



Teaching-Learning Process

KIPM College of Engineering & Technology
GIDA, Gorakhpur



Affiliated to

Dr. A.P.J. Abdul Kalam Technical University, Lucknow

KIPM College of Engineering & Technology

GIDA, Gorakhpur

TEACHING-LEARNING PROCESSES

A: Academic Calendar:

- We at KIPM organize a meeting with important functionaries, such as; Dean Academics, Controller of exam and HoDs of different departments and frame the academic calendar of the institute in line with the academic calendar provided by the affiliating university, i.e. AKTU.
- After discussing on various issues, dates to be finalized for different events, holidays, a tentative academic calendar is usually framed and signed by all the members. Further it is sent to Director's office for final approval.
- Once the academic calendar has finalized it is uploaded on the institute's website and disseminated among the students and staffs. The institute academic calendar may be altered if any update is received from university side or any unavoidable circumstance.
- Director as a Head of IQAC is responsible for adherence to this finally approved academic calendar. In case of any unavoidable

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S. K. Singh
Director

circumstance changes can be made to this by following the process discussed in previous points.

B. Instructional methods and pedagogical Initiatives

- Head of the Department is responsible to discuss the teaching methodology and curriculum provided by the affiliating university along with evaluation scheme to all the faculty members of the departments in starting of the semester. He is also supposed to discuss such things with newly joining faculty members.
- Faculty members are supposed to teach the students in line with the syllabus provided by the affiliating university and use simple approach to involve the students. He/she can also use modern tools for teaching some of the contents.
- Faculty members are trained on regular basis with the help of Faculty Development Programmes organized at institute itself or by some other intuitions/organizations of repute.
- Students are motivated by the faculty members for collaborative learning by taking some real life example or some case study.

- It is supposed from the faculty member that they must use latest/modern teaching tools also for making the teaching session interactive.
- Respective Head of the Departments will be responsible for implementing said parameters in the department. A report will be sent to Director at the end of each semester or whenever required for further necessary action.

C. Slow and Bright Learners (students) For Slow Learners:

- After the 1st sessional examination HoDs are supposed to analyze the performance of the students in different subjects and ask the concerned faculty members to identify the slow learners in their subjects.
- Remedial/extra classes are scheduled by the HoD and the faculty members are asked to put their effort in teaching the slow learner students in such a way that they can perform better in next sessional exam and end semester exam.
- If there is no improvement in performance up to the second sessional exam which will be identified by the second sessional exam result, again remedial activities like extra classes and personal attention by subject teachers are arranged for those

subjects in which students have not performed up to mark. Remedial classes may be scheduled either in the evening or on weekend or by using some time slots in time table in the daytime.

- Respective HoDs will manage the remedial classes of the students and he/she will communicate to the Director regarding the attendance & syllabus progress of the students.
- HoD will provide the complete analysis to Director for review and necessary action to be taken.

For Bright Learners:

- The top performers in sessional as semester exams are encouraged, awarded and recognized. In addition names of students who have shown extraordinary performance in end semester examination are given place in "Wall of Fame", which is placed appropriately in the main building.
- Award ceremonies are organized to felicitate the Institute topper and Branch topper. Also, the Gold, Silver & Bronze medals are given to the top 3 students of each year and branch.
- Some efforts are also taken throughout the session to encourage bright learners like:

- Recommend some quality references.
 - Provide details of books to be referred.
 - Suggest some e-resources and journals.
 - Self-learning facility (departmental library).
 - Encourage to attend conferences, workshops and publish papers.
 - Encourage to take up innovative projects.
 - Encouragement by faculties to achieve University ranks.
 - Encouragement to take up competitive examinations like GATE, etc.
- Above parameters will be maintained by Department in collaboration with IQAC, a report must be given to the Director.

D. Classroom Teaching

- Assigned Faculty members (Assistant Professor, Associate Professor & Professor) according to the timetable will take the lectures in the classroom/smart class.
- Lecture loads will be allotted as per the guidelines of affiliating university/AICTE.

Dr. Ch.

Sudhakar

- All teachers will ensure that they teach only the topics intact to the syllabus and the topic beyond the syllabus but are relevant to the subject and the technology trends. For first year students focus must be on the topics given in the syllabus.

D. Lecture Plan/Course Coverage/Extra Class

- All teachers will ensure the course completion in due time, in case they need extra lectures, they will demand them from their respective HoDs and after informing to the Dean Academic/Director through HoDs, he/she will arrange the extra classes.
- Lecture plan/course completion status will be monitored by the respective HoDs two/three times in a semester or wherever required and submit the report to the Dean Academics/Director for further action.

E. Conducting Experiments in laboratory Courses

- In practical classes at least one faculty member & one lab instructor will be allotted for each batch. The batch should not normally be more than 30 students.
- Respective faculty members & lab instructors will be responsible to conduct all the experiments as prescribed by the

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affiliating university. In case of any type of discrepancy of instruments, it must be reported to the HoD/Dean Academics/Director (the sequence is given). If required, separate practical classes will be arranged to complete the remaining experiment at a later stage.

- Respective faculty members will arrange the experiments by forming groups of students if required.
- Faculty members will demonstrate the experiments and verify the observations taken by the group of students.

F. Continuous assessment in laboratory courses

- In every practical session the faculty will evaluate the student on the following parameters
 - Practical work/ Write-up
 - Practical Completion/ Conduction
 - File checking/ Viva
- Before allotment of the next experiment, the faculty member will ensure the checking of the practical file/handbook by putting a signature after conducting viva-voce on the respective experiment.

G. Students' feedback on Teaching-Learning

- Feedback is taken every semester by the Dean's Office.
- The feedback form consists of various parameters for all faculties in which students rate them in various parameters.
- The feedback is compiled at the Director's Office and faculty whose total score comes out to be average or below or not satisfactory are informed to improve their teaching. Faculty members whose feedback is found good or excellent are apprised.

H. Continuous Evaluation

- Internal semester examination will be conducted two/three times in a semester for each course as given in the academic calendar. Sessional Marks will be awarded on the basis of two/three sessional exams and a teacher's assessment for each subject. The Examination Cell will be responsible to conduct the internal sessional exam including Question paper preparation and moderation.
- Examination Committee will circulate a notice among all the HoDs at least 10 days in advance to get prepared the question papers for each subject. All faculty members will submit

question papers to their respective HoD. HOD will further send it to the Examination Controller after proper verification.

- All question papers will be prepared as per the given format & guidelines of the affiliating university.
- All answer books of the Sessional examination will be evaluated within FIVE days after completion of the examination. Marks of each student or each question will be mapped by faculty members with the course outcomes.
- A model solution for each Sessional examination will be prepared by each faculty member of each subject and it will be discussed among the students.

I. Setting of semester question papers

- Each faculty prepares question papers using a predefined format.
- The faculty needs to mention the course outcome (CO) covered at the end of each question.
- Bloom's Taxonomy of learning hierarchy should be used for deciding the learning level of each question.

J. Assignments

- Each faculty member will prepare at least one assignment per unit. After completion of a unit, he/she will provide the students to solve the assignment.
- Question of assignment should be framed to promote self-learning, understanding, analyzing behavior & creativity in students.
- Faculty members will discuss the assignment in the class and get feedback on the questions, given to the students.
- The questions given in assignments should be mapped in respect of BTL and course outcomes.

K. Project Work

- All HoDs will advise the students at the end of the 6th semester (before going for summer training) that they will prepare the detailed report of the training and will submit it to the department on joining the institute.
- All HoDs will form a committee in the department to allot the project & project guide. One faculty member will guide at the most 3-4 groups of students and each group will consist of 3-4 students. All departments will schedule the presentation of each student.

Pratik

Subathak

- The projects will be evaluated on the parameters decided by each department and marks will be given on the basis of performance of individual student.

Dean Academics

Dean Academics
KIPM College of Engineering & Technology
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Director

Director
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