Guru Nanak Institute of Engineering & Technology
Dahegaon, Kalmeshwar road, Nagpur
NAAC Accredited
Session 2022-23

Date: - 01st June 2022

Academic Guideline

1. Teaching Learning Guideline

1. Follow Academic Calendar.
2. Semester-wise Load calculation of every dept. to be done two months before & accordingly the requirement of faculties need.
3. Subject Distribution should be done one month before.
4. HoD's has to inform well in advance the requirement of Teacher to teach the Subjects of their own dept. by the other Dept one month before the commencement of Semester.
5. Time Table should be prepared 15 days before.
6. Teaching of Class is of 1 hour i.e 60 min.
7. Faculty to be present in front of the Class Room 5 mins before the start of class.
8. Each faculty should have minimum load of 20 lectures per week.
9. Each faculty should teach minimum three Subjects per Semester.
10. The load of Head of Dept should be less than six than Assistant Professor.
11. Submit lesson plans before the commencement of class work and ensure that the information provided is in accordance with the format.
12. Prepare Notes (Softcopy & Hardcopy both), Course File, Subject File, Lab Manual, Lab File, Lab In-Out Register, Stock Register, Lab Notice Board, Working & Non Working status of Lab equipments etc in proper format.
13. Question bank of each Subject having 30 question of each unit should be prepared.
14. Course file should be maintained.
15. Model Answers of all Last three years of R T M N U Exam should be prepared.
16. Elective to be finalized with Student choice.
17. List of elective to be displayed on the notice board One week before the finalization of Elective.
18. The induction Program for 1st Year Students should be as per AI C T E norms.
19. Attendance registers to be maintained daily.
20. HoD's verifiy student attendance registers maintained by the staff members once a week and submits to the principal for verification once in a fortnight.
21. Weekly Audit of every week has to submit at the end of week i.e. Friday or on 1st working day of next week i.e. Monday.
22. Syllabus Coverage of a fortnight should be submitted on the next working day.
23. Academic Audit to be carried out monthly.
24. Feedback to be conducted in each Semester.
25. HOD Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty

members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

26. Faculty on leave/OD has to adjust the Lecture well in advance.
27. Faculty on leave due to urgent basis has to inform the HoD's & adjust the lecture with your Colleagues of your Department.
28. HOD's has to ensure that all the Lab Equipment should be working before the commencement of classes.
29. Practical classes are to be conducted as per RTMNU Scheme & Syllabus.
30. Evaluation of experiment to be done in the next week & Grades to be given for each experiment.
31. Dean (Academics) has to conduct Faculty Development program for New as well as fresher faculty.
32. Every Department has to apply for the grant for conduction of FDP in their own Department.
33. Interact with students (Lunch Break) of your branch once in 15 days, identify the problems and find solutions in consultation with the HOD & Principal. (Under Teacher Guidance Scheme)
34. Class teacher will observe the dress code among students and instruct them to wear the proper dress code in college.
35. HOD's have to conduct departmental staff meeting once in a week on the day allotted and record the minutes of the meeting in Department MOM Register.
36. Arrange special classes if necessary for the benefit of below average students.
37. Plan and conduct the on line course of MOOC/NPTEL.
38. Internal Marks Policy need to frame.

2. Project Guideline

1. Project to be finalized at the end of third year.
2. Project of final year to be started from the seven semesters.
3. List of Project guide with their specialization to be displayed on the Notice board one week before the finalization of project.
4. Project to be finalized as per mechanism to be suggested by Dean Associated (Academics).
5. Project Format for Synopsis & Thesis (Certificate final draft) to be provided by Associate Dean (Academics) to have uniformity among all departments.
6. The Project Lecture is considered as 3 equivalents to 1 for load calculation of U.G. & 6 equivalents to 1 for P. G.
7. 50% Project group should be tie-up with Industry.
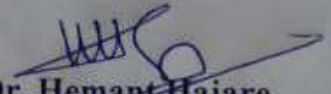
3. Exam Guideline

1. Time table for Sessional & PUT to be displayed one week before.
2. The questions for exam to be displayed form question bank only.
3. Sessional exam should be on two Units respectively of 20 marks each.
4. PUT exam should be of 80 Marks or 70 Marks on complete syllabus of the subject.
5. Paper checking should be done within two working days & marks should be submitted.
6. Surprise Test/ Class Test may be conducted time to time for all the subjects.

4. Internship Guideline

1. Internship as per curriculum is mandatory then the Department coordinator has to provide Faculty for them or students himself has to arrange his internship.
2. All the Students who will do the internship have to submit the certificate of internship & coordinator has to take care.

Prof. Neha Chourasia
Associate Dean (Academics)

Dr. Hemant Hajare
Principal, GNIET

Copy To,

1. Vice-Principal, GNIET
2. All HoD's (ASH, EE, CSE, ETC, MBA)