NETAJI SUBHASH ENGINEERING COLLEGE, TECHNO CITY GARIA

SEMESTER: ODD (JULY – DECEMBER)

Academic Activities: A Ready Reckoner

Sl. No	Description	Target Date	Performer	Reviewing / Supervising/ Monitoring Authority
1.	• Familiarization of students with Lesson Plan, Course Outcome, internal assessment criteria / rubrics, extramural topics (for theoretical courses) • - Ditto – (for laboratories …. rubrics generic as well as course specific) • Student familiarization with relevance of laboratory experiments in the context of the society (know your laboratory)	July	Faculty concerned	Departmental Academic Committee (DAC) (at the end of the semester)
2.	Computation of attainment of previous semester course outcome based on internal and external (University semester) assessments	August / September	Faculty concerned (in a group)	DAC / Institute Academic Committee (IAC)
3.	• Review of experience in outgoing (EVEN) semester courses in respect of pedagogy and achievement of attainment levels by faculty • Recommendations to the University from the Department for review of courses	August - September	Faculty concerned	DAC / IAC
4.	Unit Test I – Outcome based paper setting and evaluation	September/ October	Faculty concerned	DAC (optional)
5.	Domain knowledge training for students	August to October	HOD / Faculty	

6	Unit Test II – Outcome based paper setting and evaluation	November	Faculty concerned	DAC (optional)
7.	Remedial classes / Career Development Classes for students	September-November	Faculty	HOD / DAC
8.	Evaluation of Summer training (report / seminar)	September	Faculty in charge	HOD
9.	Unit Test III (optional) – Outcome based paper setting and evaluation	November	Faculty concerned	HOD
10.	Preparation of the outcome based Question Bank	October	Faculty concerned	HOD / DAC
11.	Student Survey (all 4 years) for assessment of odd semester course outcomes	November	Faculties concerned	HOD / DAC
12.	Exit Survey (Department) (feedback on total programme)	May – (From Final Year Students)	Faculty	HOD / DAC
13.	Exit Survey (Institute) (feedback on total programmes)	May – (From Final Year Students)	Faculty	Principal / IAC
14	Choice of Electives for the next semester	November	Faculty in charge	HOD
15.	• Project distribution – choice of area / formation of group / allotment of supervisor • Rubrics for evaluation / Ethics / Report writing • Commencement of projects	June-2017 for Session 2017-18 ----do---- July	Faculty in charge	HOD / DAC
16.	Setting of University Question Paper	October / November	Faculty concerned	HOD
17.	Alumni Survey	May/June	Faculty in charge	HOD / DAC
18.	Guardians' Survey	May/June	Faculty in charge	HOD / DAC
19.	Employers' Survey	May/June	Faculty in charge / TPO	HOD / DAC / Principal
20.	Load distribution / administrative assignments (to faculty) for EVEN semester	December	DAC	Principal
21..	• Review – cum – revision of Lecture Plan / course outcome / extra mural topics / other preparations for next (EVEN) semester theoretical courses	December	Faculty concerned	HOD

	• - Ditto – for next (EVEN) semester laboratories	December	Faculty concerned	HOD
22.	• Evaluation of projects • Evaluation and recommendation for excellent projects (Stage I)	November November	Faculty concerned	Departmental Project Evaluation Committee
23.	On line feedback from students Or Hard copy feedback from students (to be submitted to the HOD)	November – December	Faculty concerned	HOD
24.	Submission of Internal assessment marks to the University	November – December	Faculty concerned	HOD / Principal
25	Value Addition Training for Beyond Curriculum program on Industry Readiness / Placement Assistance"	Winter Recess/Break	Mentor Group/Faculty Adviser	HOD
26	Update the Course Files for on-going ODD semester	November – December	Faculty concerned	HOD
27	Update the Departmental Files for on-going ODD semester	November – December	HOD	DAC

NOTE:

1   **EXTACT DATE/SCHEDULE MAY BE FINALISED BY RESPECTIVE HOD IN CONSULTATION WITH DEPARTMENTAL ACADEMIC COMMITTEE MEMBERS.**

2   **ALL ASSESSMENT/EVALUATION WILL BE RUBICS BASED.**

3   **VALUE ADDITION TRAINING FOR BEYOND CURRICULUM PROGRAM ON INDUSTRY READINESS / PLACEMENT ASSISTANCE" IS MANDATORY FOR ALL THE 8 SEMESTERS.**

4   **RESPECTIVE HOD WILL UPDATE ALL THE ACADEMIC AS WELL AS ADMINISTRATIVE FILES WITHIN 2 WEEKS TIME AFTER COMPLETION OF RESPECTIVE SEMESTER.**

5   **REVIEWING /SUPERVISING/MONITORING ACTIVITIES (COL:5) ARE REQUIRED TO BE COMPLETED WITHIN 2 WEEKS TIME BY RESPECTIVE AUTHORITY.**

6.   **FACULTY DEVELOPMENT PROGRAMMES / STUDENT INDUSTRIAL VISITS OR TOURS TO BE DECIDED BY THE DEPARTMENT.**

NETAJI SUBHASH ENGINEERING COLLEGE, TECHNO CITY GARIA

DEPARTMENT OF ELECTRICAL ENGINEERING

SEMESTER: EVEN (JANUARY - JUNE)

Academic Activities: A Ready Reckoner

Sl. No	Description	Target Date	Performer	Reviewing / Supervising/ Monitoring Authority
1.	• Familiarization of students with Lesson Plan, Course Outcome, internal assessment criteria / rubrics, extramural topics (for theoretical courses) • - Ditto – (for laboratories …. rubrics generic as well as course specific) • Student familiarization with relevance of laboratory experiments in the context of the society (know your laboratory)	January	Faculty concerned	Departmental Academic Committee (DAC) (at the end of the semester)
2.	Computation of attainment of previous semester course outcome based on internal and external (University semester) assessments	February / March	Faculty concerned (in a group)	DAC / Institute Academic Committee (IAC)
3.	• Review of experience in outgoing (ODD) semester courses in respect of pedagogy and achievement of attainment levels by faculty • Recommendations to the University from the Department for review of courses	February - March	Faculty concerned	DAC / IAC
4.	Unit Test I – Outcome based paper setting and evaluation	March	Faculty concerned	DAC (optional)

5.	Domain knowledge training for students	March-May	HOD / Faculty	
6.	Unit Test II – Outcome based paper setting and evaluation	May	Faculty concerned	DAC (optional)
7.	Remedial classes / Career Development Classes for students	February	Faculty	HOD / DAC
8.	Preparation for student summer training (choice / interaction with industries)	March	Faculty in charge / TPO	HOD / Principal
9.	Unit Test III (optional) – Outcome based paper setting and evaluation	May April	Faculty concerned	HOD
10.	Preparation of the outcome based Question Bank	April	Faculty concerned	HOD / DAC
11.	Student Survey (all 4 years) for assessment of even semester course outcomes	May	Faculties concerned	HOD / DAC
12.	Exit Survey (Department) Feedback on total programme)	May (from Final Year students)	Faculty	HOD / DAC
13.	Exit Survey (Institute) (feedback on total programmes)	May (from Final Year students)	Faculty	Principal / IAC
14	Choice of Electives for the next semester	April	Faculty in charge	HOD
15.	• Project distribution – choice of area / formation of group / allotment of supervisor • Rubrics for evaluation / Ethics / Report writing • Commencement of projects	April	Faculty in charge	HOD / DAC
16.	Setting of University Question Paper	April	Faculty concerned	HOD
17.	Alumni Survey	May	Faculty in charge	HOD / DAC
18.	Guardians' Survey	May	Faculty in charge	HOD / DAC
19.	Employers' Survey	May	Faculty in charge/TPO	HOD / DAC / Principal
20.	Load distribution / administrative assignments (to faculty) for next (ODD) semester	June	DAC	Principal
21.	• Review – cum – revision of Lecture Plan / course outcome / extra mural topics / other	June		

	preparations for next (ODD) semester theoretical courses • - Ditto – for next (ODD) semester laboratories	June	Faculty concerned	HOD
22.	• Evaluation of projects • Evaluation and recommendation for excellent projects (final)	May June	Faculty concerned	HOD
23.	On line feedback from students Or Hard copy feedback from students (to be submitted to the HOD)	May-June	Faculty concerned	HOD
24.	Submission of Internal assessment marks to the University	May-June	Faculty concerned	HOD / Principal
25	Value Addition Training for Beyond Curriculum program on Industry Readiness / Placement Assistance"	Summer Recess/Break	Mentor Group/Faculty Adviser	HOD
26	Update the Course Files for on-going semester (EVEN)	May-June	Faculty concerned	HOD
27	Update the Departmental Files for on-going ODD semester	May - June	HOD	DAC

NOTE:

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3   **VALUE ADDITION TRAINING FOR BEYOND CURRICULUM PROGRAM ON INDUSTRY READINESS / PLACEMENT ASSISTANCE" IS MANDATORY FOR ALL THE 8 SEMESTERS.**

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