

## **Minimum Standards and Protocol Formation for Quality Delivery to the Students**

### ***(QUALITY TEACHING PROCEDURE CODE)***

#### **Introduction :**

The Suresh Gyan Vihar University is having world class Infrastructure, labs and well qualified teachers. The mission of the University is to provide quality education to its students and hundred percent conduction of classes. In view of this following standards and protocol are framed for quality delivery, its checking, planning and execution:

#### **1.0 Time –Table Formation**

- It is expected from all HOD's to prepare and submit the time-table of next semester to the Office of Dean Academics through their Principals/Vice-Principal within one week of completion of End –Semester Examinations.
- The Time-table should be prepared Class wise, lab wise, Teacher wise and Room wise. A copy of Teacher wise time table must also be provided to the concerned teacher. The time table should be complete in all respects i.e. it should contain the subject to be taught, name of teacher and room number where class is to be conducted.
- For Under Graduate program practical subjects will be assigned to junior faculty members but seminars/projects works will be assigned to senior faculty only and in post Graduate courses practical subjects/ projects/ Dissertation work shall be assigned to senior faculty members.
- Each faculty member shall mention free hours (support hours / chamber consultation hours) in the individual time table for students in case of further support required.

#### **1.1 Features of Time Table**

- i. All programs will follow the **TP sequence**, i.e. **almost theory in the morning and rest in evening and almost practical in the afternoon and some in morning.**

- ii. The entire week of  $6 \times 6 = 36$  periods is divided into a few time slots: 4 practical slots and 6 Theory slots. Each practical slot is of  $2/3$  continuous hours. While each theory slot has 3-4 hours per day. Two separate slots shall have no period in common.
- iii. A **course is taught over a time slot** allocated to it.
- iv. Saturday afternoon is **totally off for all classes due to Community clubs activities**. This will also be used for HOD Committee and all Committee meetings including those in the department.
- v. Wednesday after lunch session shall be devoted to Weekly activities.
- vi. **All classes must be held in the periods specified in the time table**. It will be considered a serious lapse on part of the academic community if teachers change class timings thus forcing students to miss a class elsewhere.
- vii. **The total number of classes being not less than what is expected in whole semester**.
- viii. **Time table should contain some slots for placement activities i.e. 1 hour for paper presentation, 1 hour for technical test, 1 hour for soft skills and 1 hour for mathematics & reasoning** in a week.
- ix. Subjects such as Projects and seminar must be assigned time slots. Teachers and students are, however expected to spend proportionate amount of time on these activities.
- x. Courses should be made in a manner that the contents match with the total time available during a semester, which is **approximately 90 days per semester as per UGC guidelines**, including examinations.
- xi. In Lab course, there should be **at least twelve 2 hours experiments**, plus some time for quizzes or viva voce.
- xii. Room wise and lab wise time table must be pasted to Lecture Theater and labs.

## **1.2 Time Table policy**

### **1.2.1 Planning:**

- a. Faculty requirement should be on the basis of contact Hours.
- b. Faculty should take 22-24 contact hours load per week including TG lecture load.
- c. Faculty with additional work assignment can be considered for lesser work load viz.-
  - 1. HOD/PC- 12-14 Hours
  - 2. CC- 16-18 Hours
  - 3. Principal - 6 Hours
- d. Professors will be given 6-8 hours work load.
- e. In under graduate courses, the senior faculty should not take lab/tutorials.

### **1.2.2 Preparation**

- a. No faculty should be given more than 2 consecutive lectures.
- b. First lecture will not be assigned to HOD/Principal/Chief Proctor
- c. Time table should have period for following:
  - i. Hours for weekly activity on Wednesday
  - ii. 2-4 Hours for employability Skills
  - iii. Every faculty should have minimum one lecture per day.
  - iv. First lecture will not be free in any case.
  - v. There should be separate lunch time for 1<sup>st</sup> year and other years.
  - vi. Hours for community on Saturday
- d. Following time table should be designed along with regular time table
  - Substitute time table
  - Free lecture time table
  - Lab wise
  - Room wise
  - Faculty wise
- j. Final semester time table will be curtailed to pre lunch session.

### **1.2.3 Monitoring**

- a. All time tables should be with HOD/PRINCIPAL/Principal/Dean.
- b. Substitution time table shall be prepared & implemented by the HoD/Principal, in place of the absentee faculty member.
- c. Day wise time table will be used to monitor conduction of classes by central authorities.
- d. Display of time table on Lecture Theater and labs.

## **2.0 Course Teaching Plan**

Upon receipt of a copy of the time table, every Teacher should prepare teaching plan for each course assigned to them and submit two copies to their HODs. One copy of the teaching plan submitted by the teachers is to be forwarded by the HODs to the Office of the President through their Deans/Principals.

### **2.1 Preparation of course teaching plan**

The course teaching plans may be prepared in the following manner:

- I. Syllabus of each course has been divided into five units. For teaching purpose each unit may be divided into sub- units looking to the need and availability of total numbers of Lectures in the semester. It should be ensured that one subunit is to be covered in one lecture or maximum two lectures.
- II. The teacher may decide the date and time / period for teaching each subunit according to the academic calendar of the University and time table received from their HODs for each course/subject.
- III. The Teachers should ensure that they shall cover 40% of the syllabus before first mid term exam, next 50% of the syllabus between first and second mid term exam and remaining 10% of the syllabus between second mid term and end semester exam.
- IV. The teaching plan should be uploaded on the student's panel of the University software.**
- V. It is expected from every teacher to abide by the teaching plans as far as possible. However, under unavoidable circumstances if they are unable to teach on any day(s) as per teaching plan , they should take required extra classes at the earliest.

## **2.2 Follow-up of course teaching plan**

In view of the above, it has been decided that faculty members will be assigned the subjects one month before the commencement of semester. While the parameters to be used in measuring preparedness are well known, the following points shall be considered:

- I. Detailed course delivery plan
  - a. Learning objectives of the course
  - b. Continuous assessment scheme (components and schedule)
  - c. Common thread seen through the course objectives, syllabus, pedagogy and the assessment scheme
  - d. Listing the Topic wise allocation of sessions
  - e. List of text and references (numbers and quality)
- II. Power-point presentations for all the sessions (please note that 1 credit course requires 10-12 hours of teaching and for one-hour teaching, there will be ideally 6-8 slides)
- III. Other Teaching Material
  - a. Teaching notes and material in addition to the prescribed text
  - b. Guidelines on short projects( As per requirements)
  - c. Write-up on term paper ( As per requirements)
  - d. Relevant articles and papers
  - e. Tutorial sheets (as defined in the programme structure)

- f. Experiments to be carried out in labs (objectives and methodology)
  - g. Videos/ films to be used (including the objective to be achieved)
- IV. Making the Course Practice Oriented
  - a. Field/ industry visits (plan, objectives and summary report leading to evaluation)
  - b. Projects
  - c. Case studies and other exercises
  - d. Guest lectures/ panel discussions to be organized
- V. General guidelines for students regarding attendance, punctuality, meeting the deadlines, chamber consultation hours, prior self-study to be undertaken etc.

### **2.3 PPT Submission on LMS**

- I. Every teacher after submission of course teaching plan shall prepare the PPT for each topic / lecture containing the following:
- II. Self explanatory course material with examples
- III. Diagrams where required
- IV. Related questions with answers.
- V. Assignments for the students to be submitted
- VI. Reference material / books for further study.
- VII. Slides are to be prepared containing all the above.
- VIII. The PPTs for each Lecture/topic should be submitted to the office of President through proper channel at least one week before the scheduled date of that Lecture.

### **2.4 Course Coordinator Responsibilities**

The course coordinator is assigned by a Dean /Principal/ Vice Principal / HOD of the concerned department under mutual conformity even for different departments for a single course code. A single Course Coordinator shall normally be appointed to oversee the delivery of a course whether this is offered in different departments/ schools. The Course Coordinator has an important role in quality assurance of course delivery at SGVU and facilitating student success. Course coordination duties include: course planning, course delivery methodology, selection of educational resources, assessment and course evaluation as already mentioned in Quality Teaching Procedure Code under course teaching plan section.

- I. In consultation with the department Program Coordinator, select appropriate faculty instructors to ensure satisfactory course delivery (only in case of more than one section). Selected faculty instructors shall further assist in preparation of course teaching plan.
- II. Develop a meaningful and connected topic sequence and schedule in consultation with other instructors involved in the course and also supervise teaching assistants/ other faculties assigned to the course.
- III. Ensure that students receive the Course contents as prepared as per the teaching plan on the very first day of session.
- IV. Coordinate course activities including the development of innovative teaching strategies and maintain course information on the web site.
- V. Assure that course content allows student achievement of objectives associated with that course.
- VI. Organize and hold meetings of the course instructors to discuss issues affecting student learning, testing and other classroom issues. Circulate information to course group members and conduct regular course group meetings.
- VII. Organize and hold periodic meetings with the class representatives for the course to obtain constructive student feedback.
- VIII. Order textbooks and reference books for the course in library in case if not available in sufficient number.
- IX. Course Coordinator in consultation with concerned HOD / Vice Principal/ Principal/Dean shall decide on schedule of mid-term examination if course code is common among all branches spread across clusters or schools. Single course code shall have single date & time for examination.
- X. For setting mid-term paper Course Coordinator will ask questions from all other teaching instructors involved in the course and randomly will pick questions from the same set.
- XI. Course Coordinator shall ensure that evaluation is completed well on time. Coordinate dissemination and collection of mid-term and end semester answer sheets for evaluation among the instructors involved in that course and shall act as head examiner also.
- XII. Record and check the assigned final grades in the concerned course for final result preparation including moderation process.

## **2.0 Faculty Mentoring**

- I. In the beginning of every semester the President shall constitute Mentoring committee out of the senior most professors of the University.
- II. The Mentors shall visit the classes and evaluate the method of teaching of the teachers without disturbing the classes.
- III. It is expected that every Mentor shall evaluate each Teacher allotted to him /her in a semester and minimum three teachers in a day.
- IV. The Mentors will submit their report on the following points :
  - (i) Contents
  - (ii) Methodology of Teaching
  - (iii) Class control
  - (iv) Student's participation
  - (v) Any Other
- V. It is mandatory for the teachers to contact the mentors on the same day who visited their class for feedback.
- VI. The Mentors shall give their detailed feedback on every point to the concerned teacher. In case of deficiency on any issue the teachers will be asked to improve and bring necessary changes in their methodology.
- VII. The Mentors shall also inform the concerned Deans/Principals /HOD's about the deficiencies of Teachers and way of improvements suggested by them.
- VIII. It is not desirable to give dictation in the class. It will be considered as high degree of indiscipline, if mentors find any teacher giving dictation in the class. However, if any teacher feels that the students will be benefitted by his/her notes, the same may be given to them for Xerox.
- IX. The Mentors shall visit the classes of those Teachers again who's performance during their first visit was not satisfactory and ensure that the concerned Teacher has bring the desired changes.
- X. If upon constant persuasion of Mentor any Teacher is not bringing desired changes in his/her methodology, the Mentor shall submit a non compliance report to the President for taking action against the teacher.
- XI. Every teacher should write the name of topic and course plan number on the top Left side of the teaching board so that the mentor will check whether the teacher is taking classes according to the course plan and PPT submitted by him / her.

- XII. The question papers of every exam /test including practicals should be set to cover at least 90% of the prescribed syllabus. The concerned HODs will check each question paper and issue certificate that it covers more than 90% of the syllabus.

### **3.0 Practical Classes Mentoring**

- I. The practical classes shall be conducted by the teachers rather than by Lab technicians and they should demonstrate the working of all practicals to the students.
- II. The Deans / Principals / HODs during their visit to Practical classes should ask the teachers to demonstrate minimum 30% of the practicals on random basis to them.
- III. The End Semester Examination of the practicals should be invariably conducted by a committee of minimum two examiners, one Internal and other External.
- IV. The External Examiner shall be responsible to conduct Viva- Voce examination of each student and ensure that the practicals have been actually conducted by the examinees.
- V. The Deans/ Principals/HODs should ensure to include different employability skills in the syllabi of their programs and class room teaching. In management programs case studies, verbal skills, group discussions should be included in the teaching schedule.
- VI. It is the duty of CS/Invigilator/Teacher to check that at the time of examinations, whether it is weekly test, or Practical Exams or End Semester Exams the seating arrangement should be proper.
- VII. Besides the visit of Mentors the Deans/ Principals/HODs should take round of their classes and check the quality of teaching and proper conduction of practicals.
- VIII. The President may also make surprise visits of the classes and labs on frequent basis.
- IX. Special lectures on difficult topics, identified by Course Coordinator will be arranged for a course in a semester. Similarly Industrial Interaction program will be arranged by concern Vice principal/ Program Coordinator in a semester.
- X. All Project Reports/Seminar reports and Dissertation Reports should be submitted in 2 copies, one in a central repository in the departmental library (with plagiarism report enclosed) and the other in examination section by the concerned department.
- XI. All Post Graduate students shall have to publish at least one paper in a journal with impact factor mandatorily in order to complete their thesis.
- XII. All faculty members shall have to publish at least two papers in a journal indexed in Scopus/ Web-of Science a year.

## **5.0 Lab Conduction**

### **5.1 Planning:**

- I. Batch size for lab work should be within manageable range (18-20).
- II. Labs in Electrical, Electronics & Communication, Mechanical and Civil should follow rotation system viz. sub-grouping of student divided among different lab experiments. i.e group of 5 students for one experiment and 4 similar experiment for others.
- III. Labs in CSE,IT and CA should be based on similar programming problems
- IV. Every lab should have one project .
- V. A proper mechanism for recording and evaluation should be designed by Principal concerned.
- VI. Constitution of proper lab mentoring system under guidance of Principal.
- VII. Well documented lab /rotation schedule displayed in department notice board .
- VIII. A set of problems which may arise in course of lab conduction should be documented in consultation with the lab mentor.
- IX. List of applications of the lab concerned should be documented and displayed.
- X. Plan of lab execution and initial lecture should be prepared.

### **5.2 Administration :**

- I. Monitoring of lab conduction and up keeping should be ensured every fortnight by HOD/Principal concerned through lab records, sample viva voce and surprise visit to labs.
- II. Submission of student wise lab marks to Principal fortnightly.
- III. Inspection of lab equipments by Principal.
- IV. Lab in-charge( Lab Tech ) should be under administrative control of Principal concerned.
- V. A list of rotation /schedule should be executed with HOD/Principal for better monitoring.
- VI. Effective mentoring of challenges in some lab experiments.

### **5.3 Conduction:**

- I. Lab conduction in CSE ,IT and CA should be as follows :
  - a. 35 minutes are devoted to explain algorithm / program to students

- b. 1 hour is given to student to perform and observe results.
  - c. 10 minutes are devoted for attendance and observations of algorithm.
- II. Lab conduction in EE,E&C, Civil and Mechanical should be as follows:
  - a. 30 minutes to explain basic theory of lab to students
  - b. 35 minutes to demonstrate experiment and how to take observation
  - c. 35 minutes are given to student to perform and observe results (as per rotation).
- III. All lab manuals should be prepared by faculty concerned, which should be based on experiment conducted by him/her.
- IV. A proper record on challenges occurred in lab experiments should be documented and reported to Principal concerned.

#### **5.4 Evaluation:**

- I. Evaluation should be multi objective.
- II. Attendance should be part of evaluation with marks weightage of 25% per lab experiment.
- III. Conduction should have weightage of 25% per lab experiment.
- IV. Preparedness for lab record by student should attract 25% weightage in marks.
- V. Result and viva voce should have weightage of 25% in marks.
- VI. Step by step conduction of experiment should be recorded by student.
- VII. Senior faculty and M.Tech student will design some project related to that lab .
- VIII. These projects should be designed and implemented by students under guidance of Senior faculty and M.Tech student and it will be part of continuous evaluation.

#### **6.0 Attendance Monitoring Policy**

- I. Faculty should check whether ward is absent either from one subject only or across the programme. CC should be informed about students who are not attending the classes. Every Faculty is required to maintain a computer based '*Attendance and Assessment Record*' which consists of attendance marked for each lecture or practical or any class. This must have the test marks and the record of class work (topic covered), separately for each course.

- II. The same is to be submitted to the Program coordinator on every last working day of the month for checking the syllabus coverage and the records of test marks and attendance. The Principal will sign after due verification.
- III. At the end of the semester, the record should be verified by the Dean/HOD/Principal who will keep this document in safe custody.
- IV. Students are required to attend minimum 75% in aggregate hours and 60% per subject basis of the scheduled contact. Student attendance will be monitored by the CC and HOD every week to access student attendance using the following procedure:
  - a. Attendance Rolls
  - b. CC checks rolls weekly for procedural compliance
  - c. Attendance Rolls are given to Course Coordinator for absence, entry into the college's student dynamic software system, initialed, scanned and then electronically filed.
- V. Student attendance shall be
  - a. Checked and recorded daily by use of a class roll.
  - b. Assessed regularly.
  - c. Recorded and calculated over each study period.
  - d. The University expects students to maintain 100% attendance.
- VI. Any student who will be absent for three consecutive classes will be contacted. The students should be asked if they are having any problems, be reminded of the existence of Attendance policy and also of the risks of failure if they do not attend classes. The policy of our University regarding absentees reflects that students who absent him/herself on seven consecutive days, will be suspended from class. Parents will also be informed telephonically about their ward irregularity and will be asked to help in rectifying them. The students will be allowed to continue only after consulting their parents.
- VII. All students are expected to abide by the class attendance policy set forth by the HOD in accordance with the Attendance Policy. All the students are required to provide advance notice of absences, as well as relevant documentation regarding absences, to the Faculty/CC as soon as possible.
- VIII. Absences due to illness, personal/family emergencies, or injury must be documented. Failure to adhere to the attendance policy may result in sanctions up to and including suspension from the University. The above mentioned system for use of incentive reward

marks also plays an important role in reducing absenteeism. The use of attendance registers forms a corner stone in monitoring students attendance and absenteeism.

## 6.1 Student Contact System

- I. **80% Attendance:** Students whose attendance falls to **80%** will be contacted by email or SMS warning them that they are in danger of being detained and to see HOD immediately for advice on how to improve their attendance.
- II. **Less than 75% Attendance:** If the system indicates that a student has passed below the attendance threshold for the study period (i.e. is not able to make up 75% attendance), the student will be sent an intimation informing the student that he must contact Principal/HOD immediately.

Appeal of the student will be accepted by the University and will not be reported for failing to meet satisfactory course attendance where:

The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, or any casualty in the family, and the student's attendance has not fallen below 60%.

Students are expected to attend all their sessions regularly and punctually. Failure to do so could affect their progress and reduce their chances to achieve the qualifications for which they study.

## 7.0 Continuous Assessment

### 1. Introduction:

Many Indian Universities are following annual system of examination, along with marks, percentage and divisions. This system is responsible for insensitive cramming of superficial information. Most universities and institutions of higher education in Western Europe and North America assess their students totally on 'internal evaluation', following the principle, 'those who teach should evaluate'. However, looking to the prevailing conditions in India, it is worthwhile to assess the students' performance through a combination of internal and external evaluation. In view of this, the University has adopted the semester system of examination and decided to assess its students by Continuous Internal Evaluation as well as End Semester Examinations.

## 7.1 Continuous Internal Evaluation

The students are continuously evaluated by the concerned Program Coordinators (HODs), Course Coordinators (CCs) and Faculty members. The weightage of internal evaluation of theoretical courses is 40% and of practical courses is 60%.

**7.1.1 Continuous Evaluation of Theory:** The 40% component of theory may further be subdivided into The following parts:

Process	Mid Term I	Mid Term-II	Weekly Tests	Assignments	Total
Percentage of total marks	10	10	10	10	40

**7.1.2 Continuous Evaluation of Practical:** The 60% component of practical may further be subdivided into the following parts:

Process	Experiment(Attendance, Lab Conduction ,Lab record & Viva Voce)	Lab Project	Total
Percentage of total marks	40	20	60

### 7.1.3 Eligibility for Appearing At Mid Term Examination:

I Mid Term Exam: 75% attendance may be counted of the classes conducted from the beginning of semester till commencement of 1st Mid Term.

II Mid Term Exam: 75% attendance may be counted of the classes conducted between 1st and 2nd Mid Term.

### 7.1.4 Conduct of Mid Term Examinations:

- (1) There may be a Mid Term incharge in each School / Department who may be appointed by the concerned Deans/ Principals / Vice Principals in consultation with the concerned HODs with due approval of the President / Pro-President in the beginning of the semesters.
- (2) Each Mid Term examination may be of 2 hours minutes duration
- (3) The exact dates for conduct of Mid Terms of theory and practical both may be notified in the Academic Calendar of the University.

- (4) Mid term theory and practical exam will be clubbed viz. 1<sup>st</sup> mid term will be included with 1<sup>st</sup> mid term practical and 2<sup>nd</sup> midterm with end term practical examination
- (5) The Mid Term Incharge of the concerned School / Department may be responsible for proper conduct of Mid Term exam.
- (6) Question paper for the Mid Term Examination may be prepared through Mid Term Incharge, under the supervision of the Program Coordinators, by suitably qualified faculty members. The Question Papers may be sealed and kept in the custody of the Mid Term Incharge.
- (7) The Question paper may be opened 15 minutes prior to commencement of the examination in the presence of the Program Coordinator and the Course Coordinator who has set the paper.
- Upon completion of the examinations, the answer books may be evaluated by the concerned faculty within 3 days of holding the examinations.
  - Mid term theory and practical exam will be clubbed viz. 1<sup>st</sup> mid term will be included with 1<sup>st</sup> mid term practical and 2<sup>nd</sup> midterm with end term practical examination
  - Schedule for weekly test and assignment has to be decided by the Course Coordinator
  - Number of questions in mid term question paper will be 5 in which 1 question is compulsory . 2 questions from each unit with internal choice. question no 1 should cover both units and questions may be a mixture of short answer type and essay type
  - Transparency of Answer book
    - Once the answer books are evaluated they may be shown to the students during a date and time to be specified by the Deans/Principals/Vice-Principals/HODs.
    - Student clarification or query if any may be answered and discrepancy if any should be rectified.
  - Students may be required to sign in a designated place confirming that they have seen the answer book.
- (8) The program coordinators may submit the original award sheets of the Mid Term examinations (Theory & Practical both) and weekly tests to the Controller of Examination latest by the 7<sup>th</sup> day of conduct of the examinations keeping only award sheet photo copy with them for consolidation of continuous evaluation marks.
- (9) To avoid erroneous and clerical mistakes all award sheets may be signed by the concerned Faculty, Course Coordinators, Mid Term Incharge and HOD. It may be the combined responsibility for any lapses in this regard.
- (10) HOD through Controller of Examination may submit a completion report in prescribed format to the Pro-President by the 10<sup>th</sup> day of holding the examinations.

- (11) **Special Mid Term Examination for students admitted late:** If any student is admitted late after the holding of the 1<sup>st</sup> Mid-Term Examination then a special Mid-Term Examination may be arranged by Deans / Principals under intimation to the President / Pro-President.

#### **7.1.5 Conduct of Weekly Test:**

- (1) Each weekly test may be of 50 minutes duration
- (2) In every semester each course coordinator should conduct two weekly tests
- (3) The weekly test will be conducted online as per academic calendar.
- (4) Each Principal shall prepare time table of weekly test as per academic calendar and display on notice board.
- (5) Question papers to be uploaded on LMS by each faculty at least two days before scheduled date.
- (6) Upon completion of the test, the answer books may be evaluated by the concerned faculty within 2 days of holding the test.
- (5) Once the answer books are evaluated they may be shown to the students. Student clarification or query if any may be answered and discrepancy if any should be rectified.

#### **7.1.6 Graded Assignment Submission:**

- (1) Department /Schools Principals shall prepare time table for Graded Assignment for each subject as per academic calendar & display on the notice board.
- (2) The Course Coordinator and concerned Faculty Member must upload the two Graded assignments on LMS for the students as per time table .
- (3) Course Coordinator and concerned Faculty Member may do proper evaluation of the assignments and guide the students for improvement.

#### **7.1.7 Evaluation of Project, Practical Training Report Etc. (UG Programmes):**

(1) **Project:**

The Program Coordinators concerned may, wherever prescribed, allot a project to a student or a group thereof to be completed by them under the supervision of a teacher of their department.

(2) **Practical/Summer Training:**

The Principal of a School in consultation with the Training & Placement Officer may approve certain industrial institutions or establishments for purposes of practical training during summer and allot to each student any of them.

- (3) The report (s) of Project and Practical / Summer Training may be submitted by each student on or before a date notified by the concerned HOD.
- (4) The concerned HOD may arrange the viva-voce examination for assessment or evaluation of Projects/Practical training reports.
- (5) The viva-voce examination may be conducted by a Board of examiners consisting of:
  - (i) HOD of the concerned Programme - Head / First Examiner

- (ii) One senior member of teaching staff - Second Examiner
- (iii) Supervisor. - Internal Examiner

### **7.1.8 Evaluation of Dissertation/Project (P.G. Programmes):-**

The evaluation of Dissertation/Project submitted by students of P.G. programmes may be done according to the following norms:

- (1) Evaluation of Dissertation/project including its viva-voce may be conducted by a Board consisting of the following:-
  - (a). Concerned Dean/Principal/Vice Principal - Head / First Examiner
  - (b). One external expert not below the rank of Associate Professor or One senior member of teaching staff from the concerned department - Second Examiner
  - (c). Concerned Supervisor - Internal Examiner.
- (2) Concerned Dean/Principal/Vice Principal in consultation with HOD may decide the date by which all students of final semester may submit their project reports/dissertation to the department.
- (3) Concerned Dean/Principal/Vice Principal may thereafter decide the date of viva-voce examination in consultation with external examiners.
- (4) Not more than ten students for dissertation and thirty students for project may be examined by an external expert in a day.

### **7.1.9 Seminar Evaluation:**

The Dean / Principal/ Vice Principal of the concerned School may coordinate and control the conduct of the examination in seminar, wherever prescribed. The seminar may be assessed by the respective HOD of Departments or any senior faculty member deputed by him / her in consultation with the teachers detailed by him / her to audit the seminar.

### **7.1.10 Evaluation.**

10.1 Evaluation of answer book would be held under guidance of Course Coordinator concerned.

10.2 Course Coordinator shall work as head examiner;

10.3 Course Coordinator will decide on moderation policy in marks if required .

10.4 Safe custody of evaluated Answer books and awards should be deposited to secrecy officer for safe keeping.

## 8.1 Question Paper Preparation.

- I. Question paper may be designed by faculty of concerned subject.
- II. All paper designed by faculty concerned shall be submitted to concerned Course Coordinator of the subject
- III. The course coordinator shall decide on the choice of the submitted paper or he/she will design a new question paper
- IV. A sealed copy of required no. of Question Papers shall be handed over to secrecy officer, who will further distribute to HOD /Centre Superintendent concerned.

## 8.2 Submission of Marks:

- (1) The marks of the continuous evaluation of each course (Theoretical / Practical) may be consolidated by the concerned Course Coordinators under guidance of their Program Coordinators.
- (2) The award sheets of Continuous Internal Evaluation for all courses of each program may be submitted to the Controller of Examination by the concerned HODs within 10 days of the completion of II Mid Term Exam duly signed by concerned Faculty / CC, HOD and Dean / Principal / Vice Principal.
- (3) The Dean /Principal / Vice Principal / Program Coordinator/ Course Coordinator and students have to go through the rules and regulations carefully and follow them scrupulously to avoid unnecessary correspondences, legal complications etc.

### Note:

- (1) The university can amend, revise, alter or cancel any of the above rules with due approval of Competent Authority.
- (2) In case of disputes in interpretation of any of the above rules, the decision of the Competent Authority may be final.



(Madhusudan Sharma)  
Registrar

### Copy to: All concerned officials [Team SGVU]:

1. All Deans, Directors, Principals & Vice-Principals, HODs
2. The CFAO / Controller of Examination
3. Chief Proctor / Chief Librarian / Finance Officer / OSD to the President
4. Dy. Reg. (A&L/A&R/IO)/ International Office
5. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO Acad. / Head - Admissions

### CC for kind information:

Hon'ble President

### Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor



(Madhusudan Sharma)  
Registrar