faculty members and students and to be displayed on the departmental notice board. Simultaneously, mentor-mentee allotment is defined on KIET ERP by the mentoring coordinator and the same is used to maintain the mentoring/counseling details.
- The mentors are expected to keep the record of their mentee, including their personal information, attendance, performance in academics, soft skill and technical skill training, counseling records, placements, etc. and should be uploaded at KIET ERP in mentor form.
- The mentors are expected to meet their mentees every week or maximum fortnightly. Departments may provide a mentor-mentee slot in the timetable itself to ensure better communication. However, it would not be mentioned at ERP to avoid miscommunication.
- The records of mentor-mentee meetings/counseling are to be documented properly at KIET ERP.
- The mentor can be changed in case of need. For other special cases, the departmental head may make necessary changes as deemed fit to the situation.
- In addition to this, class coordinators and subject faculty members are expected to mentor the students of their respective sections for any related queries.

2.7.2 Faculty Mentors

- Departments are suggested to allot a faculty mentor for the newly joined faculty members to help them get well acquainted with the Institute and working towards academic responsibilities. The mentor shall be a senior faculty member having >5 years of experience in KIET Group of Institutions and may be allotted for the duration of one academic session.
- Faculty mentors shall counsel the newly joined/fresher faculty members regarding technical queries, classroom teaching/pedagogy and other academic practices as per observations during classroom teaching/practical conduction/feedback by students/faculty queries/etc.

2.8 Section Formation and Change (on ERP)

- The Registrar Office shall share the nominal roll for students with each department. Accordingly, section/group/batch is prepared by the Registrar Office at KIET ERP and AKTU ERP.
- Groups will be prepared for students based on the allotment of elective subjects.
- Gradual Learners Groups (SLG) will be created on KIET ERP as per guidelines detailed in Section 3.12.3.
- The same student allotment will be available on KIET ERP and AKTU ERP for marking attendance and marks.
- For B. Tech First Year, each section will be having 50-55 students for theory/lab/tutorial classes.
- For B. Tech (Second to Final Year), MBA and MCA each section will be having approximately 60 students for theory class/lab/practical/tutorial.
- For B. Pharm (First to Final Year) each section will be having approximately 50 students for theory classes and 25 students for lab/practical/tutorial classes.

2.9 Allotment of Elective Subjects (Open/Departmental/Science Based)

- The elective courses viz open, department level and science-based electives as suggested in the university syllabus are considered. The elective subjects are run in accordance with the guidelines from the university.
- The details of elective subjects offered by the department for a particular semester should be floated among the students for their choice and selection, preferably at the end of previous semester or at least 1 month before the commencement of the semester.
- The department may organize a presentation for the students preferably by the faculty members interested in teaching these electives, to share the course objectives, learning outcomes and scope of each elective during External/University Practical Examination.
- The records of choice taken from students and floated electives should be maintained by the department.

After completion of all type of subject allotment, the scheme for internal assessment (theory/lab subjects) shall be defined at KIET ERP through HoD login.

2.10 Course Allocation to Faculty Members

- Subject allocation process should be completed at least one month prior to the commencement of classes for the upcoming semester.
- List of subjects to be taught in the upcoming semester (Odd/Even) is to be circulated from the Office of HoD among all faculty members at least one month before the commencement of the new semester.
- Before finalization of subject allotment, choices of faculty members shall be invited. Faculty members will share their subject choice based on their specialization, expertise and experience.
- Subject allocation will be finalized by the Departmental Academic Affairs Committee (DAAC) under the

- feedback and result analysis for the last academic session.
- It is suggested to avoid allotment of the same subject continuously for 3 to 4 years.
- Simultaneously, subject-coordinators will be allotted for all the subjects and the list will be submitted to the Office of Dean Academics.
- The subject-coordinators will be looking after the preparing the Teacher Assessment (TA) criteria and its process.

2.11 Faculty Workload

- Workload Policy will be adopted as per the norms prescribed by AICTE/UGC/KIET.
- Workload should not be more than 40 hrs/week for 30 working weeks (180 teaching days) in an academic year per faculty including class preparation, direct teaching, documentation, exams, evaluation, counseling, professional development and other administrative assignments. The details are given in Table 1.
- For Lab/Practical Classes: It is suggested to allot two faculty members for each lab/practical class of 30 students.
- Teaching Load for Lecture, Tutorial, Practical (L-T-P): Departments will calculate the actual teaching load-contact hours based on the curriculum requirement.
- The departmental responsibilities should be assigned before the beginning of each semester and responsibilities should be distributed among all the faculty members as per their interest and capabilities.
- As suggested in the Research Policy, academic engagement for research faculty members shall be planned for four days per week to allow them time for lab/research related work during remaining days.

Table 1: Details of teaching load (in hours) as per designation

Designation	Teaching load (hours/week)
Director/Principal/HoDs /Deans/COE	4-6 hours per week preferably in first/second/third year (opting full length paper) plus one final year project.
Professors	10-12 hours per week in case of no other administrative responsibility. (Relaxation of 2-4 hrs for Additional HoD taking extra initiative and administrative responsibility)
Associate Professors	14 hours per week in case of no other administrative responsibility. (Relaxation of 2-4 hrs for Additional HoD taking extra initiative and administrative responsibility)
Assistant Professors	18 hours per week

2.12 Time-Table

- As per the subject allotment and workload guidelines the time-table coordinator will prepare the time-table (Annexure 5: Sample format) and teaching load for theory, lab/practical and tutorial subjects.
- Slot will be allotted for mentoring, remedial classes (Four lectures/week for gradual learners), minor specialization, etc. as per the guidelines and requirements in individual departments.
- Critical subjects in terms of result for the last 2-3 academic sessions are suggested to be identified and extra classes will be assigned for them.
- For B. Tech/B. Pharm - III semester, it is suggested to assign 7th and 8th lectures daily for project development by gallant/growing learners while remedial classes will be organized for gradual learners during these lectures.

- For final year courses, departments adopt a minimum four days/week schedule keeping in view the syllabus scheme prescribed by the University.
- Departments may plan academic/training/project activities on working Saturdays as per individual requirement and accordingly the timetable shall be shared with concerned faculty members, staff and students in advance.
- While preparing the teaching load the guidelines issued as per the cadre are to be ensured. Timetable should be thoroughly checked for any discrepancy/clashes by the coordinator and should be resolved before finalization.
- Time-table and teaching load will be reviewed by the DAAC and approved by the HoD. A copy of the timetable will be submitted to the Office of Dean Academics for further approval.
- After approval from Dean Academics, the coordinator will notify each faculty member about their subject allocation and timetable. The same will be published on KIET ERP and circulated among students, faculty members, lab staff and all concerned members before the commencement of classes.
- Time-table coordinators will maintain all the documents. Any changes in the timetable during the semester should not be done without the approval of HoD. Timetable coordinator should keep a record of all such changes with the effective date of change, in the same file.

2.13 Class Adjustment (during leave by faculty members)

- Forward or reverse class adjustment and monitoring of the balanced classes shall be adopted by all the departments.
- Faculty members shall submit the class adjustment details in the format shared by the Office of Dean Academics before availing leaves (refer Annexure 6).
- It is the responsibility of the class coordinator to maintain the record and get it approved from the respective HoD.

2.14 Outcome-Based Education Practices

Institute has adopted the Outcome-Based Education (OBE) system for conduct of academic processes. The OBE guidelines are as listed below and for further information the detailed document shared by Dean Academics (dated 16th August 2021) shall be referred.

2.14.1 Defining Course Outcomes

- After course allocation, the faculty members are required to define the Course Outcomes (COs) for the assigned subject (theory/lab/practical) before the commencement of semester. The defined COs for individual subjects will be approved through the Board of Studies. After approval, the COs will be uploaded on KIET ERP by the assigned CO coordinator.
- In case of subjects, taught in different sections/departments, COs will be defined by taking inputs from all the concerned faculty members to maintain uniformity. The individual CO coordinators at department level will upload them on KIET ERP.
- The COs should be defined as per the suggested OBE guidelines by the Office of Dean Academics such as suggestions provided in the syllabus, tagging with Bloom's Cognitive Process levels (BLs) and Knowledge Categories (KCs), gap analysis for last academic session, etc.

2.14.2 CO-PO/APO/PSO Mapping

- The mapping of COs with Programme Outcomes (Pos), Additional Programme Outcomes (APOs) and Programme Specific Outcomes (PSOs) shall be completed by the faculty members in the CO-PO/APO/PSO matrix.

- During mapping the suggested guidelines are to be followed and it shall be approved by the Board of Studies at the beginning of the academic session.

2.14.3 Lesson Plan/Session Plan (Theory subject)

- All faculty members are suggested to follow OBE guidelines while preparing lesson plans. The syllabus coverage shall be planned as per the Academic Calendar. Faculty members will propose the lesson plan for allotted theory subjects as per the format communicated by the Office of Dean Academics (Annexure 7).
- In the lesson plan, initial 2-3 lectures may be planned to introduce the students with syllabus, course outcomes.
- The faculty members shall design the lesson plan for the assigned subject and HoDs to approve it before the commencement of the semester. It should contain the hyperlink of all the e-content which students can readily access as per requirement. The lesson plan approved by the respective HoD will be included in the course file and uploaded on KIET ERP and MOODLE.

Lesson Plan: Faculty members are suggested to include the schedule for conduct of teacher's assessment (TA) activities (quiz/seminars/submission of assignments etc. as mentioned in Section 3.5.4) in the lesson plan. Students shall follow the prescribed assessment schedule to secure better TA marks.

- The actual lesson plan is approved at the end of HoDs before the conduction of CTs/PUE.
- HoDs may monitor the syllabus coverage and compliance with the proposed and actual lesson plans. Before each internal examination (CT/PUE), the lesson plan will freeze/approved on KIET ERP by the respective HoD.

2.14.4 Lesson Plan (for practical/lab classes)

- Faculty members are suggested to prepare a Lesson Plan for lab/practical subjects assigned to them before initiation of the academic session as per the format provided by the Office of Dean Academics (Annexure-8).
- Experiments shall be planned as per the university syllabus. A few experiments shall be planned based on the topics covered beyond syllabus and considering project-based learning (PBL) guidelines.
- The lesson plan shall be approved by the HoD and shared with students in advance.
- All the lab/practical classes shall be conducted in accordance with the lab/practical lesson plan.
- Before each internal examination (CT/PUE), the lesson plan will be freeze/approved at KIET ERP by the respective HoD.

2.14.5 Course File/e-Content

- Course files for all the subjects are made available on the MOODLE along with the Lesson Plan for theory and Lab/Practical subjects as per the format provided by the Office of Dean Academics as **Annexure-9**.
- Course file contains details about lectures notes/handouts, assignments, quiz planned for the subject and it should be regularly updated.
- Question papers from previous semester university examinations and CT/PUE question papers should be uploaded in Course File along with Question bank.
- The lesson plan contains the hyperlink of all the e-contents so that the students can read the material thoroughly before or after the lecture.
- Students can access MOODLE server with the help of their login-password provided by the class coordinators during their registration. (If students find any difficulty in accessing the content they may contact to respective subject teacher)

- The books are issued to the students through a book bank and e-book bank facility. A separate notice is issued by the Professor-In-Charge/Librarian to provide the URL to the students and faculty members.

2.14.6 Practical Classes/Project Based Learning (PBL)

- A copy of Lab Manual as per format will be provided to the students by uploading it on MOODLE as a part of Course File.
- In the lab/practical class, one/two faculty members will be assigned i.e., one faculty member/group. The faculty members will conduct the viva-voce in each lab regularly and marks will be awarded during the evaluation. Continuous Lab Assessment Sheet shall be used to maintain the record for marks (refer **Annexure-10**).
- Single experiment may be given to the students/group and a lab quiz of 2-3 questions may also be conducted in each lab class and may be used to mark attendance.
- The individual departments are suggested to increase the frequency of lab classes during III/IV/V/VI semester for the identified subjects having industry application or essential for placement purposes.
- The practical experiments prescribed as per syllabus will be completed at the beginning (during initial 5-6 weeks). The department will identify practical/s based on industrial application/important for placement purpose and will conduct during remaining lab hours to ensure compliance with the identified gap in the syllabus.
- All labs (if possible) or 2-3 lab/subject should be selected by the department for considering Project Based Learning (PBL). A small problem based on theory/lab courses can be assigned to individual/small groups of students after CT and departments will assign the marks as per the policy shared by the Office of Dean Academics.
- The monitoring of the lab will be done by all the faculty members assigned in the lab as per the Annexure 10 and accordingly the internal marks will be given to each student at the end of semester.

2.15 Projects by Students

- A detailed policy for student's research projects specific to the completion of course as prescribed by the University is circulated by the Office of Dean Academics.
- Final year students (of all courses) are well trained and skilled which should reflect in the quality outcomes through their projects. Faculty members assigned as supervisors should encourage and guide them towards developing quality projects/products as per their interest area/technology.
- The project allotment shall be initiated in the IV semester for all final year projects.



- During selection of topic for project work faculty members and students are suggested to consider following points:
- Meaningful/outcome-based utilization of time
- Project outcomes/learned skills should be helpful during to the student's professional assignments/industry placement
- Student's will be proficient in at-least one technology
- Submission of project report with outcomes (product/research publication/patent/etc.) will ensure them to score higher marks
- Quality and outcome-based projects will encourage students while facing placement interviews.

In addition to this department are suggested to adopt following corrective measures starting from project allotment to completion of projects:

- Students should be well informed regarding the expected outcomes from the selected projects.
- Students should be assigned experienced mentors/supervisors.
- Students should be properly guided towards selection of quality projects.
- Students should be connected to relevant Center of Excellence (CoE) or technical clubs.
- Continuous monitoring and regular counseling/motivation should be carried out.

Project outcomes are well defined, and all the departments should communicate to final year students and faculty Supervisors about the expected outcomes. The project outcomes should be either published as research paper in SCI/Scopus indexed Journals/Conferences or patented with the affiliation of **"KIET Group of Institutions"**. In the absence of proofs related to project outcomes, the project report will not be considered for evaluation.

The detailed Outcome Based Project Guidelines is to be referred and it is as attached in **Annexure 11**.

Note: The project policy for B. Pharm/MCA will be shared separately by the Office of Dean Academics.

2.16 MOODLE

- Faculty members should upload the Course File for theory and practical subject on MOODLE as per the format shared by Dean Academics along with the Lesson Plan.
- The entire subject related e-content, assignments, quiz, university question papers, etc. is provided on MOODLE and students can access it.
- E-Book Bank will be also provided through MOODLE.
- Students can access MOODLE server with the help of their login/password provided by the class coordinators during their registration. In case of any difficulty to access the MOODLE, students may contact their respective subject teacher.
- Students shall refer to the TA scheme as mentioned in Lesson Plan for all subjects and ensure their presence and submit the assignments/complete MOOCs as per suggested time schedule.



Chapter-3: Implementation

3.1 Modalities of Assignment/Tutorial

3.1.1 Assignments

- Faculty members will design assignments as per the subject gravity and will avoid descriptive type questions and just copied from internet/books type of assignments. It is suggested to prepare different assignments for individuals or small groups.
- Only logical/analytical/mathematical questions based on the application of knowledge would be given in assignments.
- Faculty members may give the case studies/project in each subject followed by report submission, and presentation/some set of questionnaires to the students in such a way that each student will get 1 or 2 questions in one assignment individually.

3.1.2. Tutorials (As per syllabus scheme)

- Departments will organize tutorial classes as per the prescribed syllabus by AKTU/requirement of subject and all tutorial sheets should be given to the students in advance and will be uploaded on MOODLE.
- Number of tutorials will be planned as per the number of tutorial classes to be organized.
- The batch size will be half in the tutorial classes and it will be strictly in adherence with the AKTU Syllabus Scheme.

3.2 Attendance Modalities

3.2.1 Marking Attendance on KIET ERP

- The attendance during theory/practical classes will be marked by faculty members in the same lecture through Smartphone/TAB/LAPTOP and should be marked at KIET ERP in the normal category.
- It is suggested that faculty members will organize a quiz having 2-3 questions related to the same content in the ongoing lecture using mobile app/pen-paper mode. On the basis of the quiz attended (online/offline) by students, faculty members are suggested to mark as “**normal attendance**” on the KIET ERP portal.
- Attendance for remedial classes will be marked under “**normal attendance**” using the gradual learners groups/subject created on KIET ERP.
- Extracurricular activities will be organized after academic hours however in case of any extra attendance it will be uploaded on KIET ERP by the department within three days of the event. Otherwise, the attendance will not be considered.

3.2.2. Marking Attendance on AKTU ERP

- The Registrar Office and departments will coordinate with each other and the nominal roll will be defined for students on AKTU ERP.
- Students' attendance will be marked on AKTU ERP by the respective faculty member as per the guidelines issued by the university.

3.2.3 Attendance Monitoring of Students (by HoDs/Attendance Monitoring Cell)

- As the attendance of students is uploaded on KIET ERP, faculty members are suggested to analyze a weekly record and monitor the students' attendance on a weekly basis.
- HoDs may create an Attendance Monitoring Cell at the department level by involving contributions from academic leaders as well as staff.

- Faculty members are suggested to mark the daily attendance of students on KIET ERP in the same lecture on a regular basis before 5:00 PM. The institute has a system to fetch the daily attendance from the KIET ERP system.
- Few of the checkpoints to regularize student's attendance are enlisted below:
- For non-reporting students, communication by postal service (letter) must be sent to their parents'/guardians on the 4th day from the commencement of the semester.
- Attendance of all the students must be displayed on the department notice board, fortnightly.
- As per the ordinance of the university, 75% attendance is mandatory in theory, tutorials and lab/practical classes. The attendance against co-curricular and extracurricular activities shall not be counted in this 75%.
- Before each internal examination (CTs and PUE), faculty members are suggested to communicate with the parent's/guardian's of detained students.
- The letters are also to be sent to the parent's/guardians of students, detained from the Odd/Even semester university examinations.

3.2.4 Attendance Marks

Students are encouraged to maintain 100% attendance, and they will be rewarded with attendance marks according to the following scale:

Percentage attendance	Maximum Marks (5)	Maximum Marks (3)
86 – 100	5 marks	3 marks
76 – 85	4 marks	2 marks
71 – 75	3 marks	
66 – 70	2 marks	1 marks
60 – 65	1 marks	

3.3 Detention Policy

3.3.1 Attendance Criteria for Internal Examination

- The criteria of attendance for First year of all the courses B. Tech/B. Pharm to appear in CT-1 will be 70% and to appear in CT-2 and PUE will be 75%, which is in accordance with the University (AKTU) norms.
- The criteria of attendance for the Second, Third, and Fourth years of all the courses B. Tech/B. Pharm to appear in CT and PUE will be 75%, which is in accordance with the University (AKTU) norms.
- HoDs have to ensure “**ZERO DETAINEES**” during internal and external university examinations (theory/lab).
- If any student does not fulfill the given criteria of attendance, they will be detained from internal or university examination. So, HoDs shall discuss all the policies/guidelines including attendance, to the students during the Orientation Program.
- Departments will display short attendance cases on the notice board fortnightly. The probable detainee list will be displayed on the notice board on Friday before one week of CTs/PUE.
- The final detainee list will be issued by the Office of Controller of Examination (COE) on Saturday (subject to initiation of examination from Monday), and classes will be organized till Friday, for which the attendance portal will freeze at 5:00 PM. After that, the detainee list will be fetched and circulated to all the departments, which will further be shared among the students. The COE Office will also use it in the process of examination.
- For students having attendance < 70% for CT-1 and < 75% for CT-2, CT, and PUE, the department will prepare a separate subject wise timetable, and **remedial classes** will be conducted during CTs/PUE. The attendance will be uploaded at KIET ERP under the “**Doubt Clearing**” category.

- At the time of PUE Examination, attendance improvement classes may be planned for students having attendance in the range of 50% to 75% due to unavoidable circumstances like long-term hospitalization/medical case requiring long term leave only. Attendance will be marked at KIET ERP under the “**Attendance Improvement**” category. No classes will be organized for students having < 50% attendance.
- Despite all the efforts, if the student falls short of attendance without any valid reason, he/she will be detained from appearing in the Odd/Even Semester Examination.

3.3.2 Medical Policy

- As per AKTU Ordinance effective from session 2018-2019 as; every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co- curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students. Thus, it is mandatory for each student to attend 100% classes and a relaxation of 25% may be given on medical grounds or other genuine reasons.
- Severe medical cases (Genuine) other than above will be submitted to Dean SW (as per procedure in vogue) by individual departments for taking approval up to 15% attendance from the Director under the “**Director Discretion Head**”. However it is mandatory to complete 60% attendance for “**Director Discretion Head**”.
- The above-mentioned genuine medical cases will be considered for 15% attendance weightage under the “Director Discretion Head” only if the students will complete the MOOCs of equivalent hours as prescribed by the department. The individual department will submit the MOOCs registration and completion report for these students before PUE to Dean SW along with request application.

3.3.3 Criteria for Attendance Improvement Classes

- The attendance improvement classes will be organized by all the departments for students having attendance less than 75% as per AKTU notification during PUE and/or after PUE. **It is mandatory for the students to complete at least 50% attendance to be allowed in the Attendance Improvement Classes.** In addition to this, the students who are allowed to attend attendance improvement classes have to register for equivalent hours MOOCs courses. These classes will be organized in such a way that students will complete the minimum attendance criteria during this period to appear in AKTU Examination.

3.4 Academic Vigilance Committee (for regular observation of classes)

- The Academic Vigilance Committee constituted at the Institute level comprising of senior academic leaders is constituted and it will visit the departments on a regular basis to observe the conduction of classes. Members of this committee will submit the observations to the Office of Dean Academics on a regular basis (refer **Annexure 12**).
- HoDs are suggested to constitute an Academic Vigilance Committee at department level composed of experienced faculty members and ensure smooth conduct of academic practices in classrooms and labs. The details for visits, observations, suggestions, etc. shall be maintained as per the prescribed format (**Annexure 12**).

The committee aims to improve the overall quality of teaching-learning. It also focuses on identifying teaching pedagogy/best teaching practices/innovative teaching methods which can be exchanged and implemented at the institute level as regular practice.

3.5 Internal Examination System (Theory and Lab)

Examinations have an important role in the process of learning and in the whole academic system. Examinations and tests are a great way to assess what the students have learned with regards to a particular subject. All the Examinations are a part of growth for the students; they are essential for knowledge and capability testing. Examinations are intended to develop a sense of responsibility among the learners to remember the concepts and present them in the most valuable form. Following are the details for the internal examination:

- The schedule for all internal examinations (CT, PUE, and Make-Up) is prescribed in the Academic Calendar (**Annexure-1**).
- Examinations are conducted as one subject per day (two subjects/day for MBA) if required to follow the time schedule.
- It is suggested to schedule the examination for subjects requiring more preparation time at the beginning.
- It is advised to keep the Saturday off before internal examination week as preparatory leave for students.
- The Controller of Examination (COE) has the authority to allow the students who are coming late in examination due to a genuine reason that is beyond the control of the student for up to half an hour from the commencement of examination.

3.5.1 Examination System for Theory Subjects

The internal examination system is divided into two different groups, i.e., Group A, and Group B.

IMPORTANT: Students whose attendance are below 75% will not be allowed to appear in the AKTU Examination. They will be detained from the Final Odd/Even Semester Examination.

The details of their weightage, maximum marks, and duration are provided in tabular format.



3.5.1.1 Group A (B.Tech/B.Pharm/MCA First Year) for 50 marks subjects.

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	9	2 hr	33%
CT2 Exam	30%	9	2 hr	33%
PUE Exam (Mandatory)	40%	12	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 10 with capping of 60% marks i.e. (30 marks)			

- For 30 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	6	2 hr	33%
CT2 Exam	30%	6	2 hr	33%
PUE Exam (Mandatory)	40%	8	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 6 with capping of 60% marks i.e. (18 marks)			

- For 25 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	4.5	2 hr	33%
CT2 Exam	30%	4.5	2 hr	33%
PUE Exam (Mandatory)	40%	6	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 5 with capping of 60% marks i.e. (18 marks)			

3.5.1.2 Group B (B.Tech/B.Pharm - Second, Third, and Fourth Year; MBA - First and Second Year; MCA - Second Year)

- For 50 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	15	2 hr	50%
PUE Exam (Mandatory)	50%	15	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 10 with capping of 60% marks i.e. (30 marks)			

- For 30 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	10	2 hr	50%
PUE Exam (Mandatory)	50%	10	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 6 with capping of 60% marks i.e. (18 marks)			

- For 25 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	7.5	2 hr	50%
PUE Exam (Mandatory)	50%	7.5	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 5 with capping of 60% marks i.e. (18 marks)			

NOTE:

- One Internal Test (Pre-CT Test) may be conducted by faculty members in their scheduled class for each subject respectively, to identify gradual learners after 2 weeks of beginning of the semester.
- **No Make-up Examination will be conducted against PUE.**

3.5.2 Eligibility Criteria for Appearing in Make-Up Examination

Make-up examination will be conducted by the department for the following categories of students:

- Students who were absent in CT due to unavoidable circumstances like:
 - i. Medical issues requiring hospitalization
 - ii. Accidental injuries
 - iii. Due to demise of family member
 - iv. Due to the serious illness of parents, which needs hospitalization for which student presence is must.
 - v. Due to participation in the College/University level co-curricular/extracurricular/technical activities with prior intimation to HoD.
 - vi. Due to participation in placement activity with prior intimation to Department Head-DPC
- Students can appear in Make-up examination only with prior intimation to the HoD through the concerned mentor/class coordinator and submission of relevant documents with it.

NOTE: Students have to fill the format given in **Annexure-13** to be allowed for appearing in the Make-up examination and submit it to the class coordinator for approval by the HoD.

A summary for approval (for make-up examination) will be submitted to the Dean Academics as per format (**Annexure-14**) within one week after the conduction of CT.

3.5.3 Continuous Assessment Test (CAT)

Continuous Assessment Test of Gradual Learners, Absentees, and Detainees will be conducted as per the following guidelines:

1. At the time of CT and PUE, the detained students will also appear in the examination at the same time in separate classrooms, and the same set of question papers will be solved by the students in scheduled remedial classes.
2. Continuous assessment of gradual learners is required: For which faculty members may give the second set of question papers of CT/PUE to all the gradual learners and ask them to solve it. Students can discuss the solution with subject faculty members during remedial classes. Faculty members may also conduct a quiz or practice test for gradual learners.

The weightage of above tests will be included in CAT as:

Sum of marks secured in the test (CT and PUE detained students' test at the same time but different place and gradual learner students' test using second set of question paper of CT and CAT Marks = PUE, respectively) and quiz or practice test. The format for taking approval for marks under CAT through continuous assessment from the Director through the Dean (Academics) is attached in **Annexure-15**.

- If required, marks obtained during the tests conducted in remedial classes may be considered as CAT marks as per the internal examination scheme given above for the students having less than 60% marks.
- For 25 marks subjects, the CAT marks will be out of 5 and for 30 marks subject it will be out of 6.
- The upper limit will be fixed as 60% marks i.e., 30 marks in case of 50 marks subject. While for B. Pharm the upper limit will be fixed as 18 marks based on the syllabus scheme.
- For example, if the actual obtained marks of a student are 20 out of 50 then he/she will be considered as a gradual learner, in case the student gets 5 marks out of 10 in CAT then only 5 marks will be awarded in CAT and now his/her total marks will be 25. In the second example, if a student has 28 marks out of 50 and in CAT, he/she got 7 marks out of 10, then the total marks will be 30 marks (as an upper limit).

3.5.4 Internal Marks (AT+TA) Scheme

Criteria	Marks (20)	Marks (10)
Attendance	5 Marks	3 Marks
Teacher Assessment	15 Marks	7 Marks
i) Video Assignments (min 5-8 minutes) per subject/Seminar/Case Study Presentation /Group Discussion per subject OR 1 MOOC (NPTEL) related to any subject in curriculum / Project Based Learning	5 Marks (7 Marks for Final Year, B. Pharm-First, Second & Final Year MCA-Final Year)	2 Marks
ii) Average of 3 Random Quizzes / Average of 3 Regular Assignments	5 Marks	3 Marks
iii) Discipline (Student conduct in class)	3 Marks	2 Marks
iv) Soft Skill (for B. Tech-Second and Third year; B. Pharm-Third year; MBA-First and Second year; MCA-First year)	2 Marks per subject	NA

3.5.5 Internal Lab/Practical Examination

Each practical/lab experiment performed by the students will be examined by the faculty member according to the format given in **Annexure-10**, and the final internal marks will be provided on KIET ERP portal according to the following scheme. All faculty members are requested to maintain this uniform format for conducting Lab/Practical Examination.

Criteria	Marks (25)	Marks (50)
Continuous Lab Assessment	(1*10) =10	(2*10) =20
Project Based Learning (PBL) Exam (Small Project/Prototype/Model and Students presentation with viva and Quiz/ Training of tools completed by students based on the requirement of content beyond syllabus)	10	25
Attendance	5	5

NOTE:

Subject faculty members may choose criteria for evaluation under TA as per subject requirement from the options mentioned in section 3.5.4 and 3.5.5. For theory subjects, the evaluation scheme shall be approved by HoD (Refer Annexure 16: Subject Scheme Handout). The department will define the appropriate rubric for the selected internal assessment tool for theory/practical/lab. The same shall be shared among students through MOODLE as a part of the course file. For theory and lab/practical subjects, the rubrics for awarding marks may be displayed on Notice Board in Classroom and Labs, respectively. In addition to this marks may be awarded based on student's performance (theory and lab/practical subjects)

Student's performance	Excellent	Very good	Good	Fair	Poor
Marks	100%	80%	60%	40%	20%

3.6 Syllabus Coverage

The distribution of syllabus coverage with respect to internal examinations is divided as:

For B.Tech/B.Pharm/ MCA First Year	For B.Tech/B.Pharm - Second, Third, and Fourth Year; MBA - First and Second Year; MCA - Second Year
<ul style="list-style-type: none"> ➤ CT-1 : 1.5 units ➤ CT-2 : 1.5 units ➤ PUE : 5 units ➤ Make-up examination will be conducted on the similar pattern of PUE with complete syllabus. 	<ul style="list-style-type: none"> ➤ CT : 2.5 units ➤ PUE : 05 units ➤ Make-up examination will be conducted on the similar pattern of PUE with complete syllabus.



- In a similar manner, syllabus coverage is planned in the Lesson Plan for theory and lab/practical subjects.
- Syllabus coverage is monitored regularly, and if additional classes are required, extra classes are organized for syllabus coverage.

3.7 Preparation and Moderation of Question Paper (for internal examinations)

3.7.1 Preparation of Question Papers

- The guidelines based on OBE (focusing on CO coverage and Bloom Taxonomy (BL) and Knowledge category (KC)) for preparation of question papers are shared by Dean Academics to the departments for CT, PUE and Make-up Examinations (**Annexure 17, 18, and 19**). Faculty members are suggested to follow the guidelines and format while preparing question papers.
- Faculty members are suggested to include a few questions (around 20%) in reference to the competitive examinations like GATE/GPAT/CAT/NET/etc. and AKTU Examination mentioning the year and name of the exam they appeared in.
- Faculty members will submit the question papers for internal examination (CTs and PUE) in a sealed envelope to the respective HoD at the beginning of the semester (Odd and Even) as per examination policy and moderation guidelines.
- HoDs will send all the question papers of their respective department along with the details like number of students, number of question paper copies required, etc. at least before 3 days of the commencement of the examination.
- All the question papers will be prepared keeping in view the quality and level of questions, avoiding repetition, spelling and editing errors and ensuring zero error.
- Faculty members and all the concerned members are expected to maintain strict adherence to good examination practices.
- All the question papers will be moderated and required correction will be incorporated before submitting to the Examination Cell.
- All the question papers will be created on KIET ERP after conduct of examination as per notification from Dean Academics Office.

3.7.2 Moderation of Question Paper

- All departments are suggested to constitute a moderation committee keeping in view the subject expertise and specialization.
- For question papers prepared by the faculty members from outside the department, HoD of the parent department will ensure their moderation and correction.
- During moderation, the committee members will check the question papers for the quality and level of questions, no repetition, spelling and editing errors.
- Adherence to the OBE guidelines i.e., coverage of suggested syllabus, selection of BL and KC, etc. will be checked.
- A moderation report signed by the committee and HoD will be prepared and submitted as per format (**Annexure-20**) to the CoE and Office of Dean Academics for all the scheduled internal examinations (CT/PUE) 10 days before initiation of internal examinations along with the corrected set of 2 (in case of two subject-in-charge) or 3 (for > 2 subject-in-charge) question papers.
- Question papers will be submitted only after completing the moderation process at the department level.

3.7.3 Moderation at Institute level

- Institute level Moderation Committee comprised of senior faculty members will assist in the moderation of question papers

- All the moderation reports and question papers will be checked according to the level of question papers, coverage of syllabus, repetition, format, OBE guidelines, etc.
- The committee may invite senior faculty members to moderate question papers which are out of the area of expertise of the constituted committee.
- The committee will prepare a compliance report for the same and submit it to the Office of Dean Academics through CoE.
- The committee will communicate with the departments through CoE and will submit the final question papers to the CoE.

3.8 Unfair Means (UFM) Policy

The UFM Policy (2023-2024) is communicated with students and faculty members mentioning the types of cases which come under UFM and the important points are communicated as an instruction sheet before each internal examination (5th July 2023).

During examination if any UFM cases are registered, it is suggested to strictly follow the UFM case guidelines. As per guidelines, the cases can be categorized as minor acts (Category I offenses), serious acts (Category II offenses) and very serious acts (Category III offenses). For implementation of UFM policy, the protocol is defined and is considered as category I, II and III and based on it the punishment will be decided. For implementation of the policy and deciding punishment based on the type of UFM case, three committees are constituted namely, Executive UFM Committee, Sub-Committee Type I, and Sub-Committee Type II.

- The original answer script is replaced with another/2nd answer sheet.
- Explanation from the student and UFM report from the invigilator to be filled and submitted in the provided format.
- Action against UFM cases is decided by the Controller of Examination (COE) as per the policy.
- Both the answer scripts along with the UFM report are shared with the respective Principals/HoDs.
- Principal/HODs are suggested to observe the compliance of the actions decided for the UFM cases and counsel the student accordingly

3.9 Evaluation of Answer Sheets

- After the completion of each internal examination (CT/ PUE/Make-up Test) the answer sheets are evaluated by the subject faculty in a timely manner (within 3 working days for CTs and PUE).
- This is to be noted that faculty members who are teaching in more than two sections and if the exam of that particular subject scheduled on the last working day then one additional day will be given to these faculty members for the evaluation of the answer sheets.
- The evaluated answer sheets are discussed with students on an individual basis to improve their performance wherever they are lacking.

3.10 Marks Uploading and Verification (KIET and AKTU ERP)

3.10.1 Mark Uploading

- After completion of each internal examination (CTs and PUE) the KIET ERP portal is unlocked by the Office of Dean Academics to upload marks on KIET ERP [for three working days after the last examination](#).
- Faculty members can upload their subject marks on KIET ERP as per guidelines after completion of their respective examination.
- Timely uploading and accuracy of marks is verified by Assistant Dean Academics at the central level.
- After completion of each semester, as per the notifications circulated by the university, the faculty members are informed by the Office of Dean Academics to upload the marks (Theory/Practical, Teacher Assessment) on KIET ERP followed by their verification.

- Once the final verification is completed, the verified marks are uploaded on AKTU portal under the kind supervision of their respective HoDs.

3.10.2 Marks Verification Committee

- To ensure flawless uploading of internal marks in AKTU Portal a marks verification committee shall be constituted at department level which is supervised by the Additional HOD.
- The committee shall ensure that all internal marks for theory, lab, seminar, projects as listed in the syllabus are uploaded on KIET ERP and subsequently on AKTU ERP.
- Faculty members will download the **AKTU Sessional Marksheet** from KIET ERP and the same will be used to upload marks on AKTU ERP as per the schedule shared by the Office of Dean Academics.
- Before final submission of internal marks (Theory/Practical) the marks verification committee constituted at the central level (in the Registrar Office) will ensure the compliance and submit a report to the Office of Dean Academics.
- All the concerned committee members may use **V Look up** in excel file to cross-verify the marks.

3.11 Academic Performance Improvement of Students (Gallant/Growing/Gradual learner)

3.11.1 Gallant/Growing/Gradual Learners Analysis

- At the initiation of Academic Session (Odd/Even semester), faculty members are suggested to prepare basket analysis of the students for their allotted subject/s.
- Categorize the students based on their performance in previous semester/s, number of PCP into gallant/growing/gradual learner.
- The subject wise list for gallant/growing/gradual learner will be updated according to student's performance during Pre-CT, CT and PUE examinations.
- Gallant/Growing Learner students: Departments will identify gallant/growing learner students and plan to associate those students in Industry oriented projects/advanced MOOCs courses/coding competitions and research activities etc.
- Gradual Learner students: Departments will identify gradual learner students on the basis of Identification of gradual learners for each subject based on odd/even semester university examination result, and update the list based on performance in Pre-CT, CT and PUE. Departments shall plan remedial classes (4 lectures/week viz. preferably 7th and 8th lecture/day)/provide extra support/guidance/solution of last year question papers etc. to improve their academic performance.

3.11.2 Gallant and Growing Learners

The institute will reward gallant and growing learners for their performance improvement based on their punctuality as per following guidelines:

- Marks will be awarded to those students who have appeared in all the internal examinations (CT/PUE) and their marks are above 60% in each subject.

3.11.3 Monitoring of Gradual Learners

- Individual faculty members are responsible for attendance and academic performance of students in the assigned subjects.
- To assist the faculty members in improving the student's performance following corrective measures are suggested to be planned from the beginning of the semester by the subject faculty members and HoD. In addition to this department can plan additional corrective measures to improve the student's attendance in regular and remedial classes.
- Faculty members are suggested to counsel the student's queries during remedial classes and plan corrective measures to improve their learning and academic performance.

- **Creation of Gradual Learners Groups on KIET ERP:**

Gradual Learners Groups (SLG) will be defined for each subject based on pre-CT assessment/CT/PUE and defined on KIET ERP based on the performance of students during internal examinations. The suggested nomenclature may be:

SUB1: for gradual learners for subject one (Continuous update after Pre CT, CT-1, and CT-2)

SUB1: for gradual learners identified during CT or CT-1

SUB1: for gradual learners identified during CT-2

- Departments will make the provision in timetable **from the beginning of semester as 4 lectures per week assigned as Remedial Classes.**
- Attendance during remedial classes will be marked as “**normal attendance**” on KIET ERP using the above created groups.
- Subject faculty members will maintain the attendance and academic performance record of gradual learners as per the format provided in **Annexure-21 (gradual learner monitoring format) Countersigned by the HoD after each CT and PUE.**
- Attendance Monitoring Cell committee constituted at the department level and individual subject faculty member is suggested to engage Lab staff to monitor the attendance of gradual learners during regular and remedial classes and to communicate the absent students or their parents on daily basis to ensure attendance in the next class.
- Class coordinators/Event coordinators and HoDs will not allow gradual learner students having attendance less than 75% or PCP in previous semesters for participation in any other activities.
- HoDs are suggested to relieve all the faculty members involved in teaching theory classes for First and Second year from other activities.
- **Lack of classes towards syllabus coverage or academic performance:** In such cases, for faculty members involved in First and Second semester, the third Saturday may be scheduled as academic day and a separate timetable will be prepared to conduct classes. Later compensatory off can be availed by these faculty members in lieu of third Saturday.
- The class test of detained students should be conducted at the same time and a test of important questions from the set-2 question paper may be conducted in the classes by respective subject teachers.
- If any student has scored unexpected results in the external examination of odd/even semester though they are having very good internal marks, the departments may ask these students to apply for showing the answer sheets from the university in consultation with respective faculty members and if required then will fill the challenge evaluation form.
- Subject faculty member will communicate (by phone) to the parents of gradual learners about their ward's performance on regular intervals.
- In case if the identified gradual learner student is absent in any of the class the subject teacher must communicate to students and his/her parents to ensure that he/she is present in the next class.
- Undertaking will be taken from students' (gradual learners) and their parents by the class coordinator.
- If required, during Lab/Practical classes, one lecture may be conducted as a routine lab and in the remaining lecture(s) the subject teacher will take gradual learners in separate classrooms and will ensure learning, memorizing, and writing down of the important questions and their answers. Other assigned faculty members may conduct the lab for the remaining students.
- Faculty members are suggested to take video assignments from all the students and may award a part of TA marks on the basis of quality of video assignment.
- Faculty members may conduct random quizzes (based on AKTU examination important questions) during regular classes.

- The subject teachers may take the exam of these students in scheduled remedial classes as a continuous assessment of gradual learners and may provide the marks to them as per the guidelines issued in the internal examination system.

3.12 Result Analysis

- For Odd and Even Semester University Examinations, the result analysis will be carried out by the Registrar Office and will be shared with all the departments.
- List of meritorious or topper students will be shared by the Registrar Office to the Office of Dean (Academics).
- Individual departments will prepare the Mid-Term result analysis (including CT-1, CT-2, and attendance) after CT-2.
- Gradual learners will be identified and departments will ensure corrective measures for the students who failed to perform.
- The mid-term result analysis and details of gradual learners should be available with each faculty member for their assigned subject/s and the same should be communicated to students and their parents.
- During student's meetings (QCM/PCM), HoDs are suggested to discuss the result analysis (mid-term/semester) and planned remedial measures towards students' performance.

3.12.1 Policy for Students Having Carry Over Papers

- The actual carry over data will be provided by registrar office by mentioning carry over paper details.
- The carry over students will be categorized on the basis of the subject wise and section wise. The faculty allocation is to be done by concerned HOD. If any faculty member is not available due to any circumstances, then HOD will assign the students to another faculty member.
- Dean B. Tech 1st year will provide the subject matter expert to the parent department as per request from them.
- Creation of WhatsApp group subject wise will be done by appointed faculty for allotted carry over students.
- Weekly interaction between faculty and students to be scheduled.
- Internal Assessment (Test) of the Student will be taken by the concerned faculty twice a semester as per academic calendar.
- Faculty will submit a progress report to HOD as a semester report.
- The IQAC Team will verify these efforts/actions taken by the department.

3.13 Felicitation of Students

- **Dean's List** is to recognize students achieving a certain level of academic excellence. Such students receive a personalized letter of appreciation from the Dean (Academic) to honor and recognize their excellent academic performance. Students who have minimum CGPA of 8.5, attendance > 95%, no fail/non-pass/carry or back paper, and no record of disciplinary act will be eligible at the end of a semester.
Identified students will be felicitated during the institutional event "**Tea with Director**" and a list will be displayed on the KIET website.
- The institute has adopted the policy to award the meritorious students securing rank in the university. The felicitation is organized during the Annual Convocation Function and students are rewarded as per the following scheme:

University Rank	Reward Amount (INR)
Gold medalist	50,000/- each
Silver medalist	40,000/- each
Bronze medalist	30,000/- each
4 th to 10 th Rank holders	20,000/- each

- Felicitations of toppers for individual courses (top 10 students), students having exemplary research contributions at the department level may be organized.

3.14 Stakeholders' Feedback

Stakeholders' feedback will be conducted by the Office of Dean Academics and related guidelines will be circulated to the departments accordingly.

3.14.1 Mid Semester Feedback

- Mid Semester Students Feedback will be conducted at department level before CT-1 or 3-4 weeks after the commencement of the academic session (Odd and Even Semester). A format provided as **Annexure- 22** will be used to conduct feedback. It is suggested to adopt the prescribed format to create a Google/Online Form and conduct the feedback at the department level.
- Students having >60% attendance will be allowed to fill the feedback forms.
- After collecting all responses, it will be analyzed at the level of HoD and necessary actions will be planned accordingly.
- The report on feedback analysis and action planned (if any) will be submitted to the Office of Dean Academics after conducting the feedback.

3.14.2 End Semester Feedback

- End Semester Students Feedback (Odd and Even semester) will be conducted at KIET ERP by the Office of Dean Academics before PUE and the detailed schedule and guidelines will be shared accordingly.
- Students having >60% attendance will be allowed to fill the feedback forms.
- It is mandatory for students to fill the feedback form.

3.14.3 Exit Survey

- All the students from final year are required to submit the exit survey forms available at KIET ERP after PUE.

3.14.4 Curriculum Feedback Survey

- All faculty members and students are required to submit the Curriculum Feedback form at KIET ERP after PUE.

3.15 Industry Readiness Skills

- The institute has adopted various additional Skill/Minor Specialization/Value added courses/Summer-Winter School concept to fill the industry-academia gap.
- Two lectures per week will be assigned for Additional Skills/Industry Readiness Skill/Minor Specialization/Value added courses.
- Departments are suggested to identify more options for additional skills, so that students can opt any one Additional skill subject as per their interest.

- Departments are suggested to allot additional/industry readiness skill/minor specialization/value added courses to the academically meritorious students while for remaining students (gradual learners) these classes may be scheduled during lean period after completion of semester examination.
- There will be no CT/PUE for additional skills. However, a certificate will be issued on successful completion at the end of the semester.
- All departments are suggested to organize summer and winter school during the lean period for a duration of one to two weeks. The topic will be selected based on niche technologies/Industry-academia gap/beyond syllabus topics/etc.
- All departments shall propose a roadmap for activities related to the identified industry faculty members to complement the expected academic outcomes.

3.16 Nalanda E-Consortium

Dr. A. P. J. Abdul Kalam Technical University, Lucknow has initiated the Nalanda e-consortium from academic session 2019-2020 with an objective to provide access to research developments and technological advances to students and faculty members. It has coverage to all the subject areas i.e. engineering, life sciences, pharmaceutical sciences, computer applications, management, etc. It provides access to a large number of journals and books published by more than 30 international/national publishers. KIET Group of Institutions has facilitated the use of e-consortium for teaching, projects, dissertations (UG/PG/PhD), and other non-teaching credit courses. Following are the detailed guidelines for using Nalanda e-consortium.

S. No.	Course	Minimum number of research papers to be downloaded	Outcomes	Source
1	B.Tech/B.Pharm (First Year)	at least two research papers (from the subjects mentioned in Policy)	Assignment based on the downloaded research papers (1 assignment/subject).	MyLoft/Nalanda E-Consortium (http://www.app.myloft.xyz/)
2	B.Tech/B.Pharm (Second Year)	at least five research papers in the five technical subjects	Assignment: Literature Survey Paper based the research papers in all the five subjects (1 assignment/subject).	
3	B.Tech/B.Pharm (Third Year)	at least 10 Research papers (based upon his or her interest)	Finalization of the project topic for final year project after doing the detailed literature survey from the downloaded Research papers	
4	B.Tech/B.Pharm (Final Year)	at least 15 Research Papers	students will include these research papers in the references of the project report	
5	MBA/MCA (First Year)	at least two research papers (from the subjects mentioned in the Policy)	The students are required to submit the study of the research papers	
6	MBA/MCA (Second Year)	at least 15 Research Papers	students will include these research papers in the references of the project report.	

3.17 MOOCs Courses/Video Lectures Policy

- First, Second and Third year students will register for MOOCs courses as per the list provided by AKTU to receive the degree with Honors. For details kindly explore AKTU website <https://aktu.ac.in>.
- For MBA students: The Department will identify the relevant MOOCs courses from NPTEL/Coursera/NSIM/E-Marketing Institute, etc. and will provide the options to the students.

- For students from all year, registration in one MOOCs course is mandatory and the proof will be shown at the time of semester registration. Department will identify the relevant MOOCs courses from NPTEL/LinkedIn/edx/KIET and will provide the options to the students.

3.18 Placement

3.18.1 Skill Development and Finishing School (SDFS)

- Two hours of contact class (CCIP module) per week in offline mode will be organized for B. Tech (III and V semester, for core branches only).
- Attendance will be marked as per the student's involvement and participation in the class.

3.18.2 Organization of Ideathon/Hackathon/Codathon/etc.

- SDFS/computing departments will organize various coding competitions for students to promote the coding skills. The schedule for Odd and Even semester will be shared in advance by Head-SDFS/HoD-Computing departments.
- Core branches (EEE, ECE, ME, CE), management and pharmacy are suggested to organize relevant competitive events for students based on industry requirements/problem statements where they can apply the learned skills/knowledge.

3.18.3 Training and Placement

- Departments are suggested to plan training schedules (for all students from second to final year) as per placement requirement in online/offline mode. The training plan may be executed in phase wise manner in case of time restrictions.
- SDFS will prepare a training schedule for all the departments based on the placement requirements and will ensure implementation of it.
- Placement departments in coordination with DPC will organize placement drives (on/off campus) for students.
- To encourage student's participation in training and placement activities, departments may plan interactive sessions with KIET alumni/industry experts/entrepreneurs.



3.18.4 Internship for B. Tech (First, Second & Third Year)/MBA (First & Second Year)

- It is mandatory for all students to undergo internships within the time duration prescribed as per KIET Internship Policy.

- All students must adhere to Internship guidelines mentioned in the KIET Internship Policy.
- The assessment of internship performance of First year, Second year and Third year will be evaluated in 3rd, 5th and 7th Semester, respectively.

3.18.5 Joining of Students for Internship cum PPO (B. Tech/B. Pharm/MBA/MCA-Final Year)

- The eligibility guidelines and process for issuing No Objection Certificate for students are communicated by the Office of Dean Academics by email (dated 5th July 2023).
- For eligible students the guidelines will be strictly verified at the department level and the application as per suggested form (**Appendix 23**) will be submitted in the Office of Dean Academics through proper channel for getting approval as per defined schedule.
- It is important to monitor student's attendance during the internship period.
- Simultaneously, students' project progress and completion of selected MOOCs by appearing in examination shall be monitored.

3.18.6 Higher Education

- Students are promoted to join higher education at the institutes of repute and they are provided guidance to quality competitive exams like GATE/GPAT/CAT/IAS/IES/etc.
- For helping students in the preparation of exams, higher-education clubs are formed at department level which function under the supervision of faculty coordinators and student representatives.

3.19 Computer Programming Proficiency (CPP) Cell

- Four hours' class on Hacker Rank platform for competitive coding per week in online mode is suggested for B. Tech First Year students of all branches.
- Provision of normal attendance is available.
- One coding challenge per semester on Hacker Rank is suggested to be organized.

3.20 Soft Skill and Aptitude Classes

- B. Tech (First year): The students would go through the AKTU prescribed audit course on Soft Skills KNC-101/KNC-201 consisting of 20-24 hours of training.
- B. Tech (Second and Third year): In the timetable, separate slots will be allotted for conducting soft skills and aptitude classes which will help them to secure suitable placement.
- B. Tech (Third year): All the students would undergo training on Soft Skills and Verbal Ability for one session per week, and on Quantitative Aptitude and Logical Reasoning two sessions per week, respectively, during the Odd/Even semester along with their performance evaluation; and students needing to improve their English communication skills would be given separate sessions within the timetable along with continuous performance monitoring.

3.21 Closure Report for the Semester

- Departments are suggested to maintain a record of all the documents submitted on a regular basis to the Office of Dean Academics. The record shall comprise the name of document, date of submission, mode of submission (soft/hard copy), etc.
- Departments will submit the above document as closure report for all the academic activities (as mentioned in Chapter 2 and 3 of Academic Process Handbook) to the **Office of Dean Academics at the end of each semester within one week of result declaration by the university.**
- The closure report shall be countersigned by the respective HoD.

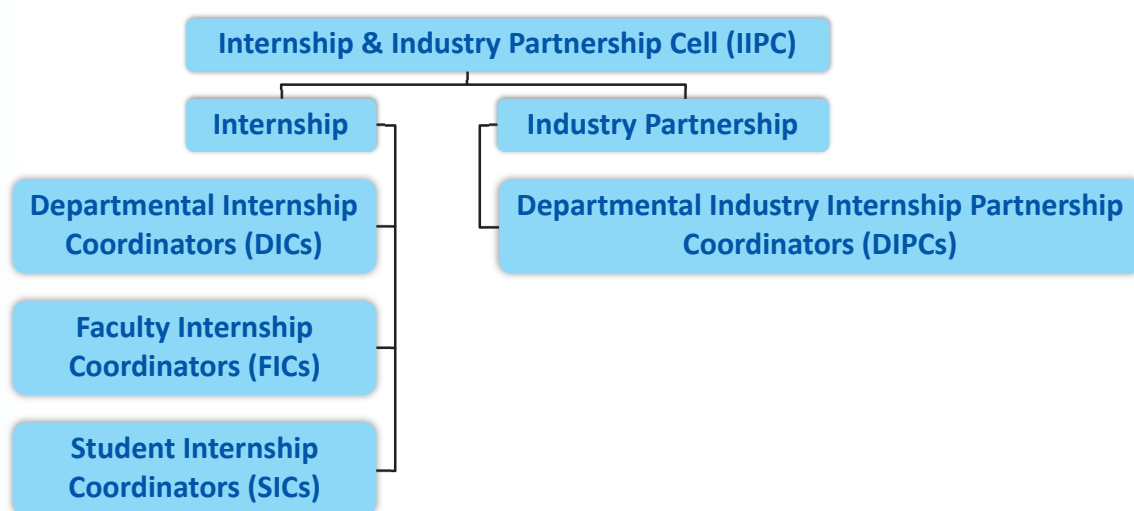
Chapter-4: Quality Improvement Initiatives

4.1 Internship

Internship helps students to acquire technical skills and enhance their professional skills. The internship is part of the curriculum by Dr. A. P. J. Abdul Kalam University, Lucknow for the development of students. To implement the internship policy effectively, KIET Group of Institutions has established an Internship and Industry Partnership Cell (IIPC).

The IIPC stands on a noble thought of developing and igniting innovative minds and to equip them with contemporary skills to meet the challenges ahead. The department follows the guidelines laid down under the Internship Policy of AICTE, New Delhi and Dr. A.P.J. AKTU, Lucknow.

The objective of IIPC is to structure and institutionalize internship culture at all levels of the professional program. The students are sensitized, and efforts are made to make them aware about the importance of internship/mini projects/live projects from exploring, analyzing and innovative implementation of their acquired knowledge, nudging them to feel and understand a corporate environment. The structure of IIPC is:



IIPC comes under the umbrella of Corporate Relation and Placement Centre (CRPC) in KIET. IIPC works cohesively with various professional departments exploring meaningful projects/ internships. IIPC is well connected to the corporate and institutions providing such programs, also KIET has a culture among students where they participate in various inter and intra disciplinary technical clubs and skill enhancement programs.

IIPC reviewed the needs of Industry and prepared the policy. For First Year and Second Year students must complete all the following modules as per Internship Policy:

- Online/ Offline Internship
- Literature Review (Through Nalanda E-Consortium)
- Massive Open Online Courses (MooCs)

For Third Year students, Internship policy modules are as follows:

- Online/ Offline Internship or In-house training by Industry Partners i.e., ASSET Certification Program by SDFS
- Literature Review (Through Nalanda E-Consortium)

4.1.1 International Internship

Internships are a great way for the students to experience and see how ideas work in real life. It provides the students a chance to spread their wings beyond the national boundaries. Moreover, the students, opting for international internships at KIET Group of Institutions, can claim scholarships for the internship that they get selected for. This is to ensure equal opportunity to every student regardless of his/her economic condition. The scholarship is granted on the basis of merit, attendance, discipline and other criteria.

More than 12 students have visited outside India to countries like Egypt, Malaysia, Germany, Indonesia and Kenya in the past two years.

4.2 Additional Skill/Industry Readiness Skill/Minor Specialization/Value added courses

To bridge the gap between the academic and industry need, Value Added Courses (VAC) are conducted regularly in our college. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

4.3 Industrial Visits

Industrial visits are arranged by college to students with an objective of providing students functional opportunities in different sectors like IT, Manufacturing and services, finance and marketing. Industrial visit helps to combine theoretical knowledge with industrial knowledge. As part of the curriculum of Engineering, Management Sciences and Computer Sciences students, industrial visits are arranged every



semester to provide them with an insight regarding internal working of companies and an opportunity to interact with the industry professionals and industry environment. Each student is required to visit once in a semester especially for the core branches. IIPC plans care for such visits and to make students more confident in terms of industry work culture.

4.4 Guest Lectures

Guest lectures are organized on regular intervals at department as well as institute level. For this, experts from reputed academic and research institutes (IIT/NIIT/BARC/DRDO, etc.) or industry or entrepreneurs from a variety of backgrounds and career paths are invited to provide their expertise to students from UG and PG programmes and to faculty and staff members. It is expected that during the session, practical real-life experiences, keynote examples and topics beyond curriculum are shared to elevate the knowledge of students.

In addition to this KIET Group of Institutions is listed by All India Council for Technical Education (AICTE), India for the Distinguished Chair Professor (DCP) fellowship Scheme. The scheme intends to utilize the expertise of highly qualified and experienced superannuated Professionals who have made unparalleled, exceptional professional contribution to the society in their respective field/discipline for motivating and inspiring students/faculty of AICTE approved institutes.

4.5 Computer Programming Proficiency (CPP) Cell

CPP Cell is established for B. Tech First Year students to equip them with sound knowledge of programming. CPP cell is working towards coping up with the demand of the current competitive scenario. CPP has designed the syllabus for both semesters of B. Tech First Year.

CPP syllabus is divided in two Modules: -

Module 1 – Odd/Even Semester

Module 2 – Summer Vacations

Each module requires 36 hours of student interaction in each semester:

36 hours' interaction of Faculties and TAs (4 hours per week)

18 hours' interaction of self-practice (2 hours per week)

The syllabus of Module 1 is divided in four parts

Each part will have multiple coding challenges of varying difficulties levels:

Level 1 (Beginners)

Level 2 (Intermediate)

Level 3 (Advanced)

Module 2 contains slightly complex problem to be solved using Object Oriented Programming (OOPs)

4.6 Conduction of Faculty/Staff/Student Development Programme

The Faculty Development Programme (FDP) intends to facilitate up-gradation of knowledge, skill and intends to provide opportunities for induction training to teachers employed in different departments of the institute. The different development programmes are conducted for the technical and teaching methodologies enhancement. It is mandatory for each faculty member to attend at least one programme in a year. Completion of a NPTEL course is also mandatory for everyone on an annual basis and the reimbursement of fees for the faculty members is from the Institute as per the guidelines. If the faculty or the staff member gets trained, then it will reflect in the overall development for the students. With these

thoughts the institute promotes the staff members and faculty members to attend the FDPs on a regular basis.

4.7 Soft Skills

Soft skills are a cluster of productive personality traits that characterize one's relationships in a social environment. These skills can include social graces, communication abilities, language skills, personal habits, cognitive or emotional empathy, time management, and teamwork and leadership traits.

The following is **the plan of action for the SKILL ENHANCEMENT PROGRAM for SMART EMPOWERED PROFESSIONALS:**

First-year-SHARPEN-Shaping Attitude and Restructuring the Psyche through Effective English Communication

The students would go through the AKTU prescribed audit course on Soft Skills KNC – 101 in the I semester and KNC – 201 in the II semester and their performance would be adjudged according to their result in the subject. Considering the number of weeks available for both the semesters – the number of training hours would vary between 40 -48 hours in the first year.

Second-year-CAAR - Communication, Aptitude, and Attitude Redefined TRAINING PLAN for B. Tech Second Year

Two assessment tests by an external 3rd party would be conducted to ascertain their level (once at the start of their 3rd semester & then after the summer break of the IV semester) to monitor the progress of the students. Based on their score/result the students will be categorized into four proficiency levels – L1 (weakest), L2 (average), L3 (good), and L4 (excellent).

The students who take direct admission in the second year of B. Tech under the lateral entry scheme (to compensate for the number of hours lost, 10 hours would be given to them during their winter break at the end of III semester) – for them, a separate first test would be conducted, but their post-assessment would be conducted at the same time as the other students.

The 3rd party L1 and L2 identified students would undergo training of two sessions each per week for enhancing their English Communication, integrated into the regular timetable of the batch but the 3rd party L3 and L4 identified students would not be catered to by the H&S Department. The mid-assessment (at the end of the III semester) would be conducted on the ECS module through MOODLE. During the winter & summer break all the 3rd party L1 and L2 students would undergo 20 hours of training (Winter School and Summer School) on improving their English Communication.

All the B. Tech Second Year students would undergo 10 hours of training on Quantitative Aptitude and Logical Reasoning in both semesters. An internal pre-assessment test would be taken at the start of the III semester, a mid-assessment test would be taken along with the PUE of the III semester, and a post-assessment would be taken along with the PUE of the IV semester to ascertain the progress of the students. The scores that the students obtain in the PUEs at the end of the III and IV semesters would be considered towards their bonus marks (students getting more than 75% - 2 bonus marks per subject and less than 75% - 1 bonus mark for appearing in the assessment, those students who are absent in the assessments will not be awarded any bonus marks).

The E-Boosters club (comprising of already placed students) will take sessions for 10 hours in each semester during the Second Year to give their juniors a flavor of peer learning.

All the L1 and L2 students will mandatorily need to work on improving their score and progressing at least one level up as their attendance in these classes will be attached to their internship and maintaining >80% attendance will be essential for gaining success in this training program.

Total number of training hours for all the students = 20, and 100 more for the L1 and L2 students.

Third Year: CHASE- Constructive and Holistic Approach to Smooth Employment

TRAINING PLAN for Third Year

Two assessment tests by an external 3rd party would be conducted to ascertain their level (once at the start of their V semester and then after the summer break of the VI semester to monitor the progress of the students. Based on their score/result the students will be categorized into four proficiency levels – L1 (weakest), L2 (average), L3 (good), and L4 (excellent).

The 3rd party L1 and L2 identified students would undergo training of one session each per week during their V semester and two sessions per week during their VI semester for enhancing their English Communication, integrated into the regular timetable of the batch during which time-period the L3 and L4 students would not be catered to by the H&S Department. The mid-assessment (at the end of the V semester) would be conducted on the ECS module through MOODLE.

During the winter break all the 3rd party L1 and L2 students would undergo 20 hours of training on improving their English Communication.

The E-Boosters club (comprising of already placed students) will take sessions for 10 hours each semester during the 3rd year to give their juniors a flavor of peer learning.

All the L1 and L2 students will mandatorily need to work on improving their score and progressing at least one level up as their attendance in these classes will be attached to their internship and maintaining 80% attendance will be essential for gaining success in this training program.

An internal **pre-assessment** would be conducted (for QA + LR + VA + SST) at the start of the 5th semester according to the topics that will be taught in that semester, their **mid-assessment** would be conducted along with the PUE of the 5th semester and their **post-assessment** would be conducted along with the PUE of the 6th semester. The scores that the students obtain in the PUEs at the end of the V and VI semesters would be considered towards their **bonus marks** (students getting more than 75% - 2 bonus marks per subject and less than 75% - 1 bonus mark for appearing in the assessment, those students who are absent in the assessments will not be awarded any bonus marks).

Like the QA + LR + VA pre-assessment being held at the start of the V semester, the **Soft Skills pre-assessment** would require all the students to submit their resumes, for the **mid-assessment** along with the PUE of the V semester, and for the **post-assessment** along with the PUE of the VI semester.

For this pre-final year batch during both their semesters, Employability Skills & English Communication training will be imparted – 10 hours of SST + 20 hours of QA and LR + 10 hours of VA.

The mandate of compulsory attendance will be implemented strictly and will be attached to their internship. It will be strictly adopted apart from the inclusion of the marks they obtain in the internal pre-assessment and PUE during the VI semester as a part of their ASSET Certification.

It will be tried to allocate one trainer to one batch for the whole year to get the desired outcomes, increase ownership, and accountability as well.

Students should be able to score at least 60% or more cut-off (in QA + LR and in VA) by the post-assessment to become eligible for recruitment from campus.

Total number of training hours provided to all the students of this batch = 80

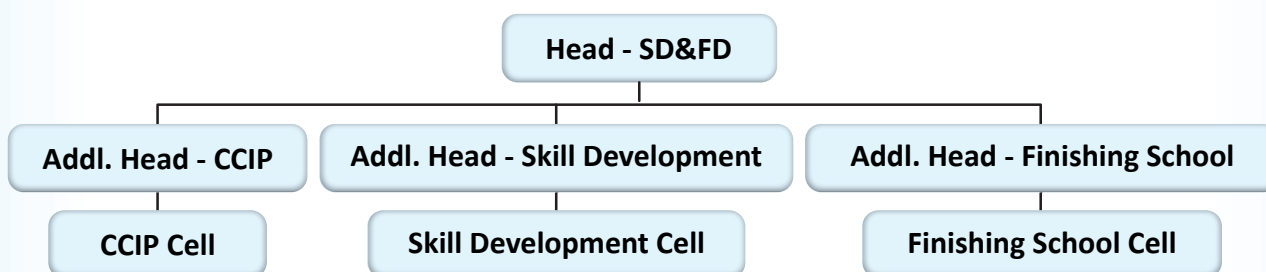
Total number of training hours provided to the L1 and L2 students of this batch = 70

Final Year – All the students who register themselves with the CRPC Department and want to avail placement assistance from the campus will be provided capsule training according to their needs.

These are the suggested guidelines and can be circulated among the students.

4.8 Skill Development and Finishing School

A Skill Development & Finishing school is set up in the campus to enhance the skills of the students. This initiative is aimed for coding culture, industry-based projects and soft skills. For overall development of students, SDFS further have three verticals shown below:



The Competitive Coding Improvement Program (CCIP) cell is working towards smooth conduction for coding programs for core branches. The Skill Development Cell vertical is responsible for planning and smooth conduction of various skill development activities including Minor Specialization and various technical clubs/Centre of Excellence. The third vertical, Finishing School Cell, is responsible for ASSET (Aptitude + Soft Skills + English + Technical Proficiency) Program for Pre-Final year students.



4.9 Technical Clubs

With a motive to provide a common platform for Interdisciplinary technical activities, technical Club is launched in the institute. The club consists of self-motivated students who gather to come up with some or the other new and innovative ideas and work on them. It aims to technically strengthen the students by integrating their skills in the various fields of Engineering & Technology, to cope up with the highly competitive environment. This club works under the Faculty Coordinator of the club. Many activities are conducted by the club to help the students explore and learn some skills which might help them in future. The club also aims competitions that are organized by other colleges, in which the students have performed exceptionally well. The institute has many technical clubs in the institute like GPAT, GATE, Innogeeks and Tech adventure which successfully runs in the college.

Chapter-5: Academic & Administrative Audit

5.1 About Administrative & Academic Audit (AAA)

NAAC suggests to all accredited institutions to undertake regular Academic and Administrative audits. Audit process helps in quality enhancement in the existing process by assessment of policies and functioning of various constituted functional bodies. These audits are one of the main objectives of IQAC for the maintenance and enhancement of quality.

Academic and Administrative Audit (AAA) are essential for excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality oriented academic system, there should be a strong administrative background.

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

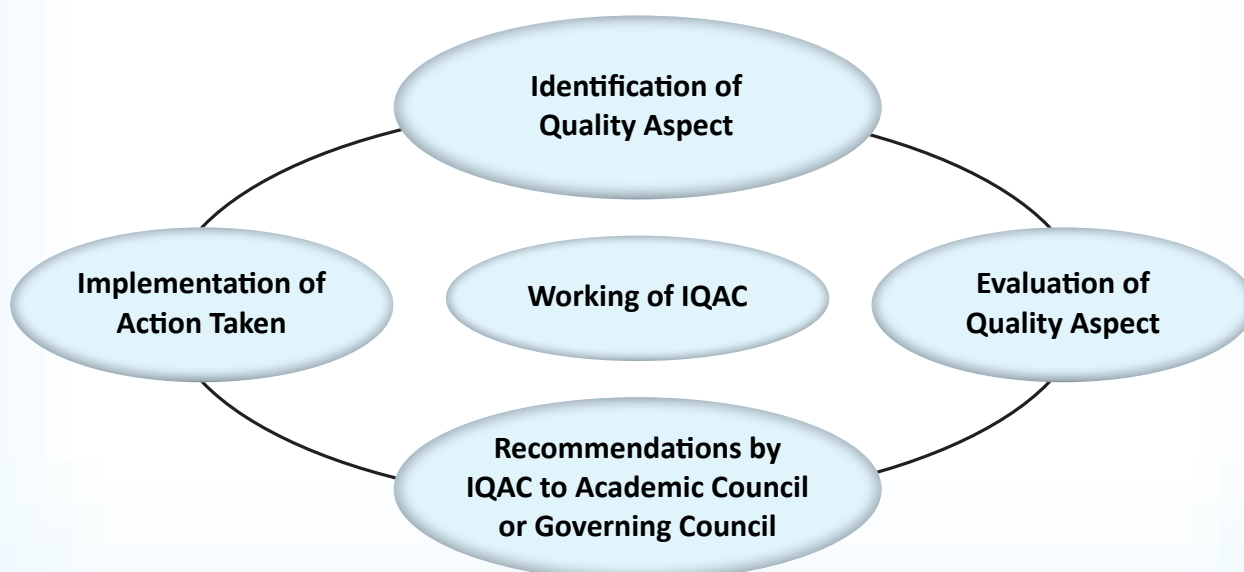
Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system etc.

5.1.1 Objective of AAA

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other affiliating bodies.

5.1.2 Methodology of Audit in KIET Group of Institutions

The IQAC of the institute continuously works towards quality enhancement in the Academic and Administrative processes. The IQAC meetings are regularly organized for quality improvement. In each meeting, a quality aspect is identified for evaluation. The suggestions of all stakeholders are analyzed for implementation and action taken towards further quality enhancement. These quality aspects are further put forward to the Academic Council and/or Governing Council for approval and implementation.



5.1.3 Academic Audit

IQAC has introduced the concept to conduct two academic audits in each semester i.e., Academic Planning Audit (at the beginning of each semester) and End-Semester Academic Audit (at the end of each semester)

i. Academic Planning Audit

The first visit to be planned after 15 days of the semester commencement. In this visit following documents are evaluated:

- Course file (As per the given format on MOODLE) (*The course files of subjects taught by faculty members from other departments are checked in the department they are allotted the subject)
- Lesson Plan - Theory Subject (on KIET ERP)
- Lesson Plan - Lab Subject as per format
- E-mentor card of all students
- Practical file/continuous evaluation of practical file
- Stock Register (updated) and Soft Copy
- Action taken on low attendance cases (Documents Proof)
- Action taken on the gradual learner and gallant learner (Documents Proof)
- CO Statement formation approved by BoS and update on KIET Website
- CO-PO Mapping justification and updated on ERP portal and website
- Gap Analysis and Action taken on gaps
 - (a) Action taken based on Gap Analysis of last year
 - (b) Action taken on same semester at CO and PO level (Documents Proof)
 - (c) Gaps based on Internal Exam Result (if internal exam already conducted at the time of visit)
 - (d) PO Attainment Result (if internal exam already conducted at the time of visit)

ii. End Semester Academic Audit

This visit is planned at the end of each semester as per guidelines and schedule issued by the Office of Dean Academics. In this audit, a 360-degree quality check is done to ensure implementation of various policies at the department level like:

- a. Implementations of Academic Policy
- b. Implementations of OBE Policy
- c. Implementations of Research Policy
- d. Implementations of other Institutional Policies

The detailed procedure for conducting end-semester Academic Audit is attached as Annexure 24. In this perspective a committee has been constituted to conduct the audits under the supervision of the IQAC coordinator.

5.1.4 Administrative Audit

Administrative Departments are responsible for the maintenance and supervision of the institutional activities for smooth implementation of academic activities. IQAC conducts Administrative Audit for all administrative departments/cells, once in a session. The IQAC of the Institute visits the 13 administrative departments/cells for audit. The detailed format for administrative audit is attached in Annexure 25.

5.2 ISO Audit

Objective: KIET Group of Institution is an ISO - 9001: 2015 certified institution since 2008 to address quality assurance and enhancement in technical education. A team of senior experienced faculty members ensures that the best practices to be implemented in all academics' domains while considering administrative needs. The team also monitors the implementation and continuous improvements of both academic and non-academic processes and procedures.

Processes: A team of senior experienced faculty members at institute level is formulated through the Registrar-MR (Management Representative).

- The institute level team of ISO conducts the internal audit of the different departments and interacts through the internal ISO team of the intended department.
- During the visit, the team goes through the processes conducted by the department and validates the documentation together with the effectiveness of the process.
- The observations of the institute level ISO team are communicated to the Registrar-MR.
- The same observation is also shared with the corresponding department, in case of any non-conformity found.
- After the successful conduct of internal visit, the external team of DNV initiates external audit for validating the process finally.
- On the successful completion of the ISO visit, the institute is awarded with an ISO certificate.

Management review inputs

The management review shall be planned and carried out taking into consideration:

- a) The status of actions from previous management reviews
- b) Changes in external and internal issues that are relevant to the quality management system
- c) Information on the performance and effectiveness of the quality management system, including trends in:
 - 1) Stakeholder satisfaction and feedback from relevant interested parties
 - 2) The extent to which quality objectives have been met
 - 3) Process performance and conformity of products and services
 - 4) Nonconformities and corrective actions
 - 5) Monitoring and measurement results
 - 6) Audit results
 - 7) The performance of external providers
 - 8) The adequacy of resources
 - 9) The effectiveness of actions taken to address risks and opportunities
 - 10) Opportunities for improvement.

5.3 Green Audit

A Green Audit is a methodical process for identifying, quantifying, reporting, and analyzing various environmental components. It strives to examine environmental policies both within and outside the concerned places, as these policies would affect the environment-friendly ambiance.

A green audit can be a helpful tool for the Institute to identify where and how they are using the most resources, such as water and electricity. In order to better waste minimization plans or start recycling projects, it can also be used to determine the type and volume of garbage. It can create health consciousness and promote environmental awareness, values and ethics. It provides staff and students better understanding of green impact on campus. If self-enquiry is a natural and necessary outgrowth of a quality education, it could also be stated that institutional self-enquiry is a natural and necessary outgrowth of a quality educational institution. In the Institute, EEM Cell is responsible for all environment related activities. A Green Audit certification may be obtained from ISO under ISO 210001 standard.

5.4 Energy Audit

An energy audit is typically carried out to look for ways to minimize the amount of energy used by the building without impairing its comfort. In order to improve comfort, indoor air quality, durability and dependability, energy efficiency, as well as the health and safety of the inhabitants, it is necessary to identify

the systems and areas of opportunity. The energy audit would provide a helpful direction for programmes that are essential for production and utility activities, such as reducing energy costs, preventative maintenance, and quality control. Such an audit programme will assist in maintaining focus on variations in energy costs, the availability and dependability of the energy supply, choosing the right energy mix, identifying energy-saving technology, retrofitting for energy-saving equipment, etc. Finding solutions to cut operational expenses or energy usage per unit of output is the main goal of an energy audit. In KIET Group of Institutions, EEM Cell is established for continuous evaluation of Energy Utilization resources. An Energy Audit certification may be obtained from ISO under ISO 14001 or ISO 50001 standards for energy management systems which promote green practices.

5.5 Environment Audit

An Institute environmental responsibility is evaluated systematically through an environmental audit. Its objectives are to determine environmental compliance, assess whether environmental responsibility implementation gaps match stated goals, and provide any necessary corrective measures.

The audit examines the potential hazards or risks posed by the institute. Areas examined may include institute environmental policies and procedures, energy use practices, recycling, waste, conservation, and pollution. Then, the institute can use the results to determine what changes need to be made for compliance. An environmental audit is a systematic examination to assess an institute's environmental responsibility. It aims to identify environmental compliance, verify environmental responsibility implementation gaps whether they meet stated objectives, along with related corrective actions. The EEM cell in KIET Group of Institutions continuously works towards maintaining the quality of the environment.



Chapter-6: Feedback System

Feedback is one of the best strategies for continuous quality enhancement. The feedback directly affects the various processes of HEIs and has a quick effect. In any education system, feedback is a crucial component of the system. Feedback provides each stakeholder with clear instructions on how to better processes while also assisting stakeholders for quality improvement in processes.

In KIET Group of Institutions, following types of feedbacks are conducted from different stakeholders (**Annexure 26**):

- Student Satisfaction Survey
- Curriculum-Feedback Survey
- Graduate Exit Survey

6.1 Student Satisfaction Survey

Student Satisfaction Survey is conducted twice in a semester i.e., mid-semester and end-semester. Mid-semester survey is conducted after CT-1 manually by the department. This survey helps to identify the gaps in the education process and give scope towards improvement. End-Sem feedback survey is planned for Teaching Learning Process and Central Facility. End-Sem Student Satisfaction Survey is conducted through KIET ERP in online mode. The End-Sem Student Satisfaction Survey is not only conducted for Theory Subjects but also for Practical Subjects also. The Student Satisfaction Survey is also published on the website.

6.2 Curriculum Feedback Survey

Curriculum is the key to success in any Educational Institution. It plays a vital role in the career of the students. It is very necessary for identification of the new technologies according to the industry needs. This survey is conducted at the end of each semester by all our stakeholders i.e., Faculty, Student, Alumni and Employer on KIET ERP in online mode. This survey helps in quality improvement in curriculum.

6.3 Graduate Exit Survey

Graduate Exit Survey is conducted for Final Year students who are going to be Graduate. This survey is also conducted in online mode through KIET ERP. This feedback is overall program feedback which will be used for enhancing the quality of the educational experience of other students

6.4 Analysis and Action Planning

Analysis is a necessary action and the next important step of Feedback. Appropriate Analysis of feedback helps to improve the existing process towards achieving the outcomes. All these surveys are analyzed, and a report is prepared towards advancement of quality.

The analysis is done by each department of the institution and an Action Taken report is prepared. These all reports are centrally analyzed, and action taken reports are prepared by the IQAC office. This report is presented to the head of the institution for necessary action. These all actions are planned and implemented by individual departments as per analysis.





KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2023-24)

B.Tech, B.Pharm, MBA, MCA (I Semester)

Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Academics -->
22 Days					1	2	3	1. Orientation & Induction for B.Tech (I year) --> 29th Sep'2023 - 11th Oct'2023 2. Orientation & Induction for MCA (I year) --> 30th Sep'2023 - 3rd Oct'2023 3. Orientation & Induction for MBA (I year) --> 30th Sep'2023 - 6th Oct'2023
Sep'2023	4	5	6	7	8	9	10	Holidays --> 1. First Saturday --> 2nd Sep'2023 2. Janamastami --> 7th Sep'2023 3. Third Saturday --> 16th Sep'2023 4. ID-E-Milad * --> 28th Sep'2023
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
Academics -->								
1. Orientation & Induction for B.Pharma (I year) --> 12th Oct'2023 - 14th Oct'2023 2. Commencement of classes (MCA and MBA I year) --> 4th Oct'2023 3. Commencement of classes (B.Pharma I year) --> 16th Oct'2023 4. Commencement of classes (B.Tech I year) --> 12th Oct'2023								
Examination -->								
1. Assessment for Identification of Gradual Learners (to be conducted by department) for (B.Pharma I year, MBA & MCA I year) --> 23rd Oct'2023 to 28th Oct'2023 2. Assessment for Identification of Gradual Learners (to be conducted by department) for (B.Tech I year) --> 30th Oct'2023 to 3rd Nov'2023								
Additional Activities -->								
1. FRESCO --> 20th Oct'2023 2. CRs meeting week by respective departments (for eg. CSE HOD will meet there CRs of B.Tech 1st year) --> 30th Oct'2023 to 3rd Nov'2023								
Holidays -->								
1. Mahatma Gandhi Jayanti --> 2nd Oct'2023 2. First Saturday --> 7th Oct'2023 3. Third Saturday --> 21st Oct'2023 4. Dusshera --> 24th Oct'2023								
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Academics -->
22 Days								1. CT1 Examination for (B.Tech & B.Pharma, and MCA I year) --> 27th Nov'2023 to 1st Dec'2023 2. CT Examination for (MBA I year) --> 4th Nov'2023 to 9th Nov'2023
	30	31					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	26	27	28	29	
Academics -->								
1. Mahatma Gandhi Jayanti --> 2nd Oct'2023 2. First Saturday --> 7th Oct'2023 3. Third Saturday --> 21st Oct'2023 4. Dusshera --> 24th Oct'2023								
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Academics -->
23 Days								1. CT2 Examination for (B.Tech, B.Pharma, and MCA I year) --> 2nd Jan'2024 to 8th Jan'2024 2. Evaluation/showing of answer sheets (CT2) to students/uploading of marks at KIET ERP --> 11th Jan'2024 3. Internal Practical examination (B.Tech/B.Pharma I year, MBA & MCA-I year) --> 29th Jan'2024 to 2nd Feb'2024
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Academics -->								
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Additional Activities -->								
1. CR Meeting of (B.Tech & B.Pharma I year, MBA & MCA I year) --> 8th Jan'2024 to 13th Jan'2024 2. Faculty Feedback by students (B.Tech & B.Pharma I year, MBA & MCA I year) --> 29th Jan'2024 to 2nd Feb'2024 3. CRs meeting week by respective departments (for eg. CSE HOD will meet there CRs of B.Tech 1st year) --> 15th Jan'2024 to 19th Jan'2024								
Holidays -->								
1. First Saturday --> 6th Jan'2024 2. Third Saturday --> 20th Jan'2024 3. Republic Day --> 26th Jan'2024								
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Academics -->
24 Days								1. PUE Examination for (B.Tech & B.Pharma I year, MBA & MCA I year) --> 5th Feb'2024 to 12th Feb'2024 2. Evaluation/showing of answer sheets (PUE) to students/uploading of marks at KIET ERP --> 15th Feb'2024 3. Make-up examination for (B.Tech & B.Pharma I year, MBA & MCA I year) --> 14th Feb'2024 to 16th Feb'2024 4. End Semester University Theory examination (B.Tech & B.Pharma I year, MBA & MCA I year) --> 25th Feb'2024 - 26th Mar'2024 5. End Semester University Practical examination (B.Tech & B.Pharma I year, MBA & MCA I year) --> 21st Mar'2024 - 26th Mar'2024
	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	26	27	28	
	29	30	31					
Academics -->								
1. PUE Examination for (B.Tech & B.Pharma I year, MBA & MCA I year) --> 5th Feb'2024 to 12th Feb'2024 2. Evaluation/showing of answer sheets (PUE) to students/uploading of marks at KIET ERP --> 15th Feb'2024 3. Make-up examination for (B.Tech & B.Pharma I year, MBA & MCA I year) --> 14th Feb'2024 to 16th Feb'2024 4. End Semester University Theory examination (B.Tech & B.Pharma I year, MBA & MCA I year) --> 25th Feb'2024 - 26th Mar'2024 5. End Semester University Practical examination (B.Tech & B.Pharma I year, MBA & MCA I year) --> 21st Mar'2024 - 26th Mar'2024								
Additional Activities -->								
1. IQAC Academic Audit --> 5th Feb'2024 to 12th Feb'2024 2. Curriculum Feedback by all stakeholders --> 7th Feb'2024 to 14th Feb'2024								
Holidays -->								
1. First Saturday --> 3rd Feb'2024 2. Third Saturday --> 17th Feb'2024								
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Academics -->
19 Days								1. CT2 Examination for (B.Tech, B.Pharma, and MCA I year) --> 2nd Jan'2024 to 8th Jan'2024 2. Evaluation/showing of answer sheets (CT2) to students/uploading of marks at KIET ERP --> 11th Jan'2024 3. Internal Practical examination (B.Tech/B.Pharma I year, MBA & MCA-I year) --> 29th Jan'2024 to 2nd Feb'2024
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29				
Academics -->								
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Additional Activities -->								
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Holidays -->								
1. First Saturday --> 6th Jan'2024 2. Third Saturday --> 20th Jan'2024 3. Republic Day --> 26th Jan'2024								

Note: Total Academic Days --> 132 Days
* The date may change on the visibility of the moon.

Director In-charge



B.Tech & B.Pharm III,V & VII semester, MBA, MCA III semester

<div>Academics →</div> <div>1.Registration, Orientation & Commencement of classes for IV year (B.Tech & B.Pharma) → 16th Aug'2023</div> <div>Holidays→</div> <div>1.First Saturday → 5th Aug' 2023</div> <div>2.Independence Day → 15th Aug' 2023</div> <div>3.Third Saturday →30th Aug'2023</div> <div>4. Raksha Bandhan → 31st Aug'2023</div>								<div>Academic Days</div> <div>Monday</div> <div>Tuesday</div> <div>Wednesday</div> <div>Thursday</div> <div>Friday</div> <div>Saturday</div> <div>Sunday</div>																							
<div>12 Days</div>								<div>Aug'2023</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div>																							
<div>Academic Days</div> <div>22 Days</div>								<div>Academics →</div> <div>1. Registration & Orientation for B.Tech/B.Pharma II & III year and MCA-II year →8th Sep'2023</div> <div>2. Address Session by Director → 11th Sep'2023</div> <div>3. Commencement of classes for B.Tech/B.Pharma II & III year and MCA-II year → 8th Sep'2023</div> <div>Examination →</div> <div>1. Assessment for Identification of Gradual Learners (B.Tech & B.Pharma-IV year) → 4th Sep'2023 to 9th Sep'2023</div> <div>2. Assessment for Identification of Gradual Learners (B.Tech & B.Pharma-II & III year, MCA II year)→ 22nd Sep'2023 to 27th Sep'2023</div> <div>Additional Activities→</div> <div>1. Departmental CR Meeting (B.Tech & B.Pharma II ,III & IV year,MCA II year) → 22nd Sep'2023 to 27th Sep'2023</div> <div>2. Mid-Sem Feedback by departments B.Tech/B.Pharma II,III & IV year and MCA-II year → 22nd Sep'2023 to 27th Sep'2023</div> <div>Holidays→</div> <div>1. First Saturday →2nd Sep'2023</div> <div>2. Janamastami → 7th Sep'2023</div> <div>3. Third Saturday →16th Sep'2023</div> <div>4. ID-E-Milad * → 28th Sep'2023</div>																							
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<div>Academics →</div> <div>1. Registration, Orientation & Commencement of classes for MBA-II year → 3rd Oct'2023</div> <div>Examination →</div> <div>1. Assessment for Identification of Gradual Learners (MBA II year)→ 16th Oct'2023 to 20th Oct'2023</div> <div>2. CT Examination for (B.Tech & B.Pharma II ,III & IV year,MCA II year) → 9th Oct'2023 to 14th Oct'2023</div> <div>3. Evaluation/Showing of Answer sheets to students/Uploading of marks at KIET ERP (B.Tech & B.Pharma II ,III & IV year,MCA II year) →18th Oct'2023</div> <div>Additional Activities→</div> <div>1. IQAC Academic Audit → 9th Oct'2023 to 14th Oct'2023</div> <div>2. Departmental CR Meeting (MBA II year) → 14th Oct'2023</div> <div>3. CR Meeting of B.Tech/B.Pharm II,III & IV year year,MBA/MCA II year, M.Tech I & II year) → 16th Oct'2023 to 20th Oct'2023</div> <div>4. Mid-Semester Result analysis (B.Tech & B.Pharma II ,III & IV year,MCA II year) → 18th Oct'2023 to 20th Oct'2023</div> <div>Holidays→</div> <div>1.Mahatma Gandhi Jayanti → 2nd Oct'2023</div> <div>2.First Saturday →7th Oct'2023</div> <div>3.Third Saturday →21st Oct'2023</div> <div>4. Dusshera → 24th Oct'2023</div>								<div>Oct'2023</div> <div>30</div> <div>31</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div>																							
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<div>Examination →</div> <div>1. Make-up examination for (B.Tech & B.Pharma III & IV year) → 4th Dec' 2023 to 6th Dec'2023</div> <div>2. Evaluation/Showing of Answer sheets to students/Uploading of marks at KIET ERP (B.Tech & B.Pharma III & IV year) →9th Dec'2023</div> <div>3. Internal Practical examination B.Tech/B.Pharma II year (MBA & MCA-II year) → 4th Dec'2023 to 09th Dec'2023</div> <div>3.PUE Examination B.Tech/B.Pharma II year (MBA & MCA-II year) → 11 Dec'2023 to 18th Dec'2023</div> <div>4. Makeup examination for (B.Tech & B.Pharma II year,MBA & MCA-II year) → 20th Dec' 2023 to 22nd Dec'2023</div> <div>5. Evaluation/Showing of Answer sheets to students/Uploading of marks at KIET ERP (B.Tech & B.Pharma II year,MBA & MCA-II year) → 28th Dec'2023</div> <div>6.End Semester University Theory examination (B.Tech/B.Pharma III & IV year) → 15th Dec'2023 to 5th Jan'2024</div> <div>Additional Activities →</div> <div>1. IQAC Academic Audit → 4th Dec'2023 to 9th Dec'2023</div> <div>2. Alumni Week → 21st Dec'2023 to 25th Dec'2023</div> <div>3. Curriculum Feedback by all stakeholders → 11th Dec'2023 to 15th Dec'2023</div> <div>Holidays→</div> <div>1.First Saturday → 2nd Dec'2023</div> <div>2.Third Saturday → 16th Dec'2023</div> <div>3.Christmas → 25th Dec'2023</div>								<div>Academic Days</div> <div>23 Days</div>								<div>Academic Days</div> <div>23 Days</div>								<div>Monday</div> <div>Tuesday</div> <div>Wednesday</div> <div>Thursday</div> <div>Friday</div> <div>Saturday</div> <div>Sunday</div>							
<div>Dec' 2023</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div>								<div>Examination →</div> <div>1. End Semester University Theory examination (B.Tech/B.Pharma II year & MBA/MCA II year) → 1st Jan'2024 to 20th Jan'2024</div> <div>2.End Semester University Practical examination (B.Tech/B.Pharma III year& IV year) → 6th Jan'2024 to 14th Jan'2024</div> <div>3. End Semester University Practical examination (B.Tech/B.Pharma II year & MBA/MCA II year) → 21st Jan'2024 to 27th Jan'2024</div> <div>Holidays→</div> <div>1. First Saturday → 6th Jan'2024</div> <div>2.Third Saturday → 20th Jan'2024</div> <div>3. Republic Day → 26th Jan'2024</div>																							
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<div>Note: Total Academic Days → 102 Days</div> <div>* The date may change on the visibility of the moon.</div>																															
Dean Academics																Director															

Annexure-2

Outcome Based Education (OBE) Activity Calendar 2023-24 (Odd Semester)

S. No.	Activity	Target Completion for B. Tech, B. Pharm.: 3 rd , 5 th & 7 th Sem; MBA & MCA: 3 rd Sem	*Target Completion for B. Tech, B. Pharm, MBA & MCA: 1 st Sem	Responsibility
A. In-house Awareness Workshop				
1	In-house workshop on awareness of OBE practices for new hires during their induction program	As per schedule prepared by HR		Office of Dean-A
E. Regular OBE Practices				
1	Uploading of Departmental Vision, Mission and PEOs (Revised) on KIET ERP	18 Aug 2023		DOC Coordinator - NBA
2	Uploading of POs & PSOs/ APOs on KIET ERP			
3	Uploading of Prepared Lesson plan on ERP as per format available	08 Sep 2023	03 Oct 2023	Course – Faculty Member
4	Conducting OBE awareness classes in the beginning of Semester. 1-2 lectures need to be scheduled in Lesson plan (1 lectures may also be conducted during the semester for students’ response and further plan/ action)	11– 12 Sep 2023	3 – 5 Oct 2023	Course – Faculty Member
5	Course Outcome (CO) Formation & CO-PO mapping and approval from BOS of the Department and uploading on KIET ERP	15 Sep 2023	9 Oct 2023	Course in charge/Dept. BOS
6	Study of PO gaps & corrective actions suggested during previous even semester and planning of implementation during the semester			DOC Coordinator - NBA
7	Study of action suggested during previous even semester to minimize CO gaps and planning of implementation during the semester			Course – Faculty Member
8	Uploading the COs and CO-PO mapping on NBA module of KIET ERP			CO Coordinator
8	Uploading of Prepared Lesson plan on Moodle as per OBE guidelines			Course – Faculty Member
9	Percent marks target finalization and approval from Director through Dept. BOS, if any deviation from guidelines	15 Sep 2023	16 Oct 2023	All Heads of Dept./ Dept. BOS
10	Uploading the percent target marks on KIET ERP			CO Coordinator
11	Observation of CO gaps after CT and planning of implementation of actions during the semester	20 Oct 2023	25 Nov 2023	Course – Faculty Member
12	Observation of overall CO (internal) gaps after PUE and suggesting actions for next even semester	1 week after PUE	1 week after PUE	Course – Faculty Member
13	Creating surveys and filling the survey Questions and POs (SQ-PO) mapping on ERP for indirect attainment			
13a	Semester wise Curriculum Feedback Survey (Students/ Faculty). ATR in the current semester based on corresponding previous semester, Analysis from all the Dept. and proposed Actions for next semester to be prepared.	1 week before PUE		DOC Coordinator - NBA / Class Coordinator

Annexure-2

Outcome Based Education (OBE) Activity Calendar 2023-24 (Odd Semester)

13b	Graduate Exit Survey (Final Year Students)	1 week before PUE	Assoc./ Asst. Head DOC / Class Coordinator
13c	Alumni Survey	Continuous/ during Alumni meet	DOC Coordinator - NBA / Alumni Coordinator
13d	Employer/ Industry Feedback Survey	Continuous/ during campus drive	DOC Coordinator - NBA / Assoc./Asst. Head DPIC
13e	Any Other Survey	As per requirement	DOC Coordinator - NBA
14	Observation of overall PO (direct & indirect) gaps (Semester wise) after ESE and action suggested for next corresponding Semester	In 1 st week of next corresponding semester	DOC Coordinator - NBA

*Tentative dates should be interpreted as per commencement of even semester for B. Tech, B. Pharm, MBA & MCA: 1st Sem

Annexure-3

Quality Circle Meeting (QCM)
Department Name:

Date:.....

Time:.....

Suggestion/Comments from students based on the Feedback	HOD's action/remarks

HOD Signature

Summary of QCM

Quality Circle Meeting (QCM)

During QCM following points were collected. These points can be addressed by faculty to improve better teaching/learning

- 1.
- 2.
- 3.

Concerned Faculty Signature

Annexure-4

Late Registration Student Attendance Sheet (Session) Odd/Even Semester

Department:.....

Course:

Year:

Semester:

Subject Name:

Subject Code:

Faculty Name:

S.No.	University Roll. No.	Student Name	Date	Date	Date	Date	Date	Date	Date
			Lec No.	Lec No.	Lec No.	Lec No.	Lec No.	Lec No.	Lec No.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
....									
.....									

Faculty Signature

HOD Signature

Dean (A) Signature

Department of _____
Class Time Table (Odd/Even Sem) Session

Annexure-5

TIME TABLE	I Period	II Period	III Period	IV Period	Lunch	V Period	VI Period	VII Period	VIII Period
	9:10- 10:00	10:00- 10:50	10:50- 11:40	11:40- 12:30	12:30- 01:30	01:30- 02:20	02:20- 03:10	03:10- 04:00	04:00- 04:50
MON					L				
TUE					U				
WED					N				
THU					C				
FRI					H				

Time Table Coordinator Signature

HOD Signature

Note:

- The Time Table must include the room number in which class or lab to be conducted.
- Remedial class: Departments will make the provision in time table from the beginning of semester as 4 lecture per week for slow learners.

Department Name
Odd/even Semester (session.....)
Schedule of Forward and Reverse Class Adjustment

Semester:

Section:

Class Coordinator Name:

Forward Class Adjustment				Reverse Class Adjustment			
Date of Class	Theory Lecture No.	Name of Faculty availing Leave	Lecture Adjusted By	Date of Class	Theory Lecture No.	Signature of Class Coordinator	Signature of Add. HoD
		Name:	Name:				
		Sign:	Sign:				

Fortnight Schedule of Class Adjustments

S.No.	Faculty Name	Nos. of Forward Lecture Adjusted	Nos. of Reverse Lecture Taken	Balance

Class Coordinator

HOD Signature

Note:

Annexure - Note: Class Coordinator will maintain the record of class adjustment and publish a reverse class adjustment schedule and fill the required details in the table.6

Annexure-7

Department Name:

Lesson Plan-Theory (Odd/Even Sem) Session

[illegible]

Annexure-8

Department Name:
Lesson Plan-Lab (Odd/Even Sem) Session

Year:

Semester:

Subject Name:

Subject Code:

Faculty Name:

Experiment No.	Objective of Experiment	LAB Manual / Compiled Sequence of Steps for Execution of Experiment Link	Virtual Lab link	Live Streaming by faculty / lab instructor	Self-Shoot Recorded Video Link of Experiment	NPTEL / YouTube / Other Video Link of Experiment	Verified by HOD

Faculty Signature

HOD Signature

Annexure-9

Moodle Course File Name: Session_SubName_Sub Code_ Year_Sec

Course File: Part A

- | | |
|--|---|
| 1. Vision and Mission of the Institute | 2. Vision and Mission of the Department |
| 3. Program Educational Objectives (PEOs) | 4. Program Outcomes (POs/ PSOs/ APOs) |
| 5. Academic Calendar | 6. Master Copy of Time Table |

Course File: Part B

1. Course Outcome (CO) & Mapping of COs and POs/ PSOs/ APOs
2. Syllabus & List of Text and Reference Books
3. Lesson Plan as per OBE Guidelines (APHB Annexure 7)
4. CT | PUE Question Paper
 - CT1_Session.pdf
 - CT2_Session.pdf
 - PUE_Session.pdf
5. Old University Question Papers
 - ubname_subjectcode_session_AKTU_QPaper.pdf
6. Continuous Assessment Tests
 - Assessment Paper/ Quiz etc.
7. Assignments/ Quiz/ Video Assignment Link/ MooC Certificate/ Project Based Learning
 - Assignment Quiz/ Video Assignment Link/ MooC Certificate/ Project Based Learning_1_session.pdf
 - Assignment Quiz/ Video Assignment Link/ MooC Certificate/ Project Based Learning_2_session.pdf
 - Assignment Quiz/ Video Assignment Link/ MooC Certificate/ Project Based Learning_n_session.pdf
8. Tutorials
 - Tutorial1_session.pdf
 - Tutorial2_session.pdf
 - Tutorialn_session.pdf
9. Question Bank
10. Topic Beyond Syllabus/Self-Learning with Study Material

Course File: Part C (Notes)

- | | |
|-----------------|-----------------|
| 1. Notes Unit-1 | 2. Notes Unit-2 |
| 3. Notes Unit-3 | 4. Notes Unit-4 |
| 5. Notes Unit-5 | |

****The hyperlink of notes should be mentioned in lesson plan***

Course File: Part D (Video Lectures)

- Link of Videos

Course File: Part E (LAB)

- | | |
|-------------------|-----------------------|
| 1. Lab Manual | 2. LAB Lesson Plan |
| 3. Practical List | 4. Student Submission |

Annexure-9

Course File: Part F

1. Gradual Learners and Students having less Attendance Identification and Actions taken
 - Beginning of Semester (Gradual Learners Only)

For 1st Year	For 2nd, 3rd, 4th Year
➤ Assessment before Ct1	➤ Assessment before Ct1
➤ After Ct1	➤ After CT
➤ After Ct2	➤ After PUE
➤ After PUE	

2. CO Gap Analysis
 - Action Taken (Based on Form 2 - Previous Semester)
 - Form1-Action taken in current semester
 - Form2-Action to be taken in next semester

Dean Academic

[illegible]

Department Name
Continuos Lab Assessment Sheet

Annexure-10(a)

[illegible]

**Outcome Based
Project Guidelines
(2021 – 22 onwards)**

Contents**Annexure-11**

1. Summary
- 2 Vision & Mission of Departments
- 3 PEOs, PSOs, COs and POs of Project
- 4 Semester - 4
 - 4.1 Project Guidelines for U.G Courses
 - 4.2 Flow Chart for Project Evaluation Procedure
 - 4.3 Presentation and Evaluation Schedule
 - 4.4 Project Progress Format
- 5 Semester - 5
 - 5.1 Presentation and Evaluation Schedule
 - 5.2 Project Progress Format
- 6 Semester - 6
 - 6.1 Presentation and Evaluation Schedule
 - 6.2 Project Progress Format
- 7 Semester - 7
 - 7.1 Presentation and Evaluation Schedule
 - 7.2 Project Progress Format
- 8 Semester - 8
 - 8.1 Presentation and Evaluation Schedule
 - 8.2 Project Progress Format
- 9 Supervisor Evaluation Summary Sheet (Format)

1: Summary**Annexure-11****Guidelines for UG (B.Tech) Project Allocation and Evaluation Process 2021 - 22 onwards (w.e.f - 2024 pass out batch)**

The targets of the Final Year Project are diverse. On the one hand, since it is the student's last activity at the Institute, it fulfills a purpose of synthesis of all the knowledge they have acquired throughout the different years. Besides, this knowledge must be used in a particular way, in order to solve a specific problem. Thus, students would be able to demonstrate their aptitudes by applying this knowledge. On the other hand, it helps the student to mature as an engineer, giving them the chance of finding the solution to a similar problem throughout their future profession.

Projects have a significant role, when students appear in an interview for higher studies or for getting the job. There is a fair chance that student face discussion regarding their projects and if they have complete knowledge of their project, the chance of selection or probability of getting the job becomes high.

In order to bring consensus among all departments of KIET groups of Institutions, office of Dean (A) has made a sincere attempt to prepare the guidelines for UG Project Allocation and Evaluation Process for all the courses. These guidelines are based upon major criteria's e.g. composition, qualitative projects, and outcome-based projects.

These guidelines are intended to follow by both students and faculty members at different departments of Engineering. The project allocation should be finalized in all respect in the 2nd year and copy of the same will be submitted to Dean (A) office before the end of 4th semester examination.

It is proposed that 20-25% of the projects proposed by faculty members of different departments must be interdisciplinary in nature. It is also encouraged that the projects from the Industry in the form of consultancy/small applications will be welcomed as a good initiative for the projects among the faculty members and the students.

The team allocation may also be done from different departments. Also, in 20% of the projects, Industry/Alumni personal may be kept as External Co-Supervisor. The projects will be displayed in project exhibition in 6th semester and selected projects will be showcased in INNOTECH.

These are the set of procedures and expectations that will make the project allocation and evaluation process easier, more efficient, and more successful. These guidelines should also be interpreted as the minimum requirements.

It is to be ensuring that each and every department will submit their project progress report according to attached guidelines to Dean (A) office before 15th June every year.

Director**Dean (A)**

2: Vision & Mission of the Departments

Annexure-11

Note 1: Each department will take their Vision, Mission, Program Educational Outcomes (PEOs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) of projects.

Note 2: Following is the case study for Computer Science & Engineering department.

Vision:

“To excel in Computer Science & Engineering and make professionals on a global front through efficient technical education with socio-economic values.”

Mission:

1. To achieve a distinguished position in Computer Science & Engineering through innovative teaching learning methods.
2. To develop strong fundamentals and a habit of life-long learning in students to fulfill the needs of the industry and society.
3. To produce competent and capable computer science engineering professionals and to inculcate the spirit of ethical values.
4. To develop good communication and leadership skill.



3: PEOs, POs, PSOs, COs of Project

PEOs:

1. To apply the knowledge of computer science and engineering necessary to formulate, analyze and solve engineering problems and make them employable, capable for higher studies and an able entrepreneur.
2. To automate the real-time applications by designing software and hardware systems using modern tools and techniques with full competencies.
3. To develop good communication skills (verbal and written), conducive interpersonal attitude and able leadership qualities.
4. To provide quality and worthy services towards their profession and to render them with social and ethical values.
5. To inherit the attitude of lifelong learning towards higher studies, research and latest technological advancement.

Annexure-11

Pos:

1. Apply the knowledge of mathematics, statistics, computer science, and engineering as it applies to the fields of computer hardware and software.
2. Identify, formulate, and solve hardware and software problems using engineering principles.
3. Automate the real-time problems, develop various web applications, desktop applications and design and conduct experiments, implement programs as well as organize, analyze and interpret data.
4. Design hardware and software systems, components, or processes to meet identified needs within economic, environmental and social constraints.
5. Use the techniques, skills, and modern Software and Hardware tools necessary for computer engineering practice.
6. Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to computer science & engineering.
7. Understanding the impact of solutions provided by Computer Science & Engineering in the social and environmental context.
8. Understand the professional and ethical responsibility in engineering practice.
9. Function in multidisciplinary teams, working cooperatively, respectfully, creatively and responsibly as a member of a team.
10. Communicate effectively by oral, written, and graphical means.
11. Demonstrate the knowledge and understanding of engineering and management principles in the area of computer science and engineering to manage projects in multidisciplinary environments.
12. Recognize the need to engage in life-long learning.

PSOs:

1. Acquiring detailed knowledge of contemporary issues in Computer Science and developing strong skills in learning advance computing Techniques.
2. Ability to analyze, design, develop, test and manage complex software & hybrid applications.

Cos:

1. To Analyze and describe the problem domain.
2. To formulate clear work plan and procedure.
3. To describe and evaluate both generic and specific skills.
4. To design and apply modern tools for designing and drafting.
5. To design report and presentation.

4: Semester (IV)

Annexure-11

4.1 Project Guidelines for UG Courses

A. B.Tech

The process of allocation, monitoring and evaluation for B.Tech final year projects.

Step-1: Project Committee Formation (PCF)

Deadline: Till 2nd January

Project committee team members will comprise of HOD/Addl.HOD/Senior Professor (s)/ Project Coordinator(s).

Step-2: Invitation of Project Proposals from Faculty Members **Deadline:** Till the end of 2nd week of January
Project Committee will take the relevant project proposal from all the faculties of the department in the beginning of 4th sem. Faculty members are required to submit 3-high quality project proposals which should be research/free-lancing/product/application/govt.-funded based projects. Interdisciplinary and industry-based projects are also highly appreciated. KIET welcomes projects that contribute for the benefit of our society and nation. While submitting the project proposals, faculty members will also confirm whether their submitted project proposals would be publishable or patentable in the following format:

Format 1: Project Proposals Format from Faculty Members

S.No.	Name of Faculty Member	Broad Area of Project	Title for Project	Project- Outcome (Publication/ Patent)	Duration of Project	Nature of Project

Step-3: Project List

Deadline: Till the end of 3rd week of January

In 4th semester, project list will be initiated, executed and finalized.

Step-4: Display Project List to Students

Deadline: In the beginning of 4th week of January

A project allocation list will be prepared, and finalized by department's project committee. Once finalized, project allocation list will be shared with the students through e-mails/displayed on the notice boards and must be published on KIET's website.

Step-5: Invitation of Project Proposals from Students

Deadline: Till the end of 2nd week of February

If any student team is willing to pursue with their own projects (with innovative ideas) which are not mentioned in the project allocation list then project committee will evaluate the feasibility of the projects, make the decision accordingly, and allocate relevant supervisors.

Annexure-11

Step-6: Student Team Formation with Project Proposed

Deadline: From 3rd week of February to till the end of 1st week of March

Project committee will communicate instructions to the students regarding student's project team formation. Each student team will be comprised of 4-5 students as per their interest mapped to the provided project allocation list. In order to maintain interdisciplinary project culture in KIET, 20% projects must be interdisciplinary in nature. Every student in a team will get fair chance to act like a team leader on the rotation basis. Once student-team is formed of 4-5 students, a list for the same will be evaluated and finalized by the project committee on FCFS basis. Final student teams list will be announced by project committee through the Notice Board or shared via e-mail.

Step-7: Supervisor Allocation

Deadline: Till the end of 2nd week of March

As per mapped interest of the student teams with shared project allocation list, respective supervisors will be allocated to each student team.

Step-8: Invitation of Experts from Other Departments

Deadline: During the 2nd week of March

Project Committee will decide to invite an expert faculty member of another department. Expert faculty member will be the part of project committee for screening and evaluation of projects.

Step-9: Criteria's for Screening of Project Proposals

Deadline: Till the 3rd/4th week of March

Project committee along with expert faculty member will screen the project proposals through presentations. Acceptance/Rejection of project proposals will be done by project committee team members on the following criterions:

- The project proposal should have feasibility and suitability criterion.
- The project proposal should have significance in its respective field of implementation.
- The project proposal should have impact on learning or technical skill up-gradation.
- The project proposal should have professional engineering solutions in societal, application, and environmental context.
- The project proposal should be according to availability of resources required to carry out the projects in the department.

Step-10: For Rejected Projects

Deadline: Till the 1st week of April

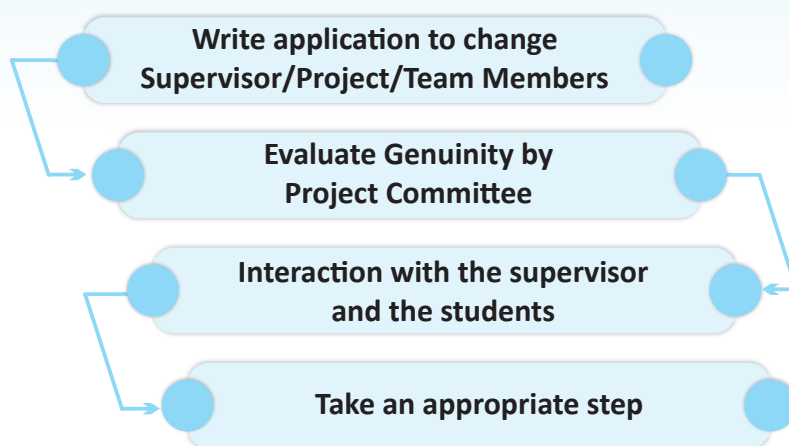
Due to any reason, if any project proposal gets rejected then faculty members/supervisors/students are advised to submit their revised project proposals to project committee.

Step-11: Procedure to Change the Supervisor/Project/Team Members

Deadline: Till the 1st week of April

In any student is willing to change the supervisor, project, and team members, then he/she is allowed to do so by submitting an application to project committee. Project committee will examine the problems through the interaction with the respective supervisor and students, so that an appropriate step can be taken.

Annexure-11

**Procedure 1: To Change Supervisor/Project/Team-Members****Step-12:** Formation of Evaluation Committee

Deadline: Till the 1st week of April

Evaluation committee will also be formed that includes project committee, expert faculty member from another department, and supervisors.

Step-13: Project Progress Monitoring

Deadline: Till the 4th week of May

It is the responsibility of the project committee to ensure the smooth execution of project allocation, screening and evaluation process. In 4th semester, two-presentations will be conducted to monitor the progress of project work of students.

Step-14: Recommendations/Suggestions (if required any)

If case of any discrepancy during any project activity, then project evaluation committee will provide their suggestions/recommendations so that performance of the project work can be improved later on.

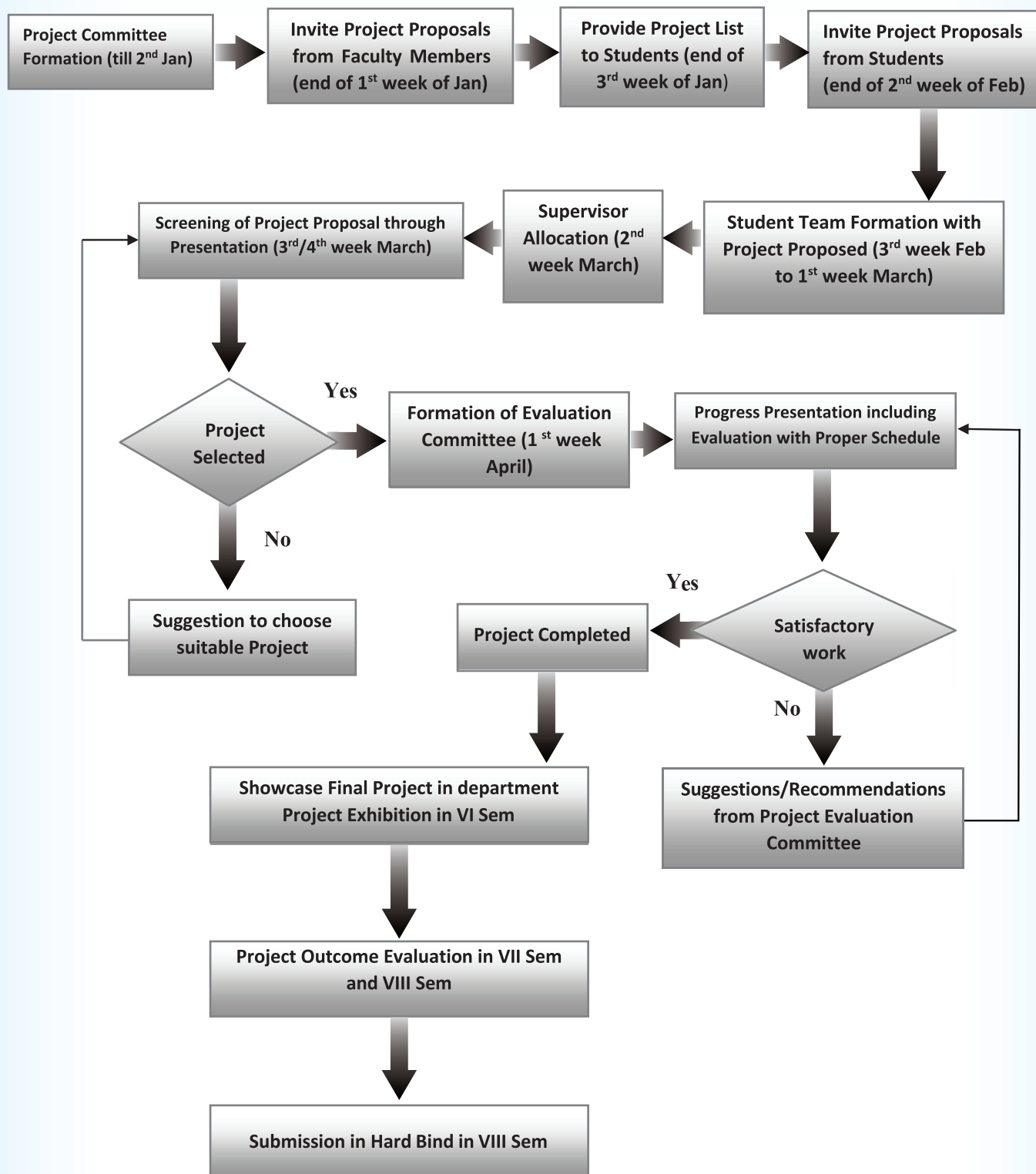
Step-15: Submission of Documents to office of Dean (A) (as per Format – 2)

Before the end-semester examination of 4th semester, copy of project allocation list should be submitted to office of Dean (Academics). For its successful implementation, HOD's may have a provision of 2- hours per week in time-table.



Annexure-11

4.2 Flow Chart for Project Evaluation Procedure



Procedure 2: Project Evaluation Procedure

Annexure-11

Format 2: 4th - Semester Students Project Allocation Details (Refer: Step - 15)

Outcomes (Publication/ Patent)						
Alumni/Industry Person Name (If any associated)						
Mobile No.						
Branch & Semester						
Students Name						
Students Roll No.						
Supervisor Name & Department						
Project Title						
Group No.						

Annexure-11

4.3 Presentation and Evaluation Schedule of B.Tech- Project***4th-Semester Presentation Schedule***

Presentation	Goals	Schedule
1st	<ul style="list-style-type: none"> Title of Project should be finalized. Feasibility of Study will be addressed. Presentation on Synopsis would be given. 	3rd Week of April
2nd	SRS to Design Phase/Literature Review would be presented.	3rd week of May

Note: If department wishes to reschedule the project presentation than the department has to take permission from Dean (A).

4th-Semester Evaluation Procedure (50-Marks)

1st and 2nd presentation will be given by the students in front of Project Committee in 4th semester addressing short- and long-term goals of the project. Presentation on synopsis followed with literature review would be presented. Project Committee will assess their presentations on the basis of innovative project ideas, feasibility, and demand of the project proposals. Evaluation of marks is based on criteria defined in Format-3.

4th-Semester Internal Project Marks Allocation

Subject Code	Subject	L	T	P	CT Marks	TA Marks	Total Marks
XYZ	Project	0	0	0	-	50	50

Format 3: 4th -Semester Evaluation Criteria (50-Marks)

Evaluation Criteria	Presentational Skills	Technology of Project	SRS to Design Phase of Project/Literature Review	Technical Knowledge about Project	Supervisor Evaluation
Marks	10	5	5	10	20
Total Marks	50				

Format 4: 4th –Semester Internal Project Marks Allocation

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (50)	Total Marks (50)
		1			
		2			
		3			
		4			
		5			

4.4 Project Progress Format for 4th Semester (Session)

Title of the Project:

Details of Students:.....

[illegible]

5: Semester (V)**5.1 Presentation and Evaluation Schedule of B.Tech- Project-5th Sem**
5th-Semester Presentation Schedule

Presentation	Goals	Schedule
1st	To monitor the progress of project work.	3rd week of September
2nd	To monitor the progress of project work.	4th week of October

Note: If department wishes to reschedule the project presentation than the department has to take permission from Dean (A).

5th-Semester Evaluation Procedure (100 Marks)

1st and 2nd presentation will be given by the students in front of Project Committee Members to monitor the progress of project work. Evaluation of marks is based on criteria defined in Format-5.

5th –Semester Internal Project Marks Allocation

Subject Code	Subject	L	T	P	CT Marks	TA Marks	Total Marks
XYZ	Project	0	0	0	-	100	100

Format 5: 5th -Semester Evaluation Criteria (100 Marks)

Evaluation Criteria	Modular Presentational Skills	Coordination among students	Innovation	Technical Knowledge about Project	Supervisor Evaluation
Marks	10	10	10	20	50
Total Marks	100				

Format 6: 5th –Semester Internal Project Marks Allocation

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (100)	Total Marks (100)
		1			
		2			
		3			
		4			
		5			

Title of the Project:

Details of Students:.....

[illegible]

Annexure-11

6: Semester (VI)

6.1 Presentation and Evaluation Schedule of B.Tech- Project- 6th Sem

6th-Semester Presentation Schedule

Presentation	Goals	Schedule
1st	To monitor the progress of project work.	3rd week of February
2nd	To verify the completion of the project.	4th week of April

Note: If department wishes to reschedule the project presentation than the department has to take permission from Dean (A).

6th-Semester Evaluation Procedure (100 Marks)

1st and 2nd presentation will be given by the students in front of Project Committee Members to monitor the progress of project work and to verify the completion of the project respectively. Evaluation of marks is based on criteria defined in Format-7.

6th –Semester Internal Project Marks Allocation

Subject Code	Subject	L	T	P	CT Marks	TA Marks	Total Marks
XYZ	Project	0	0	0	-	100	100

Format 7: 6th -Semester Evaluation Criteria (100 Marks)

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (100)	Total Marks (100)
		1			
		2			
		3			
		4			

Format 8: 6th –Semester Internal Project Marks Allocation

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (100)	Total Marks (100)
		1			
		2			
		3			
		4			

Annexure-11

6.2 Project Progress Format for 6th Semester (Session)

Project Id:

Title of the Project:

Supervisor Name:

Details of Students:.....

S.No.	Name of Student	University Roll Number	Section	Mobile Number	Date	Supervisor's Signature	Project Coordinator Signature	Outcome of project 4th Sem Achieved/ Not	Remarks
1.									
2.									
3.									
4.									
5.									
1.									
2.									
3.									
4.									
5.									

Step-1: Department level Project Exhibition (In 6th Semester)**Deadline:** In the 3rd week of April

At the last phase of session, department level project exhibition will be conducted smoothly along with invitation of industries to visit KIET Campus. Suggestions/feedbacks from project exhibition cum industrial visits will be recorded and maintained.

Step-2: Sharing of Suggestions/Feedback with Faculty members**Deadline:** In the 3rd week of April

The suggestions/feedbacks from exhibition will be conveyed to respective supervisors so that improvements can be made for project development in upcoming sessions.

Step-3: Discipline Management

During project-presentations, students should come in the formals and project committee will ensure well-disciplined behavior of all the students.

Annexure-11

7: Semester (VII)

7.1 Presentation and Evaluation Schedule of B.Tech- Project – 7th Sem
7th –Semester Presentation Schedule

Presentation	Goals	Schedule
1st	To evaluate the project status for final outcome.	3rd week of September
2nd	To verify the publication or patent filing.	4th week of October

Note: If department wishes to reschedule the project presentation than the department has to take permission from Dean (A).

7th-Semester Evaluation Procedure (150 Marks)

1st and 2nd presentation will be scheduled to evaluate the project status for final outcome and to verify the publication or patent filing respectively. Evaluation of internal marks will be done that is based upon the student's presentations and feedbacks from the supervisor, Departmental Project Committee and performance in 4th and 5th sem. Evaluation of internal marks is based on criteria defined in Format-9.

7th –Semester Internal Project Marks Allocation

Subject Code	Subject	L	T	P	CT Marks	TA Marks	Total Marks
XYZ	Project	0	0	8	-	-	150

Format 9: 7th-Semester Evaluation Criteria (150 Marks)

Evaluation Criteria	Marks Carry Forward from 4th Sem	Marks Carry Forward from 5th Sem
Marks	50	100
Total Marks	100	

Format 10: 7th –Semester Internal Project Marks Allocation

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (100)	Total Marks (100)
		1			
		2			
		3			
		4			
		5			

Title of the Project:

Details of Students:.....

[illegible]

Annexure-11

8: Semester (VIII)

8.1 Presentation and Evaluation Schedule of B.Tech- Project – 8th Sem

8th-Semester Presentation Schedule

Presentation	Goals	Schedule
1st	To evaluate pre-final submission of the project report - Spiral Bound .	3rd week of February
2nd	To have Final internal evaluation presentation and Final submission of the project report - Hard Bound .	1st week of May

Note: If department wishes to reschedule the project presentation than the department has to take permission from Dean (A).

8th-Semester Evaluation Procedure (100-Internal, 300-External Marks)

1st presentation will be scheduled for pre-final submission of the project report (spiral bound). Final internal evaluation presentation will also be scheduled and students will submit their final project report in hard bound. Evaluation of internal and external marks is based on criteria defined in Format-11.

8th –Semester Internal Project Marks Allocation

Subject Code	Subject	L	T	P	CT Marks	TA Marks	External Marks	Total Marks
XYZ	Project	0	0	18	-	100	300	400

Format 11: 8th –Semester Evaluation Criteria (400 Marks)

Evaluation Criteria	Marks Carry Forward from 6th Sem		Supervisor Evaluation Based on Outcome	Department Project Committee (DPC) Evaluation Based on Outcome	External Evaluation
Marks	100	10	100	100	100
Total Internal Marks	100	Total External Marks	300		
Total Marks	400				

Project Title	Supervisor Name	Students Roll No.	Students Name	Project Marks (400)	Total Marks (400)
		1			
		2			
		3			
		4			
		5			

Project Id: Title of the Project:
 Supervisor Name: Details of Students:.....

[illegible]

Annexure-11

9: Supervisor Evaluation Summary Sheet (Format)

Supervisor Evaluation Summary Sheet at the end of 8th Semester (before University Examination)

(a) Program Outcomes (PO's) of Engineering Graduates

PO's of Engineering Graduates	Mapping (v/x)
PO1: Engineering Knowledge	
PO2: Problem Analysis:	
PO3: Design / Development of Solutions:	
PO4: Conduct Investigations of Complex problems:	
PO5: Modern Tool Usage:	
PO6: The Engineer and Society:	
PO7: Environment and Sustainability:	
PO8: Ethics:	
PO9: Individual and Team Work:	
PO10: Communication:	
PO11: Project Management and Finance:	
PO12: Life Long Learning:	

Supervisor
(Name and Signature)

(b) Program Specific Outcomes (PSO's) of Engineering Graduates

PSO's of Engineering Graduates	Mapping (v/x)
PSO1: Knowledge of contemporary issues	
PSO2: Problem analysis of software applications	

Annexure-11

(c) Summary (To be filled by Supervisor)

Type of Project (Research/Application Based/Software Based/Hardware Based):

.....

Brief about Project:

.....

.....

.....

.....

Performance of Students for the Project (Excellent/ Very Good/ Good/ Satisfactory/ Unsatisfactory):

(d) Details of Target/Research Paper Publication/Patent (if any)

Name of Author (s):

Title (Journal/ Conference/ Patent):

Status (Publication/Patent):

Date of Publication (If published)/Patent (If filed):

Academic Vigilance Format (Departmental/Institute Level)

Annexure-12

[illegible]

Annexure-13

REQUEST TO APPEAR IN MAKE-UP TEST

(In lieu of CT Exam only and with prior approval before examination)

Academic Session:

Date:

This form will be used by the students to request for additional chance to appear in Make-up Test if he/she could not appear in the internal examination CTs due to any one of the below mentioned issues. All applications must be supported by a valid documentary proof and submitted to the Office of HoD of the concerned department not later than three days after expiry of the leave.

Name of the student				
Univ. Roll No.				
Year/Semester/Section				
Name of Examination				
Date of Examination				
Nature of case	Medical	Placement	Early joining	Other - (Please specify)
Mode of Communication from parents	Email/Facebook-message/ Phone/ WhatsApp message/ Letter/other(please specify)			

Mandatory requirement: Respective documents to be submitted (before the date of examination)

1. Medical: Hospitalization/Accident (Supporting documents duly verified by the mentor)
2. Placement: Due to any Placement activity (Proof to be submitted with prior intimation to Department Head DPC)
3. Early joining: Offer letter and joining letter from the industry/organization (Proof to be submitted with prior intimation to Department Head DPC)
4. Others: Due to demise of any member in the family/Due to the serious illness of parents which needs hospitalization for which student presence is must/Due to participation in the College or University level Sports events or Co-Curricular Activities (Supporting documents duly verified by the mentor)

Signature of Student

Verified by:
(Faculty Mentor)

Approved by:
(Head of Department)

Note:

1. The form should be approved by the respective HoD and record of the same should be maintained by the respective class-coordinator.
2. Prior approval is required to appear in Make-up Test.

Format of summary for Make-Up Test (CT/CT-1/CT-2)

Annexure-14

S.No	Course	Branch	Semester				Total
			Medical	Placement	Early joining	Other genuine problems	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Annexure-15

Continuous Assessment Test (CAT) Sheet for Gradual Learners & Action Taken Report

Name of the Department:

Semester & Sec:

Name of the subject:

Subject Code:

Faculty Name:

S.No	University Roll No.	Name of the student	Original Marks out of 50 (A)	Marks obtained in various tests taken as mentioned			Sum of (B+C+D) Max 10 Marks	Marks (A+ Sum (B+C+D))	Final Marks (with capping of 30 Marks)	Remarks (If any)
				(B) CT(3 marks)	(C) PUE(3 marks)	(D) Quiz/ Practice Test (4 marks)				

Faculty Signature

HOD Signature

Dean (A) Signature

Department of _____

Subject Scheme Handout (Odd/Even Sem) Session.....

Year :

Semester:

Subject Name:

Subject Code:

Faculty Name:

	Theory	
Components	Internal	External
Marks		
Total Marks		

Assessment Scheme and Schedule:

S.No.	Evaluation Component*	Max. Marks (% weightage)	Date & Time
1	Pre-CT Test		
2	CT-I		
3	CT-II		
4	PUE		
5	Continuous Assessment		
4	External Exam		

***As per the guidelines given in Academic Process Handbook 2023-2024.**

Annexure-16

Evaluation Based on TA Scheme (refer section 3.5.4 of Academic Process Handbook 2023-2024):		
Evaluation Component	Marks	Date of conduct/ submission date
i) Video Assignments (min 5-8 minutes) per subject/ Seminar/Group Discussion per subject OR 1 MOOC (NPTEL) related to any subject in curriculum / Project Based Learning	5 Marks (7 Marks for B. Tech-First and Final Year, B. Pharm-First, Second & Final Year MCA-Final Year)	
ii) Average of 3 Random Quizzes / Average of 3 Regular Assignments	5 Marks	
iii) Discipline (Student conduct in class)	3 Marks	--
iv) Soft Skill (for B. Tech-Second and Third year; B. Pharm-Third year; MBA-First and Second year; MCA-First year)	2 Marks per subject	--
Total Marks	15	

Consultation Hour/Faculty Availability in Cabin: As per the following schedule	
Days	Duration
For example: Monday	2.00 pm -4.00 pm
Tuesday	1:30-3:30PM
Wednesday	3:30-4:30 AM
Thursday	1:30-2:30 PM
Friday	1:00 -02:00 PM

Faculty Signature

HOD Signature

Pre-CT Examination (2023-2024) ODD/EVEN Semester**Annexure-17**

Department:

Roll No.

Year:

Course:

Subject Name:

Semester:

Duration: 1 lecture

Subject Code:

Max. Marks: 10

Note: Attempt ANY FIVE the questions. Each question carries equal mark.**(5×2 = 10)**

Q.1	CO	BL
Q.2		
Q.3		
Q.4		

Pre-CT Examination (2023-2024) ODD/EVEN Semester

Department:

Year:

Subject Name:

Duration: 2 Hrs

Roll No. **Annexure-18**

Course:

Semester:

Subject Code:

Max. Marks: 60

Note: Attempt all the questions of each section

Section-A			(2X10=20)	
Q. 1		Competitive Exam [#]	CO	BL/ KC*
a		GPAT 2017	1	1F/C
b			2	3F/C
c			1	3F/C
d		GATE 2002	1	1F/C
e		GATE 1996	1	1F
f			1	3F/C
g		GATE 2001	2	2F/C
h			2	1F/C
i		UGC NET 2003	1	1F/C
j		TOFEL 2020	1	2F/C
Section-B			(5X4=20)	
Q. 2		CAT 1995	1	2F/C
	OR			
		CAT 2003		
Q. 3			1	3F/C
	OR			
Q. 4		TOFEL 2020	1	2F/C
	OR			
Q. 5		GPAT 2003	1	2F/C
	OR			
Section-C			(10X2=20)	
Q. 6		GATE 2020	1	3F/C
	OR			
Q. 7			1/2	3F/C
	OR			
		CSIR NET 2006		

- CO-Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (Kcs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive
- #Reference to Competitive Exams (GATE, GPAT, CAT, GRE, TOFEL, NET, etc.)

PUE/Makeup Examination (2023-2024) ODD/EVEN Semester**Annexure-19**

Department:

Roll No.

Year:

Course:

Subject Name:

Semester:

Duration: 3 Hrs

Subject Code:

Max. Marks: 100

Note: Attempt all the questions of each section

Section-A (2X10=20)				
Q. 1		Competitive Exam [#]	CO	BL/ KC*
a		GPAT 2017	1	1F/C
b			2	3F/C
c			1	3F/C
d		GATE 2002	1	1F/C
e		GATE 1996	1	1F
f			1	3F/C
g		GATE 2001	2	2F/C
h			2	1F/C
i		UGC NET 2003	1	1F/C
j		TOFEL 2020	1	2F/C
Section-B (6X5=30)				
Q. 2		CAT 1995	1	2F/C
	OR			
		CAT 2003		
Q. 3			1	3F/C
	OR			
Q. 4		TOFEL 2020	1	2F/C
	OR			
Q. 5		GPAT 2003	1	2F/C
	OR			
Q. 6		GPAT 2006	1	2F/C
	OR			
Section-C (10X5=50)				
Q. 6		GATE 2020	1	3F/C
	OR			
Q. 7			1/2	4F/C
	OR			
		CSIR NET 2006		
Q. 8			1/2	5F/C
	OR			
Q. 9		CSIR NET 2009	1/2	3F/C
	OR			
Q. 10			1/2	6F/C
	OR			
Q. 11			1/2	3F/C
	OR			
		CSIR NET 2010		

- CO -Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (KCs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive
- #Reference to Competitive Exams (GATE, GPAT, CAT, GRE, TOFEL, NET, etc.)

PUE/Makeup Examination (2023-2024) ODD/EVEN Semester

Department:

Year:

Subject Name:

Duration: 3 Hrs

Note: Attempt all the questions of each section**Annexure-19 (a)**

Roll No.

Course:

Semester:

Subject Code:

Max. Marks: 75

Section-A					(10X2=20)
Q. No.		Question	Competitive Exam#	CO	BL/KC
1.	a				
	b				
	c				
	d				
	e				
	f				
	g				
	h				
	i				
	j				

Section-B					(5X4=20)
Q. No.		Question		CO	BL/KC
2					
		OR			
3					
		OR			
4					
		OR			
5					
		OR			
6					
		OR			

Section-C					(5X7=35)
Q. No.		Question		CO	BL/KC
7					
		OR			
8					
		OR			
9					
		OR			
10					
		OR			
11					
		OR			

- CO -Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (KCs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive

PUE/MAKEUP Examination (2023-2024) Odd/Even Semester**Annexure-19 (b)**

Department:

Roll No.

Year:

Course:

Subject Name:

Semester:

Duration: 3 Hrs

Subject Code:

Max. Marks: 70

Note: Attempt all the questions of each section

Section-A		(10X2=20)		
Q. No.	Question	Competitive Exam	CO	BL/ KC*
1.	a			
	b			
	c			
	d			
	e			
	f			
	g			
	h			
	i			
	j			

Section-B		(5X4=20)		
Q. No.	Question	Competitive Exam	CO	BL/ KC*
2				
	OR			
3				
	OR			
4				
	OR			
5				
	OR			
6				
	OR			

Section-C		(5X6=30)		
Q. No.	Question	Competitive Exam	CO	BL/ KC*
7				
	OR			
8				
	OR			
9				
	OR			
10				
	OR			
11				
	OR			

- CO -Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (KCs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive

PUE/MAKEUP Examination (2023-2024) Odd/Even Semester

Department:

Year:

Subject Name:

Duration: 2 Hrs

Note: Attempt all the questions of each section**Annexure-19 (c)**

Roll No.

Course:

Semester:

Subject Code:

Max. Marks: 60

Section-A				(2X10=20)	
Q. 1		Competitive Exam [#]	CO	BL/KC*	
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
Section-B				(5X4=20)	
	BUSINESS CASE				
Q. 2					
Q. 3					
Q. 4					
Q. 5					
Section-C				(10X2=20)	
Q. 6					
	OR				
Q. 7					
	OR				

- CO -Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (KCs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive
- #Reference to Competitive Exams (GATE, GPAT, CAT, GRE, TOFEL, NET, etc.)

PUE/Makeup Examination (2023-2024) ODD Semester

Department:

Year:

Subject Name:

Duration: 3 Hrs

Note: Attempt all the questions of each section**Annexure-19 (d)**

Roll No.

Course:

Semester:

Subject Code:

Max. Marks: 100

Section-A		(2X10=20)		
Q. 1		Competitive Exam [#]	CO	BL/ KC*
a				
b				
c				
d				
e				
f				
g				
h				
i				
j				
Section-B		(6X5=30)		
	BUSINESS CASE			
Q. 2				
Q. 3				
Q. 4				
Q. 5				
Q. 6				
Section-C		(10X5=50)		
Q. 6	OR			
Q. 7	OR			
Q. 8	OR			
Q. 9	OR			
Q. 10	OR			
Q. 11	OR			

- CO -Course Outcome generally refer to traits, knowledge, skill set that a student attains after completing the course successfully.
- Bloom's Level (BL) - Bloom's taxonomy framework is planning and designing of assessment of student's learning.
- *Knowledge Categories (KCs): F-Factual, C-Conceptual, P-Procedural, M-Metacognitive
- #Reference to Competitive Exams (GATE, GPAT, CAT, GRE, TOFEL, NET, etc.)

Annexure-20

MODERATION REPORT OF QUESTION PAPERS

Session: 2023-2024

Semester: Odd/Even

Name of Department: _____

Name of Examination: CT/CT-1/CT-2/PUE

1. It is hereby certified that all the following question papers of CT-1/-2/PUE have been duly verified by the departmental moderation committee chaired by HoD as per the institute norms in terms of standard, CO (Course Outcome), Bloom's Level (BL) and Knowledge category (KC).
2. Following are the observations by the committee members:

S No.	Semester	Name of the Subject	Subject Code	Remarks

3. Copy of each moderated question paper duly signed is enclosed herewith

Name & Signature

Department Moderation Committee Member/s

Signature of HoD

Enclosure – As above

NOTE:

- HoD's kindly ensure the confidentiality of the question paper.
- Kindly send the question paper selected by the department level moderation committee.
- Ensure incorporation of suggestions in the selected question paper given by Moderation Committee by the respective faculty member.

Annexure-21

Name of Department: _____

Session _____

SLOW LEARNER MONITORING FORMAT

Name of Faculty:.....

Subject (Code):.....

Semester & Year (Section):

CT-1					
S. No.	Roll Number	Student's Name	Attendance	Marks	Observations
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Actions Taken:-

CT-2					
S. No.	Roll Number	Student's Name	Attendance	Marks	Observations
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Actions Taken:-

Annexure-21

			PUE		
S. No.	Roll Number	Student's Name	Attendance	Marks	Observations
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Actions Taken:-

Faculty Signature

HoD Signature

Annexure 22

KIET Group of Institutions (Name of Department: _____)

Mid-Semester Students Feedback

Course: _____

Session: _____

Name of Student: _____

Year: _____

Date: _____

Attendance: _____ %

Note: Write score in the scale of 1 to 10 indicating <4: Below average; 5: Average; 6: Fair; 7: Good; 8: Very good; 9: Excellent; 10: Extra ordinary.

[illegible]

Annexure-23

No Objection Certificate**(FOR JOINING INTERNSHIP CUM PRE-PLACEMENT OFFER during VIII Semester)**

Name of the student: Name of company:
 Branch/Section: Address of Company:
 University Roll No: Placement through: KIET/non-KIET mode
 Description of project/work profile:
 Technology Practiced: ...Attach as separate sheet.....
 Details of subjects and Certificate courses registered:

Name of subjects (for VIII semester)	Details of NPTEL Courses Registered*		
	Name	Duration	URL

*Attach Registration copy/Proof

UNDERTAKING BY STUDENT

I have read the policy for joining internship cum PPO and agree with the attendance norms to appear in the Institute and the University Examination. I will provide weekly/fortnightly/monthly attendance or leaves availed to the Departmental Placement Cell. In case I fail to do so, my attendance on the institute and university ERP will not be uploaded and I may face detention from appearing in the examination. I will complete the assignments for the above selected NPTEL courses and appear in the Institute CT/PUE Exam as mentioned in the Academic Calendar. Further, if I fail to fulfill the institute and the university norms, the institute has full right to take necessary action against me.

STUDENT (Name & Signature)

The project work is planned as per Outcome-based Project Guidelines and is verified by me.

PROJECT SUPERVISOR (Name & Signature)

The registered MOOCs are related to subjects taught in respective semester in terms of both content and duration. The offer letter for internship cum PPO is as per KIET norms. I have verified the above information filled in by the student and to the best of my knowledge it is true.

DPC (Name & Signature)

The offer letter for Internship cum PPO as attached is as per KIET norms.

HOD (Name & Signature)**HEAD-CRPC****DEAN ACADEMICS**

Annexure-23

No Objection Certificate**(FOR JOINING INTERNSHIP CUM PRE-PLACEMENT OFFER - MBA/MCA/B PHARM)**

Name of the student: Name of company:
 Branch/Section: Address of Company:
 University Roll No: Placement through: KIET/non-KIET mode
 Description of project/work profile:
 Technology Practiced: ...Attach as separate sheet.....
 Details of subjects and Certificate courses registered:

Name of subjects (for VII semester)	Details of NPTEL Courses Registered*		
	Name	Duration	URL

*Attach Registration copy/Proof

UNDERTAKING BY STUDENT

I have read the policy for joining internship cum PPO and agree with the attendance norms to appear in the Institute and the University Examination. I will provide weekly/fortnightly/monthly attendance or leaves availed to the Departmental Placement Cell. In case I fail to do so, my attendance on the institute and university ERP will not be uploaded and I may face detention from appearing in the examination. I will complete the assignments for the above selected NPTEL courses and appear in the Institute CT/PUE Exam as mentioned in the Academic Calendar. Further, if I fail to fulfill the institute and the university norms, the institute has full right to take necessary action against me.

STUDENT (Name & Signature)

The project work is planned as per Outcome-based Project Guidelines and is verified by me.

PROJECT SUPERVISOR (Name & Signature)

The registered MOOCs are related to subjects taught in respective semester in terms of both content and duration. The offer letter for internship cum PPO is as per KIET norms. I have verified the above information filled in by the student and to the best of my knowledge it is true.

DPC (Name & Signature)

The offer letter for Internship cum PPO as attached is as per KIET norms.

HOD (Name & Signature)**HEAD-CRPC****DEAN ACADEMICS**

Annexure-24

Academic Audit Report (Visit-1)				
Odd/ Even Semester (20 -2)				
Department Visited:		Visit Date:		
Name of Auditors:				
Dept. Members present:				
S. No.	Area of Assessment	Status	Observation	Suggestions
1	Course Outcome (CO) Formation as per guidelines and understanding to faculty members & CO-PO mapping and approval from BOS of the Department			
2	Uploading of POs & PSOs and CO and CO-PO mapping on the NBA module of KIET ERP			
3	Percent marks target finalization and approval from Dept. BOS and uploading on the NBA module of KIET ERP (Approval of Percent Marks required from Dean (A) and Director if any deviation from last three years average)			
4	Gradual Learner Identification at the beginning of the semester based on PCP in the previous year(s)/ Pre-CT/ Previous Semester Internal Exam			
5	Evidence of Actions on Identified GradualLearners i. Doubt Clearing Class-Time Table, Notices, etc. ii. Attendance Record on ERP			
6	Project Allocation & Evaluation Records			
7	Evidence of Subject Allotment, Timetable			
8	Department Website			

Annexure-24 (a)

End Sem Academic Audit Report			
Odd/ Even Semester (20 -2)			
Department Audited:		Audit Date:	
Name of Auditors:			
Dept. Members present:			

Academic:

S.No.	Key Indicator	Observation	Remarks (if any)
A1	Course file (As per the given format on Moodle-Annexure1)		
A2	Lesson Plan on ERP (Proposed/ Actual)		
A3	Evidence of Actions on identified Gradual learners i. Doubt Clearing Class-Time Table, Notices, etc. ii. Attendance Record on ERP iii. If student is not responding as stated above then action taken by department		
A4	Action Taken by Department to reduce detainee cases		
A5	Evidence of Action taken by department to reduce absentees from internal examination		
A6	Evidence Mid Sem Result Analysis & Action Taken		
A7	i. Analysis of End-Sem Result of corresponding previous semester ii. Action planned to overcome the deficiencies by department		
A8	Analysis of MOOCs Completion in view of Students committed at the time of registration		
A9	i. Curriculum Feedback Survey, Graduate Exit Survey (Faculty, Student, Alumni, and Employer) & other surveys (if any) ii. Analysis and Action Taken/ Planned on the basis of the above feedback		
A10	Students Feedback (Mid Sem, End Sem)		
A11	CAPA based on Student Feedback		
A12	Student Achievements in Curricular and Co-curricular Activities		
A13	Random Answer Sheets Verification as per NBA Practices		
A14	MoU signed by Department with Proof of Activities i.e., Reports/ Certificates signed by both stakeholder		
A15	i. Evidence of GATE, GPAT, Competitive exam preparation class etc. proofs i.e., Attendance, Timetable, Lesson Plan etc. ii. Evidence of Outcome of student mentioned in A15(a)		
A16	Evidence of all projects presentation/ Evaluation Records with project File		
A17	Practical File & Continuous Evaluation of Lab Work (Annexure 10-APHB)		
A18	Evidence of Student Internships as per mentioned in AKTU syllabus		
A19	Evidence of Student Placement & Placement Preparation (Soft-Skill, Aptitude, etc.)		
A20	Evidence of Early Joining (Early Joining Filled Formats& MOOC Certificates as per policy-APHB)		
A21	Evidence of activities of SDFS i.e., Industry Connect & hobby club, Faculty Industrial Trainings etc.		
A22	Evidence of Student skill development, training, Industry Expert Interaction sessions		
A23	Updation of the Department Web Page on KIET website		
A24	Evidence of Subject Allotment as per APHB policy (Core + Electives Both) as per APHB, Syllabus Coverage, Moderation, Marks Verification		
A25	Evidence of Alumni Interaction/ Expert/ Guests and Industry Visit		
A26	Evidence of Committee formation as per Horizontal Leadership		

Annexure-24 (a)

OBE:

S.No.	Key Indicator	Observation	Remarks
OB1	Uploading of POs, PSOs & APOs on the NBA module of KIET ERP		
OB2	Course Outcome (CO) Formation & CO-PO mapping and approval from BOS of the Department and uploading on KIET ERP, Moodle, and website.		
OB3	Evidence of the benchmark (percent marks) finalization from Deptt. BOS (Dean (A) & Director's Approval is required if any deviation from the last three years average)		
OB4	Uploading the benchmark (percent marks) and target for CO level attainment on the NBA module of KIET ERP		
OB5	Random checking of CO-PO Attainment		
OB6	Progress of revision of vision, mission & PEOs in alignment with the institute's Statement		

Research:

S.No.	Key Indicator	Observation	Remarks
R1	Evidence of Faculty Development Program, Staff Development Program organized & attended		
R2	Evidence of Conference organized & attended		
R3	Evidence of seminars organized & attended		
R4	Evidence of documents related to Research Projects (funding letter, progress, Utilization Certificate (if completed) etc.)		
R5	Evidence of Patent, Copyright, etc.		
R6	Evidence of Publications, citations, h-index		
R7	Evidence of consultancy		

Implementation of Institutional Policies:

S.No.	Key Indicator	Observation	Remarks
IP1	Random check for Academic Policy & Amendments issued by Dean A time to time		
IP2	Random check for OBE Policy		
IP3	Document Discard Policy		
IP4	Budget Utilization		
IP5	Student Discipline Policy		
IP6	Placement Policy		

Remarks (if any):

Annexure-25

Administrative Audit (Accounts Officer)

S.N.	Key Indicator	Observation	Remarks
1	Audited Statement		
2	Audited Statement for Institutional Scholarship and Alumni Contribution		
3	Audited Statements for Infrastructure Augmentation, Maintenance of Academic Facilities, Physical Facilities, Total Expenditure		
4	Budget Allocated for Infrastructure Augmentation		
5	Annual expenditure of purchase of books/e-books and subscription to journals/e- journals		
6	Support to Faculty for FDP, Research, Patent etc.		
7	Records of Scholarships, Research Projects		
8	Any Other		

Summary Report**Administrative Audit (CRPC)**

S.N.	Key Indicator	Observation	Remarks
1	Placement Policy		
2	Placement Process		
3	Placement Schedule		
4	List of Students Placed (Package)		
5	Offer Letter of Students		
6	Placement Summary		
7	Employer Survey		
8	Document related to Placement Preparation		
9	List of Companies Visited		
10	Any Other		

Summary Report**Administrative Audit (Dean IEC)**

S.No.	Key Indicator	Observation	Remarks
1	Consultancy Agreement		
2	Consultancy progress		
3	Consultancy Completion Proofs		
4	Consultancy Financial Proof		
5	Initiatives for Entrepreneurship Awareness-Related Documents		

Summary Report

Annexure-25

Administrative Audit (Dean ITS)

S.No.	Key Indicator	Observation	Remarks
1	IT Infrastructure Projector, Smart Boards, Network Facilities, Desktop, Laptop, UPS, CCTV etc. (Purchase and Maintenance Records)		
2	1. Bills for purchase of ICT Facilities mentioned in point 1 2. Stock Register for ICT Facilities		
3	Maintenance records of IT Infrastructure		
4	Document for Internet Connection, Agreement		
5	KIET ERP		
6	Any Other		

Summary Report**Administrative Audit (Dean R&D)**

S.No.	Key Indicator	Observation	Remarks
1	Document related to Research and Book Chapter etc.		
2	E-copies of the grant award letters for sponsored Research projects / Endowments and the details		
3	Ph.D. Guidance Letters with list		
4	Research Projects and Activities		
5	Research Areas and Expertise		
6	Detail of seed money to the faculty for Research, Incentive Conf./ Seminar, Research labs		
7	MOM of Research Council		
8	Research Facilities Made Available In The Campus And Outside Campus		
9	Research Center		
10	Research Committee		
11	Ongoing and Completed Projects and Grants Received		
12	Implementations of Research Schemes/ Projects		
13	SIRO Certification		
14	Research Faculty Policy & Implementation		
15	Activity proof organized by R&D Cell		
16	Any Other		

Summary Report

Annexure-25

Administrative Audit (Dean SW)

S.N.	Key Indicator	Observation	Remarks
1	Office Order-Student Participation & Reimbursement		
2	Annual Report of the celebrations and commemorative events		
3	Proofs of Awards and recognitions received for extension activities		
4	Attendance Policy of Students for Medical Cases		
5	Student Manual		
6	Life Skills (Yoga, physical fitness, health and hygiene) 1. Geo tagged Photographs with date and caption for each scheme or event. 2 List of programs conducted, and the number of students enrolled for each of the events.		
7	Anti-Ragging MOM and List of cases if any, Students Grievances Record		
8	List of students along with their certificates for participation in activities		
9	Students Extra-Curricular Club List, events organized documents		
10	Number of sports and cultural events/competitions organized (Copy of circular/brochure/report of program with photographs) and captions of such programs along with Year-wise list of students attending each of these Program		
11	Details of activities that inculcate values; necessary to render students into responsible citizens, like Independence Day, Republic Day etc. along with Report, Student Attendance, Geo-tagged photos etc.		
12	Activities of Unnat Bharat Bhavan		
13	Activities of NSS, NCC		
14	Extension Activity proof		
15	Any other types of Activities Organized		

Summary Report

Administrative Audit (EEM Cell)

S.No.	Key Indicator	Observation	Remarks
1	Green Audit Certificate etc		
2	Energy Audit Certificate etc		
3	Environment Audit Certificate etc		
4	Clean and green campus recognition Certificate etc		
5	Beyond the Campus Environmental Promotion Activities		
6	Any Other		

Summary Report

Annexure-25

Administrative Audit (Head-AEC)

S.N.	Key Indicator	Observation	Remarks
1	Year wise List of students along with their admission letter (Alumni going for Higher Education)		
2	Document related to Registered Alumni Association		
3	Alumni contribution		
4	Alumni feedback		
5	Alumni Engagement Cell Records like Alumni Meet Reports with Geo- Tagged Photographs, Alumni Interaction report with Geo-tagged Photographs		
6	Activities Organized for Alumni		
7	Alumni Interaction in the Institute i.e., Guest Lectures, Project Guidance etc.		
8	Any Other		

Summary Report**Administrative Audit (HR)**

S.N.	Key Indicator	Observation	Remarks
1	Professional development /administrative training programs organized by the institution for teaching and non-teaching staff Attendance Sheet, Reports, Geo-tagged Photos etc.		
2	Performance appraisal performance		
3	Code of Conduct for Employees		
4	Sanction letters indicating number of posts		
5	List of faculties having PhD. & their certificates		
6	Faculty rewards and recognition		
7	Faculty Training, Motivation, Details Of Performance Appraisal System, Welfare Schemes (%Ge of Staff Avail This Scheme), Retaining Procedures		
8	Faculty Details & Recruitment Procedure		
9	Policy (TA/DA/OD/fee reimbursement for FDP/SD and study leave)		
10	Faculty List with their service books, salary details, Appointment letters, promotion and award letters/certificates, Department Affiliation		
11	Non-Teaching staff list with their appointment letters		
12	Any Other		

Summary Report

Annexure-25

Administrative Audit (IIPC Cell)

S.No.	Key Indicator	Observation	Remark
1	Internship Policy		
2	Department wise list of students and their certificates of internships (Keep the Internship Data of students outside KIET Separately)		
3	Documents related to Interaction with Industrylike report, Geo-tagged Photographs etc.		
4	Special Grants from industry or any Beneficiary		
5	Any Other		

Summary Report**Administrative Audit (IR&PR)**

S.N.	Key Indicator	Observation	Remarks
1	Events organized for career guidance along with attendance sheet of students, reports, Geo-Tagged Photographs etc.		
2	International Internships		
3	Activities organized and participated for Institute Visibility along with details and Geo tagged Photographs.		

Summary Report**Administrative Audit (Library)**

S.N.	Key Indicator	Observation	Remarks
1	List of Library Infrastructure i.e., Central Library, School of Management, KSOP along with Area, Books, Titles, periodicals etc.		
2	Reading Section Details along with Rules		
3	Library Policies for Issue/ Return, Timings, Reading Section etc.		
4	Integrated Library Management System (ILMS) version and renewal Proof		
5	Details of library usage by teachers and students		
6	Initiatives taken for library usage increase		
7	Bills of all purchases books, e-journals, bounded journals, e-books, databases etc.		
8	Subscription proof for e-journals, e- Shodhsindhu, Shodhganga, e-books, Databases and any other resource		
9	Library Web Page		
10	Any Other		

Summary Report

Annexure-25

Administrative Audit (Manager Admin)

S.No.	Key Indicator	Observation	Remarks
1	Sanction letter of scholarship and freeships		
2	Self-Attested Year-wise list of students in each scholarship & Freeship scheme		
3	Documents for alternate sources of energy and energy conservation measures like agreements/ MoUs with Government and other approved agencies/Geo-tagged photographs of the facilities		
4	Electricity supplied through Solar Panel to Grid (Related Documents)		
5	Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.		
6	Related Documents for Solid waste management, Liquid waste management, Bio medical waste management, E-waste management, Waste recycling system, Hazardous chemicals and radioactive waste management.		
7	Related documents to Wastewater recycling, Maintenance of water bodies and distribution system in the campus, Rainwater harvesting, Borewell /Open well recharge, Construction of tanks and bunds.		
8	Initiative taken for Restricted entry of automobiles; Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly pathways, Ban on use of Plastic, landscaping with trees and plants		
9	Initiative taken for Disable-Friendly like Built environment with ramps/lifts for easy access to classrooms, Divyangjan friendly washrooms, Signage including tactile path, lights, display boards and signposts, Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment, Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading		
10	Documents related to Medical Assistance (MoU, Residential Medical Facilities etc.)		
11	Documents related to Campus Facilities (Generator, Ro etc.)		

Summary Report

Annexure-25

Administrative Audit (Registrar)

S.N.	Key Indicator	Observation	Remarks
1	Communication with University regarding Evaluation & Paper Setting		
2	CBCS Documents		
3	AICTE letters related to sanction of intake		
4	Student enrollment list yearwise & Programwise		
5	CUET, JEE (National Testing Agency) Brochure		
6	Copy of letter issued by UP Govt. indicating the reserved categories		
7	Admission list indicating the category		
8	PCM %age analysis before commencement of classes		
9	Prospectus/ handbook		
10	Admission Rank Documents		
11	Final Year Student result summary- yearwise & Programwise		
12	Result analysis (Programme wise pass percentage)		
13	Revaluation forms (scrutiny Details, Evaluation Challenge etc.)		
14	Policy Document of the HEI for award of scholarships (Institute + outside) and freeships		
15	Branch Change related documents (Policy, Student Applied, Merit List etc.)		
16	ISO Audit Detail		
17	Any Other		

Summary Report

Annexure-26

Alumni Survey Form**(For Alumni having more than 4 Years Professional Experience after Passing Degree Course)**

Dear Alumnus/ Alumna!

You have spent a remarkable time at KIET Group of Institutions while pursuing your degree course. We shall be thankful if you can spare some of your valuable time to fill up the alumni feedback form and give us valuable suggestions for further improvement of the quality of professional education that we impart at the Institute. Your inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institute. You may also visit the KIET's website at <https://www.kiet.edu/> for more details.

ALUMNI PROFILE	
Name of Alumnus/ Alumna	
Age	
Gender	
Department of Study	
Passing Year	
Mobile Number	
Email ID	
Current Status (Choose one of the suitable option)	Higher Education/Govt. Sector/Pvt. sector/Independent/Self venture/Other
Current Position & Company Name	

Detail of Experience (if applicable)

S. No.	Name of Organization	Duration		Teaching/Industries/ Other Experience	Package Per Annum (lacs)
		From	To		
1					
2					
3					

Industry expectations from student:

Technology:

Platform:

Others:

Annexure-26

ALUMNI FEEDBACK FORM						
S. No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1.	The extent to which the curriculum is meeting the industrial/professional needs					
2.	How do you rate your acquired knowledge is useful in your domain and is interrelated with the other domains					
3.	How good are the opportunities you got to pursue research renowned national/international institutes (like IITs/NITs/etc.)					
4.	Rate your ability in designing a product or give services with the acquired knowledge during your course					
5.	To what extent you are updated with the evolving trends, tools and technology in your area of specialization					
6.	Your involvement and participation in the outreach activities for serving the needy and society at large					
7.	How far you could explore the entrepreneurship opportunities in the area of your specialization					
8.	How far your experience in different teams during study in the institute is useful in the current profession.					
9.	How do you rate the acquired managerial and communication skills help your professional growth					
10.	Willingness to contribute towards development of the Institute					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates. Any course to be added in the new curriculum. Suggest any software tool to be added which is related to Industry sector.

Signature of Alumnus/ Alumna

KIET wishes you a good luck for your future endeavors.

Annexure-26

Alumni Survey Form**(For Alumni having less than 4 Years Professional Experience after Passing Degree Course)****Dear Alumnus/Alumna!**

You have spent a remarkable time at KIET Group of Institutions while pursuing your degree course. We shall be thankful for sparing some of your valuable time to fill up the alumni feedback form and give us valuable suggestions for further improvement of the quality of professional education that we impart at the Institute. Your inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institute. You may also visit the KIET's website at <https://www.kiet.edu/> for more details.

ALUMNI PROFILE	
Name of Alumnus/Alumna	
Age	
Gender	
Department of study	
Passing Year	
Mobile Number	
Email ID	
Current Status (Choose one of the suitable option)	Higher Education/Govt. Sector/Pvt. sector/Independent/Self venture/Other
Current Position & Company Name	

Details of Experience (if applicable)

S. No.	Name of Organization	Duration		Teaching/Industries/ Other Experience	Package Per Annum (lacs)
		From	To		
1					
2					
3					

Industry expectations from student:

Technology:

Platform:

Others:

Annexure-26

ALUMNI FEEDBACK FORM						
S. No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1.	Curriculum and syllabus content were appropriate for placement, competitive exams and higher education.					
2.	Curriculum accommodates courses with experiential learning.					
3.	Encouragement for usage of current technology and modern tools during degree course in the department.					
4.	Infrastructure facilities namely library, labs, other campus facilities and overall teaching learning ambience.					
5.	All the academic processes of the institute are transparent.					
6.	Training and Placement cell provides ample campus placement opportunities.					
7.	Role of Internship/training/skill development opportunities provided at the institute towards placement and professional growth.					
8.	Impact of academic and other professional activities in developing leadership, teamwork and managerial skills.					
9.	Institute offers sufficient scholarships to meritorious and deserving students.					
10.	Your willingness to contribute towards development of the Institute.					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates. Any course to be added in the new curriculum. Suggest any software tool to be added which is related to Industry sector.

Signature of Alumnus/ Alumna

KIET wishes you good luck for your future endeavors.

Annexure-26

Graduate Exit Survey Form

Congratulations you are at the verge of completing your degree!

Your feedback will help us to improve the quality of various programs offered by KIET Group of Institutions. Your thoughtful responses will improve the learning experience for future students and guide us as we work to improve our services towards teaching learning. You may also visit the KIET's website at <https://www.kiet.edu/> for more details.

STUDENT'S PROFILE	
Name of the Student	
Roll Number	
Gender	
Department	
Passing Year	
Mobile Number	
Email ID	

2. Professional Information:

Placement status (Company Name)			
GATE/GPAT	Attempted (Yes/No)	Rank :	Score :
CAT	Attempted (Yes/No)	Rank:	Score:
GRE	Attempted (Yes/No)	Rank:	Score:
Any Other	Attempted (Yes/No)	Rank:	Score:

Annexure-26

Graduate Exit Survey Form						
S. No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1.	The overall quality of the program completed.					
2.	The reputation of the program in the community outside the Institute.					
3.	The commitment of the faculty members of the Program.					
4.	The quality of class room teaching by department to meet student needs.					
5.	The overall qualifications (academic training and experience) of the faculty members in the department.					
6.	Overall teaching effectiveness of the faculty in the department.					
7.	The quality of career development information you received time to time.					
8.	Quality of lab equipment's within your program.					
9.	Facilitation of student networking with current students or alumni					
10.	Skill-building opportunities (such as teaching, writing, making presentations, grant writing, etc.)					
11.	The extent to which the institute provides a welcoming and supportive environment for graduate students					
12.	Your overall experience at KIET Group of Institutions.					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates. Any course to be added in the new curriculum. Suggest any software tool to be added which is related to Industry sector.

Signature of the Student

Annexure-26

Curriculum Feedback Survey Form (for Faculty Members)**Dear Faculty Members!**

This feedback form is intended to collect information related to your satisfaction towards the curriculum, syllabus, teaching learning and evaluation. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the program of the institution. You may also visit the KIET's website at <https://www.kiet.edu/> for more details.

Details of Faculty Member	
Name & Designation	
Email ID	
Mobile No.	
Academic Year/ Semester	
Department	
Subject	

Annexure-26

Feedback Survey Form for Faculty member						
S.No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1.	Curriculum is designed as per current industry need and OBE practices.					
2.	Curriculum has good balance between theory and practical courses.					
3.	The Curriculum enhanced employability					
4.	The course content fulfils the need of students					
5.	Syllabus has made me interested in the subject area					
6.	The books prescribed/listed as reference material relevant, updated and appropriate.					
7.	Freedom to propose, modify, suggest and incorporate new topics in the syllabus.					
8.	The course content of the subjects increased my knowledge and perspective					
9.	The laboratory experiments enhance understanding of theory concepts and enabled the students to relate with the real life problems.					
10.	Institute provides adequate funding, resources and support to faculty members for upgrading their skills and qualifications.					

On a scale of 1 to 10 how do you rate your overall satisfaction with the prescribed syllabus and the curriculum?									
1	2	3	4	5	6	7	8	9	10

Suggestions if Any:

Signature of Faculty Member

Annexure-26

Curriculum Feedback Survey Form (for Students)

STUDENT'S DETAILS	
Name	
Roll Number	
Gender	
Department	
Year of Study	
Mobile No.	
Email ID	
<p>This questionnaire is intended to collect information related to your satisfaction towards the curriculum. This information provided by you will be used as important feedback for quality improvement of the curriculum. You may also visit the KIET's website at https://www.kiet.edu/ for more details.</p>	

Annexure-26

S. No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	V Good (4)	Excellent (5)
1	Curriculum is designed as per current industry need.					
2	Curriculum has good balance Between theory and practical courses.					
3	Units/Sections in the syllabus are properly sequenced and delivered timely in the class.					
4	Course wise syllabus that you have studied is synchronized with the expected competencies.					
5	Course outcomes and objectives of the syllabus are well defined and clear to teachers and students.					
6	Course content is followed by corresponding reference materials.					
7	The syllabus has made me interested in the subject area.					
8	The course content of the subjects increased my knowledge and perspective					
9	The practical courses provide effective hands-on experience.					
10	The curriculum helps in going for higher studies, placement and competitive examinations.					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help us to strengthen our programs for the preparation of graduates. For example, suggest any course to be added in the new curriculum. Suggest any software tool/experiment to be added which is related to Industry sector.

(Signature of the Student)

Annexure-26

Employer Feedback Form**Dear Employer,**

We are glad to share that many graduates from KIET Group of Institutions are working in your organization. We are thankful to you for providing them employment in your prestigious organization. We shall appreciate if you can spare some of your valuable time to fill up this Employer Feedback Form. It will help us to improve the Institute further and give you better employees in future. You may also visit the KIET's website at <https://www.kiet.edu/> for more details.

EMPLOYER DETAILS	
Name of the Employer/ Organization/ Company	
Employer Email ID	
Name of the Person giving feedback	
Designation	
Email ID	
Name of the Employee(Hired from KIET)	
Employee Joining Date	

Annexure-26

Feedback on Employee Hired from KIET						
S No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1	Technical knowledge/skill					
2	Communication skills (verbal and written)					
3	Developing practical solutions to workplace problems					
4	Teamwork and leadership qualities					
5	Efficiently uses technologies/equipment's at workplace					
6	Open to new ideas and learning new techniques					
7	Ability to contribute to the goals of the organization					
8	Innovative and creative skills					
9	Relationship with seniors/peers/subordinates					
10	Willingness to work beyond schedule if required					
11	Involvement in social activities					
12	Ability to take up extra responsibility					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates. Any course to be added in the new curriculum. Suggest any software tool to be added which is related to Industry sector.

Signature of Employer

Annexure-26

Parent's Feedback Form

Dear Parents,

Your ward is studying/ has studied at KIET Group of Institutions. We shall be thankful if you can spare some of your valuable time to fill up the Parent's Feedback Form and give us valuable suggestions for further improvement of the Institute. Your inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institute.

The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programs of the institute. You may also visit the KIET's website at <https://www.kiet.edu/> for more details about the institution.

PARENT's PROFILE	
Name	
Education	Graduate/Post-graduate/Any other
Occupation	Farming/Business/Employee(Government/PublicSector)/Employee (Private Sector)/Any other
Relationship of parent with student	Father / Mother
Academic Year	
Name of Ward	
Department of Study	B Tech Department/B Pharm/MBA/MCA
Mobile Number	
Email ID	

Annexure-26

PARENT'S FEEDBACK FORM						
S No.	Tick Any Grading from 1 to 5	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1.	Rate the quality of the education					
2.	Rate the quality and relevance of the course in the curriculum					
3.	Your opinion about extra-curricular and Co-Curricular activities.					
4.	Are the institute authorities easily approachable for your queries					
5.	Your opinion about the subject faculty members and lab equipment's.					
6.	Your confidence on the employability of your ward and exposure for career guidance.					
7.	Academic growth & Communication skills of your ward					
8.	How is the ambience of the college with respect to the facilities given to your ward?					
9.	Your opinion about institute's library facilities					
10.	The conduciveness of the college environment for overall development of your ward.					

Suggestions if Any: Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates. Any course to be added in the new curriculum. Suggest any software tool to be added which is related to Industry sector.

Signature of Parent

Thank you.



KIET
GROUP OF INSTITUTIONS
Connecting Life with Learning



**(A Technical Campus approved by AICTE &
Affiliated to Dr. A.P.J. Abdul Kalam Technical Univ., Lucknow)**



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