



# Chandigarh Engineering College Jhanjeri

Mohali-140307

## 1.1 Curricular Planning and Implementation

### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented Process including Academic calendar and conduct of continuous internal Assessment

#### Response:

Chandigarh Engineering College Jhanjeri, Mohali is affiliated to I.K.G. Punjab Technical University, Jalandhar, Punjab and has insignificant role in curriculum designing and development. The university formulates and revises the curriculum frequently. Also, the implementation will be well documented to have effective monitoring of the curriculum delivery at various levels

#### Curriculum Analysis:

The I.K.G. Punjab Technical University, Jalandhar, Punjab curriculum is a blend of Humanities, Basic Science, Basic engineering, Core Courses, Elective courses, Projects and Seminars. Etc. The Institute also follows the AICTE model curriculum and the courses prescribed by AICTE not covered by I.K.G. Punjab Technical University, Jalandhar, Punjab are offered as Value added courses or addressed through topic beyond curriculum or Gaps in curriculum.

General Counselling, Annual Day, Sports Day and Holidays. Based on the academic calendar the department plans the Seminars, Conferences, Workshops, Guest lectures and Industrial Visits. If there is any deviation in the schedule due to unavoidable reasons, then the event may be conducted with the approval of HOD and Principal at a later date.

#### Curriculum Delivery Plan and Implementation

#### Course Allocation:

Before the commencement of every semester, the course competency matrix is formulated. The course allocation is done based on the choice/expertise of the faculty members by the HoD. For each course, a subject expert is identified as a course coordinator.

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Jhanjeri, Mohali



# Chandigarh Engineering College Jhanjeri

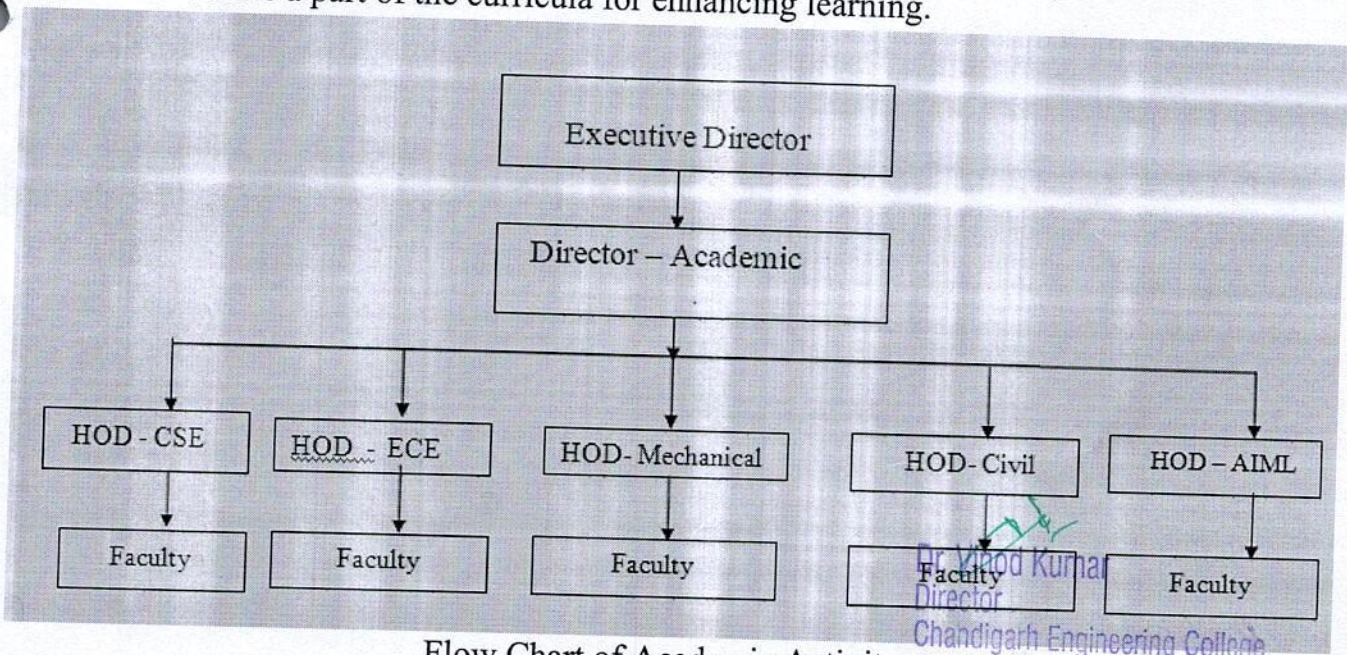
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## Faculty Preparation Program and Course File:

Faculty Preparation Program (FPP) is prepared by the faculty members based on the course allocated to them. They prepare a detailed lesson plan, course data sheet handouts, assignments questions, question bank, answer keys, previous year university question papers and quiz questions. FPP is reviewed by the course coordinator and it is approved by the IQAC Coordinator, Head of the Department and the Director. At the end of the semester, in addition to the contents present in the FPP, Internal Assessment Tests and Model Exam question papers, answer keys, sample answer scripts, students marks, sample assignments, action taken for the slow learners, content beyond syllabus, logbook Faculty members use various pedagogical methods for effective teaching and learning processes like Conventional Learning, ICT Based Learning, etc. internal examiners and External Examiner.

## Curriculum on National/Global Relevance:

The curriculum on par with global standard facilitates Industry integrated courses, and MoUs with National and International Corporate like India Block Chain alliance, USA, Bosch Pvt. Ltd., Prism Johnson Limited, Cheema Boilers Limited, University of South Australia, Kings University College at Western University London etc. address the specific needs of the present curricular component with the courses will help the students to become employable at National and Global level. ICT tools in teaching, learning and assessment and NPTEL or SWAYAM courses are platforms for lifelong learning. Value Added Courses, NCC and NSS are a part of the curricula for enhancing learning.



Flow Chart of Academic Activity Chandigarh Engineering College Jhanjeri, Mohali



**Chandigarh Engineering College Jhanjeri**  
**Mohali-140307**  
**Department of Electronics and Communication Engineering**

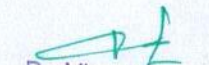
**Adherence of Institute Academic calendar to PTU Academic calendar  
(July-December 2021)**

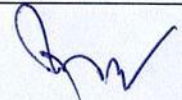
Calender	Commence ment of Session	First Mid sem examination	Second Mid sem examination	Preparatory Holidays
Punjab Technical University	29/07/2021	28 <sup>th</sup> -30 <sup>th</sup> September 2021	25 <sup>th</sup> -27 <sup>th</sup> November 2021	8 <sup>th</sup> -12 <sup>th</sup> December 2021
Chandigarh Engineering College	29/07/2021	27 <sup>th</sup> -30 <sup>th</sup> September 2021	22 <sup>nd</sup> -27 <sup>th</sup> November 2021	8 <sup>th</sup> -12 <sup>th</sup> December 2021

  
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Date sheet for 1st sessional Sept. 2021 (Engineering)				
		Time- Morning (M) 10:00 AM - 11:30 AM		
		Evening (E) 2:00 PM - 3:30PM		
Sem:- 5th				
Branch	Date	Session	Subject	Subject Code
ECE	27-07-2021	M	DIGITAL SIGNAL PROCESSING	BTEC-502-18
	27-07-2021	E	LINEAR INTEGRATED CIRCUITS	BTEC-503-18
	28-07-2021	M	CONTROL SYSYTM	BTEC-504-18
	29-07-2021	M	ANALOG & DIGITAL COMMUNICATION	BTEC-501-18
	30-07-2021	M	ROUTING & SWITCHING/ JAVA PROGRAMMING	BTES-905A-18 / BTEC-908A-18
	01-08-2021	M	PROJECT MANAGEMENT	BTEC-505-18
Sem:-7th				
Branch	Date	Session	Subject	Subject Code
ECE	27-07-2021	M	P.E - 4 (Artificial Intelligence/ Soft Computing)	BTEC-908A-18/ BTEC-908D-18
	27-07-2021	E	DBMS	BTCS-501-18
	28-07-2021	M	P.E - 3 ( IOT Cloud Computing/ Python Programming)	BTEC-907A-18/BTEC-907D-18
	29-07-2021	M	OOP	BTCS-302-18
	30-07-2021	M	Essence of Indian traditional Knowledge	BTMC-102-18
	01-08-2021	M	P.E -5 (Big Data/ AIML)	BTEC-909A-18/BTEC-909D-18
	01-08-2021	E	Indian Constitution	BTMC-101-18

  
HOD

  
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Director (Engg.)

## Date sheet for 2nd sessional Nov. 2021 (Engineering)

Time- Morning (M) 10:00 AM - 11:30 AM

Evening (E) 2:00 PM - 3:30PM

### Sem:- 5th

Branch	Date	Session	Subject	Subject Code
ECE	22/11/2021	M	DIGITAL SIGNAL PROCESSING	BTEC-502-18
	23/11/2021	M	LINEAR INTEGRATED CIRCUITS	BTEC-503-18
	24/11/2021	M	CONTROL SYSYTM	BTEC-504-18
	25/11/2021	M	ANALOG & DIGITAL COMMUNICATION	BTEC-501-18
	26/11/2021	M	ROUTING & SWITCHING/ JAVA PROGRAMMING	BTES-905A-18 / BTEC-908A-18
	26/11/2021	E	PROJECT MANAGEMENT	BTEC-505-18

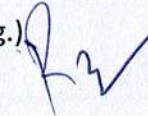
### Sem:-7th

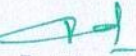
Branch	Date	Session	Subject	Subject Code
ECE	22/11/2021	M	P.E - 4 (Artificial Intelligence/ Soft Computing)	BTEC-908A-18/ BTEC-908D-18
	23/11/2021	M	DBMS	BTCS-501-18
	24/11/2021	M	P.E - 3 ( IOT Cloud Computing/ Python Programming)	BTEC-907A-18/BTEC-907D-18
	25/11/2021	M	OOP	BTCS-302-18
	25/11/2021	E	Essence of Indian traditional Knowledge	BTMC-102-18
	26/11/2021	M	P.E -5 (Big Data/ AIML)	BTEC-909A-18/BTEC-909D-18
	26/11/2021	E	Indian Constitution	BTMC-101-18

HOD



Director (Engg.)



  
 Dr. Vinod Kumar  
 Director  
 Chandigarh Engineering College  
 Jhanjeri, Mohali

## Office of Dean (Academics)



# PTU

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

Est'd Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

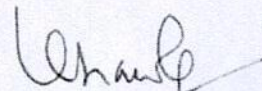
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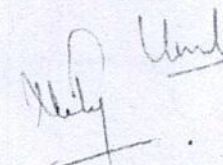
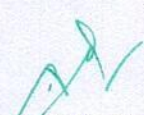
Dated 23.06.2021

\* *The Principal / Director* of concerned College / Campus shall manage the vacations schedule for the Faculty and Students as per their requirements.

**Note:**

1. Next Academic Session 2022-2023 shall commence from **27.07.2022**.
2. The Academic session for students of LEET 2020 batch will start after the examinations for their 4<sup>th</sup> semester (April / May session 2020-2021). The colleges / Campuses will provide extra classes to the students, so that their syllabus be covered and henceforth their classes will be functioning along with 2019 Batch (Regular Students).
3. Dates may change for compliance with COVID-19 guidelines / instructions /amendments issued by Central Govt./State Govt. /AICTE/UGC/ PCI/CoA /University from time to time.
4. All the Colleges / Campuses may follow a six-days week pattern for the said academic session to compensate the academic loss of students, if required.
5. The organization / industrial training schedule for 4 to 6 weeks for UG /PG program (where applicable) may be conducted as online training considering the COVID-19 pandemic situations. However, it will be reviewed when the conditions of normalcy will prevail.
6. The number of days falling short of 90 (100 for Pharmacy courses) should be compensated by making Saturdays or other holidays working by the institutions.

  
Prof. (Dr.) Vikas Chawla  
Dean (Academics)

  
  
Dr. Vinod Kumar  
Director  
Chandigarh Engineering College  
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Ref. No. IKGPTU/DA/2921

Dated 23.06.2021

**Academic Calendar** for Existing Batches  
(Students admitted before 2020 and LEET students admitted in 2020)  
for the Session **2021-2022** #

Odd Semester		
Sr. No.	Description	Period
1	Commencement of Session	29/07/2021
2	First Mid Semester Examination	September 2021 (28 <sup>th</sup> - 30 <sup>th</sup> )
3	Second Mid Semester Examination	November 2021 (25 <sup>th</sup> - 27 <sup>th</sup> )
4	Preparatory Holidays	December 2021 (08 <sup>th</sup> - 12 <sup>th</sup> )
5	End Semester Examination	December 2021 (13 <sup>th</sup> - 30 <sup>th</sup> )
6	End Semester Practical Examination	December 2021 (31 <sup>st</sup> ) to January 2022 (4 <sup>th</sup> )
7	Winter Vacations*	December 2021 (18 <sup>th</sup> - 31 <sup>st</sup> )

Even Semester		
Sr. No.	Description	Period
1	Commencement of Session	05/01/2022
2	First Mid Semester Examination	February 2022 (24 <sup>th</sup> to 26 <sup>th</sup> )
3	Second Mid Semester Examination	April 2022 (4 <sup>th</sup> to 6 <sup>th</sup> )
4	Preparatory Holidays	May 2022 (3 <sup>rd</sup> - 8 <sup>th</sup> )
5	End Semester Examination	May 2022 (9 <sup>th</sup> - 26 <sup>th</sup> )
6	End Semester Practical Examination	May 2022 (27 <sup>th</sup> ) to June 2022 (2 <sup>nd</sup> )
7	Summer Vacations*	July 2022 (1 <sup>st</sup> - 26 <sup>th</sup> )

# **Teaching-Learning** / Finalization of Dissertation / Project Work / Internship Reports / MSTs / Internal Assessment / Assignment / Students Placement Drive through various modes such as Online Learning / Distance Learning / Social Media (WhatsApp / YouTube) / E-mails / Video Conferencing / Mobile Apps / SWAYAMPRAKASH Channels on DTH / MS Teams / E-labs / Google Classroom / Zoom / WebEx / Skype / Go to Meet etc. (till further orders/ as per guidelines issued by Central Govt./State Govt. / AICTE/UGC/ PCI/CoA /University from time to time).

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## ACADEMIC CALENDER ODD SEMESTER (July 2021-Dec-2021)

### Preceding Semesters Students

Sr.No	Event	INSTRUCTIONAL DATES		Number of Working Days	Holidays
		From	To:		
1	Start of 5 <sup>th</sup> , 7 <sup>th</sup> semester classes	Thursday, 29-07-2021	Tuesday 10-12-2021	Teaching + academic work = 91days MST = 10 days Preparatory = 3 days Total Academic days = 104 days	
2	July 2021	29-07-2021 (Thursday)	31-07-2021 (Saturday)	2 day + 01 day (AW)	<ul style="list-style-type: none"> <li>• Path and Blessings of Almighty. Registration of Students.</li> </ul>
3	August 2021	02-08-2021 (Monday)	31-08-2021 (Tuesday)	21 days + 02 days(AW)	<ul style="list-style-type: none"> <li>• 14/08/2021 (Saturday)- Academic work.</li> <li>• 28/08/2021 (Saturday)- Academic work Day.</li> <li>• 30/08/2021 (Janam Ashtami)</li> </ul>
4	September 2021	01-09-2021 (Wednesday)	25-09-2021 (Saturday)	18 days + 02 days (AW)	<ul style="list-style-type: none"> <li>11/09/2021 (Saturday) - Academic work.</li> <li>25/09/2021 (Saturday) - Academic work.</li> </ul>
		27-09-2021 (Monday)	30-09-2021 (Thursday)	04 days	<ul style="list-style-type: none"> <li>• MST -1</li> </ul>
5	October 2021	01-10-2021 (Friday)	02-10-2021 (Saturday)	01 day + 01 day (AW)	<ul style="list-style-type: none"> <li>• MST-1. 02-10-2021 (Saturday) Academic work and</li> </ul>
		04-10-2021 (Monday)	30-10-2021 (Saturday)	20 days + 01 days (AW)	<ul style="list-style-type: none"> <li>• 15-10-2021 (Friday-Off Dussehra )</li> <li>• 23-10-2021 (Saturday) Academic work.</li> </ul>
6	November 2021	01-11-2021 (Monday)	06-11-2021 (Saturday)	03 days	<ul style="list-style-type: none"> <li>• 04-11-2021 to 07-11-2021 (Diwali Festival)</li> </ul>
		8-11-2021 (Monday)	20-11-2021 (Saturday)	10 days + 02 Day (AW)	<ul style="list-style-type: none"> <li>• 13-11-2021 (Saturday- Academic Work day)</li> <li>• 20-11-2021 (Saturday- Academic Work day)</li> </ul>
		22-11-2021	27-11-2021		<ul style="list-style-type: none"> <li>• MST II</li> <li>• 24-11-2021 . (Birthdav</li> </ul>

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		29-11-2021	30-11-2021	02 days	● Revision classes
7.	December 2021	1-12-2021 (Wednesday)	7-12-2021 (Tuesday)	05 days	● Revision classes
		8-12-2021 (Wednesday)	10-12-2021 ( Friday )	03 days	● Preparatory Holidays
		13-12-2021 (Monday)	30-12-2021 ( Thursday )		● END SEMESTER EXAMINATIONS AS PER PTU SCHEDULE

Note:-

- First Mid Semester Exam will be from 50% of the syllabus.
- Second Mid Semester Exam will be from the next 50% of the syllabus.
- Feedback from students of all subjects is mandatory (twice in a semester).
- 75% attendance is mandatory to appear for PTU examinations.
- Academic Work day – All Guest lectures/Industrial Visits/Seminars/Evaluations and Assessments /extra sessions etc. may be planned and scheduled on these days.

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## DEPARTMENT GUIDELINES & POLICIES

### CODE OF CONDUCT

- Students are responsible for their conduct to the college Authorities/Principal/ Deans/HOD. They are prohibited from doing any kind of in disciplinary activity, which may breach or harm the reputation, discipline of the college or violate its normal working, either inside or outside the College premises.
- An Identity Card is issued to every student at the time of admission. Students must wear and display their identity card when in the college premises.
- Writing of slogans, comments etc. on the walls/desks and various other places in the college is strictly prohibited.
- Students must take care of their belongings such as books, mobile, jewellery etc. The college is not responsible for any loss/damage/theft etc.
- Students should take proper care of college infrastructure and must not cause any kind of damage to the college infrastructure. For any damage, occurred, the decided amount will be collected from the guilty. In case the guilty is not traceable, the amount may be charged collectively from the class/college students.
- The areas near classrooms are "Silence Zone". Students are advised not to loiter/make noise in this zone. Furthermore, they should utilize their free time for creative activities or visiting library or computer centre for knowledge enhancement.
- Student notice boards carry various kind of information and updates from time to time. Hence, all are advised to observe notice boards regularly. Ignorance of any notice/s will not be accepted as a plea or an excuse for any kind of delay in any matter.
- Students are not permitted to receive or entertain visitors in the College during the college time. In case, such visits are essential, the prior permission of the principal is necessary. Indoor/outdoor games are prohibited during college instructional hours.



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- Students should keep their mobile phones switched off during lectures, labs and in library. Dress code to be strictly followed in the college failing which the students will be marked absent in regular classes. They will not be allowed to attend any kind of practical or Mid-Term examination. Using any kind of foul language on social networking websites or any public platform which may harm the reputa or discipline of the institutions will be treated as misconduct.

The student/s shall be liable to disciplinary action for any kind of contravention to the above mentioned rules. The disciplinary action may involve warning, /or fine and/or suspension from the class, from examination, from the College as such and/or any such action as per the rules of discipline. During the enquiry conducted by the students discipline committee against a student's conduct, the authorities have the right to suspend him/her from the College.

### ATTENDANCE POLICY

- Attendance carries 6 marks in Internal Assessment as per the norms of IKGPTU. The marks for Attendance are awarded based on number of lectures attended by the student. The marks distribution for attendance criteria is given below:
  - Less than 75% =0 marks.
  - 75% to 78%=01 marks.
  - 79% to 80%=2 marks.
  - 81% to 85%=3 marks.
  - 86% to 90%=4 marks.
  - 91% to 95%=5marks.
  - 96% to 100%=6 marks.
- Students securing 100% attendance will be duly honored.
- The students are expected to be on time in classes. It has been decided that the attendance will be taken during first five minutes of commencement of lecture and the latecomers will be marked absent for that lecture.
- For any kind of absence student/s must take prior permission of the concerned HOD/ class coordinator. All applications for leave on medical ground must be supported by an authentic Medical Certificate from registered Medical Practitioner not less than MBBS doctor, should reach the Principal Office



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immediately on student's return. Failing which he/she will not be considered eligible for such leave. The benefit for the leave/s on medical ground is conditioned upto 10%. The student must inform the class coordinator or HOD prior to availing such type of leaves.

- Mass bunk of classes in any form is strictly prohibited. In case of such eventuality, all students in the class will be marked absent and the topics planned to be covered shall not be repeated.
- Roaming during class hours will be considered as in-disciplinary activity.
- During college hours, no students are allowed to enter the hostel or move outside the college campus (except during lunch time) without prior permission from the Principal forwarded through their class coordinator or HOD/ First year In charge.
- Attendance would be compiled fortnightly. If a student has attendance less than 75%, then following actions are being initiated by the department:
  1. It is the responsibility of each Class Coordinator(CC) to send attendance details to their parents and tell them to instruct their ward to attend the classes regularly. Critical cases of attendance should be brought to notice of HOD/Principal for immediate intervention.
  2. If a student stays in the hostel and is absent for the class on regular basis, then it is the responsibility of CC to talk with hostel wardens and check the reason behind student's absentee.
  3. Each and every subject teacher has to tell the students attendance on regular basis in classes also.
  4. It is the responsibility of the CC to send the attendance status has to be sent to their parents atleast twice in the entire semester.

### EXAM POLICY / ASSESSMENT TOOLS:

The numbers of assessment tools are:

- 1) Mid semester Test(MST)
- 2) Assignment
- 3) Class Tests
- 4) Group Task(PPT)

  
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## 5) Quiz

As per the guidelines of IKGPTU, two mid semester tests are conducted in a semester for 24 marks each and average will be considered. The MST & Assignments are as per the policy of university.

### Process for Internal Assessment Test Question Paper Setting:

- The course co-coordinator sets the question paper for the Internal Assessment.
- The course co-coordinator ensures to frame questions based on the basis of cognitive learning levels and mapped with Course Outcomes (COs) to assess the students at various knowledge levels.

### Question Papers:

For each course, question bank is prepared. For the setting the question paper, university exam papers of previous years are taken into consideration.

Mid semester Test (MST) question paper will be of 24 marks with 90 minutes duration.

The marks distribution of MST question paper is as given below:

1. Maximum Marks of question Paper = 24 marks.
2. Question Paper is divided into three Sections: A, B and C.
3. Section-A : 4 questions @ 2 Marks- Total 8 marks.
4. Section-B: Choice of 2 questions out of 4@ 4 Marks- Total 8 marks.
5. Section-C Choice of 1 question out of 2 @ 8 Marks- Total 8 marks.
6. The level of questions should be as per Bloom's level defined in Co's
7. Question Paper for MST-1 should cover 40% to 50% of the syllabus , MST-2 to cover remaining curriculum.
8. Question paper should be approved by department PAQIC (signed by 2 members), HOD and remarks endorsed by PAQIC team.
9. All questions should be from Question bank according to unit wise/section wise and appended as per format mentioned below.
10. The evaluated answer sheets to be shown to students.
11. Give Feedback about their performance.
12. The marks shown should be signed by students after due rectification



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Format of MST-1:

MID SEMESTER TEST-I

Branch: ECE

Subject:

Subject Code:

Semester:

Date of Exam:

Max.Marks:24

Time allowed: 1 hr. 30 minutes

### Section- A

Note: -Attempt all questions. Each question carries 2 marks.  $4*2=8$

QNO.	Statement of question	Bloom's Level	CO's Attained	Marks
1			[CO1]	2
2			[CO1]	2
3			[CO2]	2
4			[CO2]	2

### Section-B

Note: -. Each question carries 4 marks

$2*4=8$

QNO.	Statement of question	Bloom's Level	CO's Attained	Marks
5	Question OR Question		[CO1]	4
			[CO1]	4
6	Question OR Question		[CO3]	4
			[CO3]	4

### Section-C

$1*8=8$

QNO.	Statement of question	Bloom's Level	CO's Attained	Marks
7(a)			[CO3]	4
(b)			[CO2]	4
OR				
7(a)			[CO2]	4
(b)			[CO3]	4

### REMARKS OF PAQIC

HEAD OF DEPTT.

PAQIC

SUBJECT TEACHER

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## 1<sup>st</sup> Sessional Exam

Branch: ECE

Subject:

Subject Code:

Semester:

Date of Exam:

Max.Marks:24

Time allowed: 1 hr. 30 minutes

### Section A

Note: -This section is mandatory. Each question carries 2 marks

4\*2=8

QNO.	Statement	Bloom's Level(PQAIC)	taxonomy	CO's Attained	Marks
1	Question			CO1	2
2	Question			CO1	2
3	Question			CO2	2
4	Question			CO2	2

### Section-B

2\*4=8

QNO.	Statement	Bloom's Level(PQAIC)	taxonomy	CO's Attained	Marks
5	Question			CO1	4
	OR Question			CO1	4
6	Question			CO2	4
	OR Question			CO2	4

### Section-C

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Note: - Attempt any 1 question out of 2 questions. Each question carry 8 marks

1\*8=8

QNO.	Statement	Bloom's taxonomy Level(PQAIC)	CO's Attained	Marks
7	Question		CO1	4
	Question		CO2	4
8	Question		CO1	4
	Question		CO2	4

## PAQIC REMARKS

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Jhanjeri, Mohali

HEAD OF DEPTT.

PAQIC

SUBJECT TEACHER





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## ASSIGNMENT POLICY

Each assignment carries (10 marks). Minimum Two assignments per semester for each course and the average of two assignments to be considered at the time of evaluation. Assignment submission by all the students is mandatory.

### Guidelines for Assignment:

1. Assignment release and submission dates to be planned by the respective faculty members duly specified in course plan. The level of questions should match cognitive level and be simple and motivating.
2. The fast learners should be motivated with special tasks beyond curriculum.
3. The slow learners are being identified by respective CC. Regular counseling and motivation from time to time is required to encourage them to improve their academic performance. Various measures like special assignment, make up classes (if required) , training & motivational sessions to be arranged for slow learners , to equip them to clear university examination as well as placement/competitive exams.
4. The improvement of slow learners be analyzed and evaluated.

### Format for Setting Assignment follows:

- Let the assignment questions be simple and can be done by the student with individual contents. Questions should be learner oriented.
- The assignment submitted by student must be evaluated and feedback be shared to every student individually.
- Assignment 1 and assignment 2 carries 10 marks each. The assignments questions should be framed so that the weightage of the entire COs for the courses is the same.

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Action(s) in case of late submission of Assignment:

- 1> If student fails to submit the assignment within the deadline then it is the responsibility of the subject teacher to inform their CC/mentor to counsel and even after extended counseling, if student still not submitted the assignment, then the message may be conveyed to student's parents also.
- 2> If a student not submitted the assignment after informing their parents within two days, then 0.5 marks will be deducted on daily basis.
- 3> If a student failed to submit the assignment after 15 days of deadline, then assignment will not be accepted and he/she awarded "0" marks.

## CLASS TEST POLICY

Each test carries 10 marks and two class tests have to be given per subject by a subject teacher: One class test before MST-1 and one class test before MST-2 and after MST-1. Their average has to be considered at the time of evaluation. All the CO's must be addressed by class tests and the weightage of the entire COs should be equal. The framing & expectation from question must be very simple.

## PRESENTATION POLICY (PPT) and QUIZ POLICY:

The PPT and Quiz for a particular course should be framed so that half of the COs are covered in PPT and rest half are covered in Quiz.

### Guidelines for PPT

- The student has to present the topics assigned by the subject teacher. The topics have to be assigned to students in groups; this can be considered as group assignment.
- The topic must be very preliminary and should be simple and easily done.
- Every presentation must be evaluated on the scale of 10.
- Avoid complexity and complex combinations

Guidelines for assigning topics to students:

- 1> Total students in the class have to be divided in the groups as per CO's.
- 2> The group size of 4-5 is preferred.
- 3> The time of presentation for particular group is minimum of 5 minutes and maximum of 10 minutes.
- 4> The rubrics for presentation is as follows:

Content of the presentation	Communication Skills	Knowledge

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4	4	2

## Guidelines for Quiz

The Quiz must cover the COs that are not covered in PPT. The quiz should be of 10 marks with 10 multiple choice questions.

### MENTORING POLICY:

The Institute is emphasizing towards enhancement of enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective guidance in mentoring form starts with the faculty and depends on the healthy relationship between faculty and students. Department **Class Coordinators (CC)** are being assigned to provide guidance to students for each academic year.

Each CC will be the mentor of a group of 20 to 25 students. Departmental faculties will continue to be mentors for the same group of students till their graduation.

**Responsibilities:** The mentor will perform the following functions.. A mentor can always do more for the benefit of the students.

1. Meet the group of students at least twice a month or Need Based and maintain the record of students and meetings.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advise students regarding choice of electives, project, summer training etc.
4. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes, detrimental activities etc.

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5. Advise students in their career development/professional guidance.
6. Intimate HOD and suggest if any administrative action is called for.
7. Maintain a detail progressive record of the student (format attached).
8. Maintain a brief but clear record of all discussions with students.

**HOD:** The HOD will,

1. Meet all mentor of his/her department at least once a month to review proper implementation of the system
2. Advice mentors wherever necessary.
3. Initiate administrative action on a student when necessary.
4. Keep the head of the institute informed.

### **Type of Mentoring done is:**

- Professional Guidance - regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Course work specific - regarding attendance and performance in present semester and overall performance in the previous semester.
- Lab specific - regarding Do's and Don'ts in the lab.

### **REQUEST TO THE PARENTS/GUARDIANS**

1. To create good academic atmosphere in the institute the parents/guardians are requested to prevent their sons/ wards from taking part in any kind of anti social activity and cooperate with the authorities of the institution for better teaching learning and to maintain the discipline.
2. It is responsibility of parents/guardians to check monthly progress report of their ward and in case of same is not received, contact HOD/CC.

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- Parents /guardians should keep in touch with the CC of their ward to know about the attendance, performance and progress of the student.
- Parents should inform the college authorities of any change in their mobile number and house address

Please see the attached Mentor-Mentee Performa:

### Mentoring Meeting Record

Name of the Mentee :  
Roll No. of the Mentee  
Name of the Mentor :  
Mobile No. of the Mentee :  
Email of the Mentee :  
Mobile No. of the Father of Mentee :

Date	Meeting Objectives	Issue Raised by Mentee	Issue Raised by Mentor	Action Plan & Deadlines	Follow-Up	Initial

### DEPARTMENT AUDIT DISCUSSION POLICY

To run academics smoothly and effectively, the Department audits are done time to time by the Program Assessment Quality Improvement Committee. The faculty must update their records regularly and must present their records to the PAQIC during all the audits.

The audits cover the following aspects related to the studies and infrastructure:

- CHECKLIST - THEORY COURSE FILE

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- ✓ Institute V/M; Department V/M/PEO; PO/PSO Statements\*\* (1<sup>st</sup> 3 Pages)
- ✓ Academic Calendar
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- ✓ Course Data Sheet (with Complete details)
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- ✓ Detailed Course Planning
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- ✓ Continuous Evaluation (Marks of Assignments, Class Test, Quiz and Tutorial )
- ✓ Sample Answer Sheets (Class Test/Quiz Papers)
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- ✓ Copy of Question Paper with Model Answer & Evaluation Record
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- ✓ Result Analysis, Remedial/Corrective Action
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- ✓ Course Outcomes Assessment (For NBA), Corrective Actions on CO Attainments

## II) LABORATORY MANUALS:

- ✓ Institute V/M; Department V/M/PEO & PO/PSO Statements
- ✓ Lab Course Syllabus, Lab Course Outcomes, CO Vs PO/PSO Mapping
- ✓ General Instructions / Safety Instructions
- ✓ Index page with
- ✓ Prescribed lab experiments / Exercises
- ✓ 2 or more Advanced experiments (prescribed by the faculty)
- ✓ Index page as per COs

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- ✓ Index page as per Attainment levels
- ✓ Rubrics
- ✓ Master Lab Manual with readings
- ✓ Lab Course Attainment File (Lab course CO, PO Attainment)
- ✓ Lab Equipment Invoice File (All purchased and service bills copy)
- ✓ Name Boards on Machine / Equipment / Specifications
- ✓ Stock Register (Updated)
- ✓ Consumable Register (Updated) (If applicable)
- ✓ Dead Stock Register (Updated)
- ✓ Students Entry Register
- ✓ First Aid Box
- ✓ Sample Records
- ✓ Display of Tool's (If applicable)
- ✓ Display of Sample Models / Finished Jobs (If applicable)
- ✓ Direction Boards

### III) LAB INFRASTRUCTURE:

#### 1. Acrylic Boards

- List of Experiments (or) List of Exercises
- List of Equipments (Except Computer Labs)
- System Configuration and Software Details (Applicable for Computer Labs)
- Department Vision, Mission, PEOs & PSOs
- Safety Measures / DOs & Don't DOs Information

#### 2. Lab Notice Board

- Occupancy Chart & Time-Table
- Lab Syllabus
- Beyond Syllabus Experiments
- List of equipment
- Rubrics (Color Printout)
- Student Batch / Cycle Details (Current Batch List)

### LAB EVALUATION POLICY

Laboratory carries 30 marks. The duration of Labs is two lectures/batch as per the IKGPTU syllabus.

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- Student's Performance in labs is evaluated on continuous basis and an assessment sheet is prepared.
- The objective of experiment is discussed and demonstrated by lab teacher.
- All instructions, observations and calculations are to be recorded by students in their observation note book.
- The Criteria for continuous evaluation is as follows:

1. Performance (10 marks), which includes the following:

S.No.	Criterion	Marks
1	Conduct of experiment/ Program Execution	5
2	Experimental values/results:	3
3	Troubleshooting	2
<b>Total</b>		<b>10</b>

2. File (8 marks); all observations, calculations , interpretations and conclusions to be written
3. Viva (6 marks); interaction with students on each experiment to assess learning outcomes.
4. Attendance (6 marks) as per policy.

Every student is evaluated in lab out of 30 marks and average of these lab assessment sheets is considered for awarding final marks.

Action taken for absentees:

- 1> If a student is absent in the current lab then he/she is awarded 0 marks for attendance of that practical.
- 2> One or two make up sessions must be planned to accommodate those students who missed one or two labs/experiments due to generic reasons.
- 3> It is the sole responsibility of the absentee to perform unattended experiments in extra lecture during the semester tenure or at the end of the semester, in order to get through the IKGPTU end semester examination.

The division of marks in lab evaluation sheets for labs are as mentioned below:

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Performance	Viva	Attendance	File	Total
10	6	6	8	30

### POLICY FOR INITIATIVES FOR STUDENTS REQUIRING INDIVIDUAL ATTENTION:

Students are classified into different categories based on their academic performance which includes:

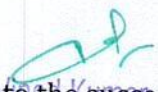
- i) Class Attendance
- ii) MST Performance
- iii) Class Test Performance
- iv) Previous semester results

Following initiatives are taken to support and encourage both categories weak and bright students:

1. Special meetings are arranged for weak students to resolve their difficulties in their subjects
2. Assignments are given to weak students for each difficult subject so that their understanding can be ensured by making them write what they consider as difficult part of syllabus.
3. Extra Classes of weak students are scheduled on Saturdays to clear their doubts and to cover the difficult topics.
4. Bright students are encouraged to make projects and participate in Intra College and inter college technical and non technical events
5. Bright students are also given inputs on GATE examination. MCQs related to Gate exam are discussed for the respective courses.

### GUIDE LINES FOR B. TECH. PROJECT WORK

B. Tech final year project is an outcome of learning process and key to the success of the students because whenever they attend an interview, normally the first question will be about their project. It also carries a good weight age as far as marks are concerned. It is,

  
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therefore, important that project work is taken up seriously by the students, faculty and the department. The following guidelines should be kept in mind while taking up the project work.

**Group Size:** The group size for each project will be 3-4 students. The group may be formed as per the norms of the department. The group formation will be approved by HOD.

**Awards:** On completion of projects, five best projects from each class will be selected for award nominations, namely ISTE.

### Selection of Project:

- Its mandatory for every student batch to do work activity. If students are not involved in the work and project has been procured from other sources, then the project will be discarded and no marks will be awarded for such projects.
- The students should select their project after literature survey within one week of start of session.
- The project selected should be related to curriculum and may be hardware or a software project.
- The project must be of good quality with innovative & new ideas and must have social utility or useful for the institute or have an industry oriented application.
- Interdisciplinary projects having students from different departments may also be taken up if project nature demands it.
- Each project group should submit a project proposal to the department with following information;
  - ✓ Project title.
  - ✓ List of students and the assigned roles of each student.
  - ✓ Abstract containing objective and methodology of the project.
  - ✓ Reasons for selection of project and its utility.
  - ✓ Expected final outcome.
  - ✓ Facilities required.
  - ✓ Expected expenditure(in case of funded project)

  
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- ✓ Project schedule in the form of PERT chart.
- ✓ Bibliography.
- The department will also keep ready a list of projects which can be assigned to the students. This list will be prepared with the help of all faculty members of the department. Each faculty member will float at least 2 to 3 projects and will guide the students in these projects if these are assigned to the students.
- HOD along with senior faculty members will finally decide the project to be assigned to a group. As far as possible the minor project and major project should constitute a single good project. List of Projects along with names of guides shall be finalized and notified by HOD within 1 week of the commencement of classes.

### Monitoring of Progress:-

- **Evaluation of Project:-** There will be mid-sem. and end-sem presentations of each project. The presentations will give by each individual student and attended by HOD, project guide and senior faculty members. Each student will present his contribution to the project. Assessment of project will be done and marks will be awarded accordingly.
- Students will be intimated the date of **synopsis presentation** within one month of the commencement of the Project. Only after that, Project will considered final by the Project Committee.
- **Mid- term Evaluation** will be conducted in the Week 11 for 30 Marks. Students will be provided schedule for the same prior and the format of the Mid-Term report has also to be provided to each student prior, by respective Project guide.
- Criterion and schedule (and any other related information) for End Semester Internal Project Evaluation/ Internal Cum External Viva-Voce, will also have to be intimated to students by their respective Project Guide.
- Each student/group should keep a project diary which will be the record of progress in the project work. In each project period, the group shall meet the



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guide with the progress of the previous week recorded in the project diary. Guide will mark the attendance of all the students in his register as well as in the project diary, review the progress of the project and assign the work and also give instructions for further work in the diary itself. Students should obtain the signature of the guide in the diary every week during project period. The project diary will be evaluated at the time of final presentation.


- **Project Report:** It shall be prepared as per the guidelines of IKGPTU and instructions issued by the department to the students.

### STUDENT'S LEAVE POLICY

- If a student wants to avail any kind of leave (Medical, any other), the student has to take permission from concerned class counselor then take approval of that permission from Head of Department.
- Class counselor has the duty to talk with student parents before giving approval for any outgoing.
- If a hosteller student is not well and wants to avail leave, he/she get a signed with stamp letter from a warden and submit the same to class counselor on the very next day.

### STUDENT AWARD AND RECOGNITION POLICY

- Student will be recognized at the department level for attaining the achievements (Technical, non technical activities) either at the department or the inter college/ University at national level.
- If any student participate and awarded with any position, he/ she must recorded his/her achievements with proofs in the HOD office.
- Compilation and presentation of recognition data at the department notice board will normally occur once a month, preferably in the last week of the month.

  
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### POLICIES

1. Attendance Policy Discussion
2. Students' leave Policy
3. Evaluation Process Policy
4. Department Audit Discussion Policy
5. Rewards & Recognition Policy

  
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COMMITTEE OF DEPARTMENT RESPONSIBLE FOR  
POLICIES

PAQIC

## Attendance policy

As per the rules of I.K.Gujral Punjab Technical University, maintaining of minimum 75% attendance is mandatory for students. Students having less than 75% attendance get debarred for the final examinations.

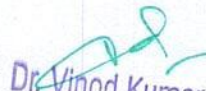
- Genuine medical issues with 65% attendance are entertained and given 10% attendance with the approval of higher authority.
- Genuine Family issues (Mishappening) with 65% attendance are entertained and given 10% attendance with the approval of higher authority.
- Only those students are allowed to participate in inter college or intra college activities those are having minimum 75% attendance.
- On duty will be marked for students who participate in sports, NCC or any similar activities.

PAQIC REMARKS

Approved by PAQIC

Approved by H.OD

Approved by IQAC

  
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## Evaluation process policy

The evaluation of students' performance and attainment of course outcomes is done through the following parameters:

### **I) Two Mid Semester Exams carry 24 marks each.(Format Sample paper attached)**

- The question papers of aforementioned evaluation processes are designed in such a way so that course outcomes can be covered and their attainment can be ensured.
- MST-1 covers two CO'S or three CO'S.
- MST-2 covers the rest three CO'S or two CO'S.
- University's previous question papers are taken into consideration while drafting MSTs question papers to emphasize more on important questions.

### **II) Two assignments carry 10 marks each. (Format Sample attached)**


- Assignments are given to students with an objective to comprehend the subject not only theoretically but practically also. Keeping in view the attainment of course outcomes, questions of assignments are divided according to the different course outcomes of concerned subject. To inculcate the habit of group tasking, group assignments are also given to the students relevant to the courses.

### **III) Two class tests carry 10 marks each.(Sample attached)**

- Class tests are also used as evaluation tools as these tests too help in attainment of all COs of concerned subjects.
- These tests are conducted in class rooms and invigilation is done by respective faculty members.

**IV) One Quiz (20 questions) carrying 10 marks, covering all the course outcomes is conducted for all the courses.**

**V) Tutorial classes are taken for handling difficulties being faced by students in technical subjects. The tutorial sheets are prepared by concerned faculty members during tutorial classes wherein students' queries are entertained and resolved and record is maintained.**

  
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VI) Power point presentation is also considered as an evaluation tool therefore, every student is required to make and present at least one PPT of every subject he/she is studying. The division of marks in the evaluation criteria for PPT presentation is as below:

Content of the presentation	Communication Skills	Questioning
4	4	2

PAQIC REMARKS

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## DEPARTMENT AUDIT DISCUSSION POLICY

To run academics smoothly and effectively, the Department audits are done time to time by the Program Assessment Quality Improvement Committee, which cover the following aspects related to the studies and infrastructure:

### 1) CHECKLIST - THEORY COURSE FILE

- ✓ Institute V/M; Department V/M/PEO; PO/PSO Statements\*\* (1<sup>st</sup> 3 Pages)
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- ✓ General Instructions / Safety Instructions

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- ✓ Index page with
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- ✓ 2 or more Advanced experiments (prescribed by the faculty)
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- ✓ Index page as per Attainment levels
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#### 2. Lab Notice Board

- Occupancy Chart & Time-Table
- Lab Syllabus
- Beyond Syllabus Experiments
- List of equipment
- Rubrics (Color Printout)
- Student Batch / Cycle Details (Current Batch List)

### IV) Lab evaluation sheets (Performa attached)

- The division of marks in lab evaluation sheets for labs are as mentioned below:

Performance	Viva	Attendance	File	Total
-------------	------	------------	------	-------

  
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10	6	6	8	30
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- V) STOCK REGISTERS
- VI) TUTORIAL SHEETS
- VII) MENTOR-MENTEE RECORD
- VIII) DEPARTMENTAL LIBRARY
- IX) EXPERT TALKS
- X) SYLLABUS COVERAGE
- XI) INDUSTRIAL VISITS
- XII) DEPARTMENTAL MEETINGS)

### XIII) INITIATIVES FOR STUDENTS REQUIRING INDIVIDUAL ATTENTION:

Students are classified into different categories based on their academic performance which includes:

- i) Class Attendance
- ii) MST Performance
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PAQIC REMARKS

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Approved by PAQIC

Approved by H.OD

Approved by IQAC



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**Students' Rewards & Recognition Policy**

- Student will be recognized at the department level for attaining the achievements (Technical, non technical activities) either at the department or the inter college/ University at national level.
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PAQIC REMARKS

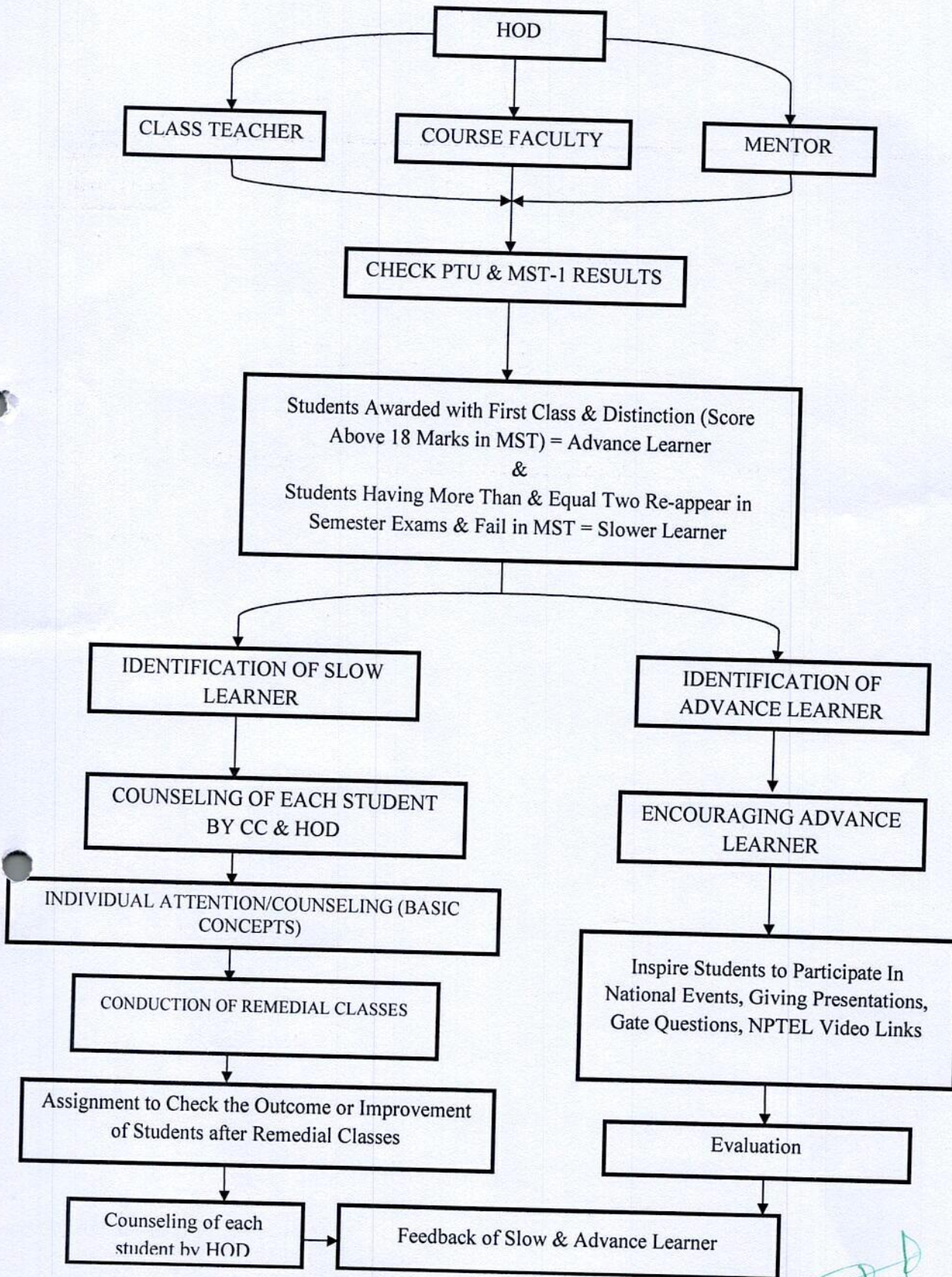
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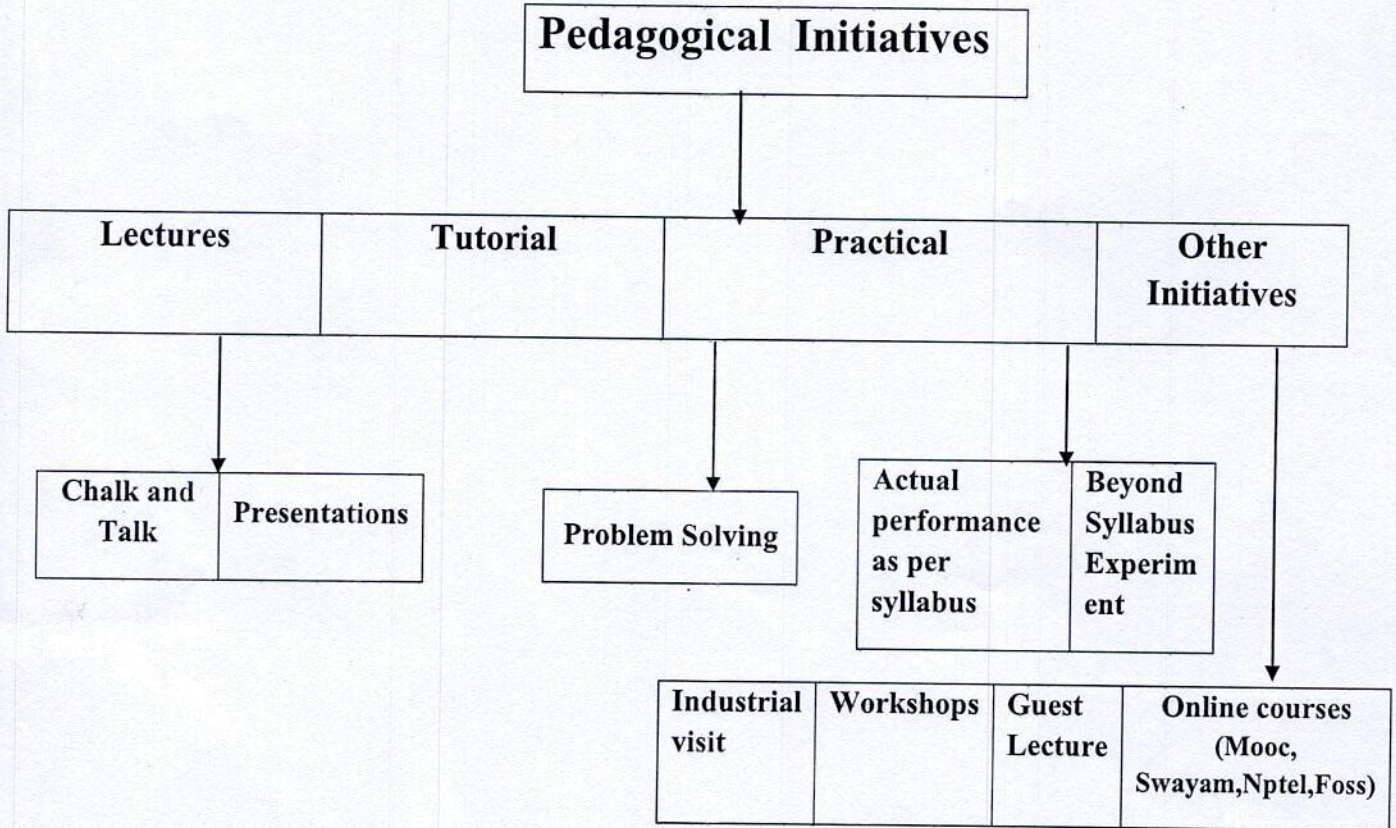
**Slow & Advance Learner Identification Process**



*(Signature)*  
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**PEDAGOGICAL INITIATIVES**



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## PROCESS OF LAB PERFORMANCE AND EVALUATION

