THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed to be University)
PATIALA-147004

ACADEMIC PROCEDURES MANUAL

TIET/QMS/PR/ACAD

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Soft Copy

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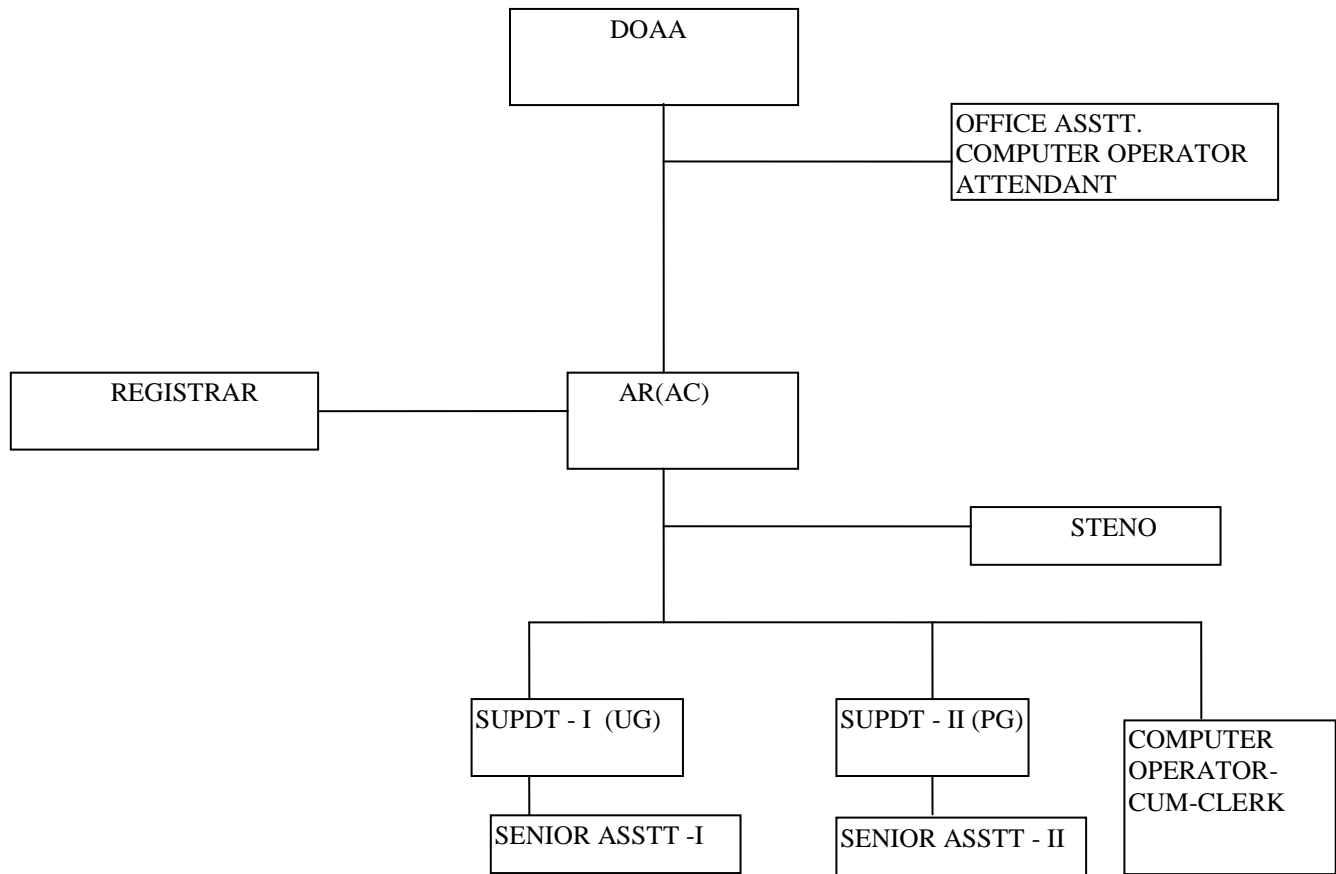| S. No.	Description	Procedure No.
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ABBREVIATIONS

• ALL INDIA COUNCIL OF TECHNICAL EDUCATION	AICTE
• ASSISTANT REGISTRAR (ACADEMIC SECTION)	AR(AC)
• ASSISTANT REGISTRAR (PERSONNEL SECTION)	AR(P)
• ASSISTANT	ASSTT
• BACHELOR OF ENGINEERING	BE
• BOARD OF STUDIES	BOS
• BOARD OF GOVERNORS	BOG
• CREDITS	CR
• DEPUTY DIRECTOR	DD
• DEPARTMENT	DEPT
• DEPARTMENT PLANNING AND POLICY COMMITTEE	DPPC
• DEAN OF ACADEMIC AFFAIRS	DOAA
• DEAN OF STUDENT AFFAIRS	DOSA
• DEAN OF CONTEMPORIZATION AND ACCREDITATIONS	DOCA
• DEAN OF RESOURCE MOBILIZATION & ORGANIZATIONAL EFFECTIVENESS	DRME
• HEAD OF DEPARTMENT	HOD
• HEAD OF SCHOOL	HOS
• LECTURE	L
• MASTER IN COMPUTER APPLICATIONS	MCA
• MASTER OF ENGINEERING	ME
• POST GRADUATE	PG
• PRACTICAL	P
• PLANNING & MONITORING BOARD	P&MB/PMB
• SENATE POSTGRADUATE COMMITTEE	SPGC
• STUDENT RESPONSE SURVEY	SRS
• SENATE UNDERGRADUATE COMMITTEE	SUGC
• TIME TABLE COMMITTEE	TTC
• TUTORIAL	T
• UNDER GRADUATE	UG
• UNFAIR MEANS COMMITTEE	UMC

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25.	Head, Centre for Industrial & Liaison Placement	hcilp@thapar.edu
26.	Management Representative (Master Copy Holder)	mandeep@thapar.edu

ORGANIZATION CHART

```
                            ┌──────────────────┐
                            │       DOAA       │
                            └────────┬─────────┘
                                     │           ┌──────────────────────┐
                                     ├───────────│ OFFICE ASSTT.        │
                                     │           │ COMPUTER OPERATOR    │
                                     │           │ ATTENDANT            │
                                     │           └──────────────────────┘
   ┌──────────────────┐     ┌──────────────────┐
   │     REGISTRAR     │─────│      AR(AC)      │
   └──────────────────┘     └────────┬─────────┘
                                     │           ┌──────────────────────┐
                                     ├───────────│       STENO          │
                                     │           └──────────────────────┘
          ┌──────────────────────────┼───────────────────────┐
   ┌──────────────┐         ┌──────────────────┐     ┌──────────────────┐
   │ SUPDT - I (UG)│        │  SUPDT - II (PG) │     │ COMPUTER         │
   └──────┬───────┘         └────────┬─────────┘     │ OPERATOR-        │
          │                          │               │ CUM-CLERK        │
   ┌──────────────┐         ┌──────────────────┐     └──────────────────┘
   │ SENIOR ASSTT -I│       │ SENIOR ASSTT - II│
   └──────────────┘         └──────────────────┘
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THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY: PATIALA
(Deemed to be University)

Subject: **System/procedure for coding of courses**.

The following 6-digit alpha- numeric coding will be followed for providing code numbers to courses in the B.E. scheme applicable w.e.f. the session 2009-2010.

Code Format	1	2	3	4	5	6
	0	0	0	0	0	0

Digit 1 will have one of these options

U - UG course
P - PG course
D - PhD course

Digits 2, 3 will have *alphabetical* representation as follows:

Courses	Digits 2, 3 Code A	Courses	Digits 2,3 Code A
CORE COURSES		**PROFESSIONAL COURSES**	
Engineering Sciences	ES	Chemical Engg.	CH
Technical Arts	TA	Civil Engg.	CE
Physics	PH	Computer Engg.	CS
Mathematics	MA	Electrical Engg.	EE
Humanities & Mgt.	HU	Electronics & Comm. Engg.	EC
NON-CREDIT COURSES	NC	Electronics (I&C) Engg.	EI
PROJECT	PJ	Industrial Engg.	IE
TRAINING	TR	Mechanical Engg.	ME
		Mechatronics	MT

	Digits 4,5,6
NON-CREDIT COURSES	Running number starting with 001
PROJECT- Project Semester	**001**
PROJECTS (Others)	Running number starting with 002
TRAINING	Running number starting with 001
PROFESSIONAL COURSES	Running number starting with 001

Revision No. : 4.0
Issue Date   : 16.08.2018

Explanation: When a course is added to the scheme, it will get the next number, irrespective of the semester or year in which it is added.

When a course is dropped its code number shall not be awarded to any other course new or old. This is essential to maintain continuity with previous schemes/semester, with a purpose of offering right backlogs and efficient result processing.

Procedure: The course codes will be provided by the Academic Section, after the approval of the course(s) by the Senate. The Academic Section will intimate these codes to the concerned departments/schools. Once the code is given, the same should appear in all listings where the course title is mentioned.

Dean, Academic Affairs

THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

PR/ACAD/DEC/01

Topic: **Design, Development & Review of Academic Programmes/Course(s)**

PURPOSE: To continually upgrade the curriculum matching with National/International needs   & priorities

SCOPE: All Undergraduate & Postgraduate programmes

S.No.	Activity	Responsibility	Reference
1	The need for starting a new programme or course(s) may arise from interaction with Industry, Faculty, Students or P&MB/Senate/BOG , UGC/AICTE etc.	BOS/Senate/ BOG/UGC/ AICTE/CILP/ Director/PMB/ Faculty/ Students	Output in the form of reports/minutes. TIET/DOAA/ACD/CL/01(0)
2	The idea of proposed programme is discussed in the HODs' meeting and if found appropriate, the Head of concerned Deptt is asked to put up a proper proposal. A sub-committee of internal/external member(s) may sometimes be formed for making the feasibility and viability analysis.	Director	
3	The DPPC (on the basis of recommendations of sub-committee, wherever required) does the need analysis and prepares the proposal for approval from BOS.	HOD	TIET/DOAA/ACD/FT/01(0) TIET/DOAA/ACD/FT/02(0) TIET/DOAA/ACD/FT/03(0) TIET/DOAA/ACD/CL/03(1) TIET/DOAA/ACD/CL/02(0)
4	The BOS after deliberating on the proposal may make the desired modifications and then send the proposal to DOAA for consideration in SUGC/SPGC, along with the duly filled checklists..	HOD	TIET/DOAA/ACD/CL/03(1) TIET/DOAA/ACD/CL/02(0)
5.	The proposal is put up for consideration to SUGC/SPGC -if SUGC/SPGC approves the	DOAA/REGIS TRAR	TIET/DOAA/ACD/FT/01(0) TIET/DOAA/ACD/FT/02(0)

	proposal, its recommendations may be sent to the SENATE/P&MB -if SUGC/SPGC recommends major modifications, the proposal may be sent back to the concerned department for resubmission of the proposal after due corrections. -if the SUGC/SPGC does not approves the proposal, it is dropped and the concerned HOD is informed .		TIET/DOAA/ACD/FT/03(0)
6	In case of additional infrastructure requirements for the proposed programme the recommendations of SUGC/SPGC are put up to P&MB -if P&MB approves the proposal, its recommendations may be sent to the SENATE -if the P&MB doesnot approves the proposal, it is dropped and the concerned Department/School/Sections is informed.	REGISTRAR	TIET/DOAA/ACD/FT/01(0) TIET/DOAA/ACD/FT/02(0) TIET/DOAA/ACD/FT/03(0)
7.	In case the proposal does not require any additional infrastructure, the recommendations of SUGC/SPGC at 5 or recommendations of P&MB at 6 are put up to the SENATE for approval. -If the SENATE approves the proposal, the proposal, if needed, it may be sent to concerned Department/School through academic section for allocation of appropriate course codes OR if required it is sent to AICTE/UGC for approval and the status is put up in the forthcoming meeting of BOG. -If the SENATE recommends a major modification/reconsideration, the proposal is sent to SUGC/SPGC/BOS. -If the SENATE rejects the proposal, the concerned Department/School/Sections is accordingly informed.	REGISTRAR	TIET/DOAA/ACD/FT/01(0) TIET/DOAA/ACD/FT/02(0) TIET/DOAA/ACD/FT/03(0) TIET/DOAA/ACD/FT/22(0)
8.	- In case AICTE/UGC approves the proposal, it is implemented by the concerned Department/School after allocation of proper course code by the academic section. - In case AICTE/UGC seeks clarifications/modifications, the same are met by the	REGISTRAR	TIET/DOAA/ACD/FT/01(0) TIET/DOAA/ACD/FT/02(0) TIET/DOAA/ACD/FT/03(0) TIET/DOAA/ACD/FT/22(0)

	concerned HOD through the registrar, following steps 2 to 7. - If the AICTE/UGC rejects the proposal, the concerned Department/School/Section is accordingly informed.		
9.	A regular review of the curriculum is made every 5 years. The revised curriculum is implemented after approval from the SENATE by following steps 1 to 7.	Chairman review committee/ DOAA/HOD	Minutes of review.
10.	In case of a review, required for change of course contents the same is routed through steps 1 to 7 for approval from SENATE	HOD	Minutes of review.

TIET/DOAA/ACD/CL/01(0)

SOURCES OF INFORMATION FOR NEED ASSESSMENT

1. Discussions in the meetings of PMB.
2. CILP information from the company's campus interview
3. Chair Professor Industry-University Interaction
4. Feedback / Suggestions from faculty
5. Visits of faculty to industry
6. Any special visit undertaken for this purpose
7. Feedback from students
8. Conferences & Seminars
9. Scheme of courses/curriculum prevalent in other university/universities of National & International repute
10. Rules & regulations of governing, funding, accreditation and monitoring bodies
11. Syllabi of competitive exams like IES, GATE, IAS.
12. National & International trends in education, technology & Industry

TIET/DOAA/ACD/CL02(0)

CHECK LIST FOR LEARNING ENVIRONMENT REQUIRED FOR THE COURSE

S. No.	DESCRIPTION	
1.	Size of Classroom	
2.	Library requirement	
3.	Workshop requirement	
4.	Lab requirement	
5.	Method for delivering lecture(Blackboard/OHP/LCD /Online leaning/Web-based learning etc.)	

THAPAR INSTITUTE
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TIET/DOAA/ACD/CL/03(1)

CHECK LIST FOR OPTIMAL DESIGN OF SCHEME

1. Is the arrangement of courses in the scheme consistent with regard to natural process of learning?

2. Is the scheme consistent with regard to number of contact hours per week?(Preferably be in the range of 28-31 Hrs. for UG courses & 20-24 for PG courses)

3. Is the scheme consistent with regard to number of credits?($<=25$) exclude self effort hours.

4. Have all pre-requisite relationships been examined & specified?

5. Are the pre-requisite related courses placed in proper sequence? If not, Why?

6. Does any course by the same/ similar name already exist in the university?   If yes, is the clubbing possible?
   If not, Why?

7. Have the right course codes been given to the courses? Has the same been verified from academic section to ensure consistency of results.

8. Has the course(s) in the scheme been examined for removal of duplication & redundancy?

9. How has the syllabus been formed?
   (Mention the references made, and name of members who framed the syllabus)

10. Has the detailed lecture-wise blow up been made?

11. How many lecture contact hours are required?
   (Should be maximum of 45 hrs. per semester for component of L=3 per week)

12. Have all the experiments/ exercises to be given during the semester been listed?
     Specify the number of contact hours required? ($26<x<30$ hrs. for a lab of 02 Hrs.).
     How have the experiments been framed?
     Name the faculty/experts who framed the experiments/exercises?

13. Are the tutorial hours consistent with the number of contact hours, specified for the semester?
     Give justification and name of the faculty members who have examined the same.

14. Have the list of books (text & references) been attached?

15. Any Other(s)?

REVIEW REMARKS (if any):

(Prepared by)   (Reviewed by)   (Approved by)

TIET/DOAA/ACD/FT/01(0)

PROGRAMME DETAIL

DEPARTMENT:_____

PROGRAM TITLE:_____

OBJECTIVE:_____

DURATION:_____

NUMBER OF PROPOSED SEATS:_____

ELIGIBILITY FOR ADMISSION:_____

ADMISSION PROCEDURE:_____

MEDICAL STANDARD:_____

SYSTEM OF EVALUATION_____

SCHEME OF COURSES

DEPARTMENT:_____

TITLE OF PROGRAMME:_____

NATURE: Full time/ Part time/ Correspondence

DURATION: _____

SEMESTER:_____

S No.	Course No.	Course Name	CORE/ PROFESSIONAL/ ELECTIVE	L	T	P	CREDITS
1							
2							
...							
...							

         TOTAL_____

SEMESTER:_____

S No.	Course No.	Course Name	CORE/ PROFESSIONAL/ ELECTIVE	L	T	P	CREDITS
1							
2							
...							
...							

         TOTAL_____

....
....
....

LIST OF ELECTIVES:

S No.	Course No.	Course Name	L	T	P	CREDITS
...						
...						
...						

(H.O.D.)

TIET/DOAA/ACD/FT/02(0)

FORMAT FOR COURSE BLOW-UP

DEPARTMENT_____

S.No.	Topics Covered	No. of Lectures	Medium Required	CLO Covered

Experiment List (if required)

(COURSE INSTRUCTOR)

TIET/DOAA/ACD/FT03(0)

DEPARTMENT:_____

TITLE OF PROGRAMME:_____

S No.	Course No.	Course Name	L	T	P	CREDITS

PRE-REQUISITE (if any):

CONTENTS(Should include proportion of industrial visits and summer training etc., if any):

EXPERIMENT LIST (if any):

RECOMMENDED/REFERENCE BOOKS (Title, Author(s), Publisher to be included):

SOFTWARE (if any):

(COURSE INSTRUCTOR)

TIET/DOAA/ACD/FT/24(1)

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY: PATIALA
(Deemed to be University)

Aug 2, 2002

Subject :   **System/procedure for coding of PG courses**.

The following 6-digit alpha-numeric coding will be followed for providing code numbers to courses in the M.E. scheme applicable w.e.f. the session 2009-2010.

Code Format	1	2	3	4	5	6
	0	0	0	0	0	0

Digits 2,3 will have alphabetical representation as follows :

Professional Area	Digits 2,3 Code
Biotechnology	BT
Chemistry & Bio-chemistry	CB
Chemical Engg.	CH
Civil Engg.	CE
Computer Engg.	CS
Electrical Engg.	EE
Electronics & Communication Engg.	EC
Environmental Engg.	EN
Instrumentation Engg.	EI
Industrial Engg.	IE
Material Science	MS
Mathematics	MA
Mechanical Engg.	ME
Mechatronics Engg.	MT
VLSI	VL
CAD/CAM	CD

Digit 3 - Running Number for every program within the Professional Code

Digit 4, 5 - Running Serial Number for the Subjects being offered within that
       Program.

Explanation :When a course is added to the scheme, it will get the next number, irrespective of the semester or year in which it is added.

When a course is dropped its code number shall not be awarded to any other course new or old. This is essential to maintain continuity with previous schemes/semester, with a purpose of offering right backlogs and efficient result processing.

Procedure : The course codes will be provided by the Academic Section, after the approval of the course(s) by the Senate. The Academic Section will intimate these codes to the concerned departments/schools. Once the code is given, the same should appear in all listings where the course title is mentioned.

Dean, Academic Affairs

THAPAR INSTITUTE
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PR/ACAD/CRW/01

TOPIC: <u>Registration on computer at the beginning of each Semester</u>

Purpose:-
- To finalise courses of study for each student
- To ensure presence of the students from the beginning of the semester

Scope:-
- Registration of all bonafide students

S. No.	Activities	Responsibility	Reference No.
1	Issue of circular for registration (in accordance with the academic schedule) specifying procedure for payment of fee and registration.	DOAA	TIET/DOAA/ ACD/FT/04(0) TIET/DOAA/ ACD/FT/05(1)
1.1	Issue of circular for the staff on registration duty	Registrar	
2	a) Payment of fee at the specified fee counter b) Issue of fee-receipt c) Entry in NO-DUES card	DR(F&A) Cashier	TIET/DOAA/C RW/FT/08(0)
3	a) Hosteller to obtain <u>NO DUES</u> clearance from the Concerned Warden. b) Day scholar to obtain NO DUES from the Coordinating Warden.	Concerned warden/ Coordinating warden	TIET/DOAA/C RW/FT/08(0)
4	a)Presenting ID Card (in case absence of ID Card, a clearance slip from DOSA) along with FEE RECEIPT & NO DUES slip. Students having no backlog will be issued the registration slip at the specified counter. b) Student having backlog gets a password from the specified Counter for registration on computer.	DOAA	
5	<u>Registration on Computer</u> Student should go to "Main Form" and Click on `Registration in ____-____ Even/Odd Semester' In case of any problem he/she seeks help of Systems Analyst.	Back logger Student Systems Analyst	

6	In the form that appears, student will enter the information in Student Registration Form If student is registering for Regular courses only, then he clicks `Regular Course'. Where as a student having backlog Courses clicks `Backlog Courses'.	Student	TIET/DOAA/ ACD/FM/01(0)
7	The next screen shows list of courses available to student. Student selects appropriate number of courses. After this student clicks the button `I want to register in these subjects. Consequently, the student sees display of his registration slip along with a message confirming his registration.	Student	TIET/DOAA/ ACD/RP/01(0)
8	LATE REGISTRATION If a student is unable to register on the day of registration he/ she can do the same by following above steps 2-7 up to one week after paying the late fee.	Student	
9	After the first day of registration, the registration slips and course-wise list of students registered are sent to the academic section for further distribution to the respective students and teachers through the departments.	DOAA	
10	After the last day of registration, the registration slips of late-registered students and course-wise final lists of students registered are sent to the academic section for further distribution to the respective students and teachers through the departments.	DOAA	
11	ADDITIONAL BACKLOGS: Preparation of list of final year & senior students having backlogs, the offering of which are within the prescribed credit limits and result in saving of an additional semester	DOAA	TIET/DOAA/ ACD/FT/09(0)
11.1	Notifying the offer of additional backlogs, after due consideration of faculty and discussion with Director	DOAA	
12	ADD & DROP Issue of circular for availing add & drop facility by a student	DOAA	TIET/DOAA/ ACD/FT/10(0)
12.1	Filling up of add & drop form	Student	
12.2	Sending of updated registration lists & registration slips to the academic section for further distribution	DOAA	

	to the respective students and teachers through the departments.		
13	The Registration Nos./Roll Nos. are issued to the newly admitted students.	DOAA/ Academic Section	TIET/DOAA/ ACD/FT/21(0)

FORMAT FOR ACADEMIC CALENDAR.

ACADEMIC CALENDAR 20_ - 20_
B.E. M.C.A., M.Sc., M.E. AND Ph.D.

First Semester:

Registration

Commencement of Classes

Last Date of Registration
(First year Students)

Teaching (6 weeks)
Reading (1 week)

Mid-semester Test

Teaching (3 weeks)
Mid-semester vacations (5 days)
Teaching (5 weeks)
Reading (1 week)

End Semester Examination

Winter Vacations (18 days)

Second Semester

Registration

Commencement of Classes

Last Date of Registration
(With late registration fee)

Teaching (8 weeks)
Reading (1 week)

Mid-semester Test

Teaching (7 weeks)
Reading (1 week)

End Semester Examination

Summer Vacations (53 days)

Survey Camp for B.E. Students after 2nd year

Survey camp (4 weeks)
(For Civil Engg. Students)

Practical/Workshop training (6 weeks)
(For disciplines other than Civil Engg.)

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY: PATIALA
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No. TA/DA/1

REGISTRATION SEMESTER - II, (MENTION YEAR)
(GUIDE LINES FOR STAFF ON DUTY)

During registration on (MENTION DATE) the 'students having no backlog' will be issued registration slips after verification of no dues and payment of fee; whereas the students having backlog(s) and students of B.E. 4th year of Civil and Chemical Engineering will be given magic numbers for registration in the Computer Centre. All registration after (MENTION DATE) will be done in the Computer Centre. Following procedure will be followed for registration of the students.

1.   Staff on duty as circulated vide circular No. TI/DA/1 dated (MENTION DATE) will collect registration slips/magic numbers for the respective classes from A. R. (Academic) from 12.30 p.m to 1.00 p.m.

2.   Staff should report in the rooms specified in the circular referred above exactly at 2.00 p.m.. All students reporting for registration should be asked to take their seats in the room. At 2.15 p.m. the students should be called by roll numbers and checked by identity cards for 'hostel no dues' and 'payment of fee'. The students having no backlog may be asked to sign on one copy of the registration slip and then given other copy for their own record. The students having backlog(s) may be issued magic number for registration.

3.   After the registration, staff members will tick mark the registered students on any one of the designated terminals in Computer Centre from 4.30 p.m. to 5.00 p.m. Copy of Registration slips of all registered students will be retained by the Academic Section will the returned in the Computer Centre. Registration for all students reporting after (MENTION DATE) will be done in the Computer Centre on (MENTION DATE).

Dean, Academic Affairs

THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
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TIET/DOAA/ACD/FT/08(0)

DETAIL OF FEE DEPOSITED

YEARS	RECEIPT NO. & DATE	AMOUNT	No dues/objection at the time of fee deposit		
			Accounts	Hostel	Academic
1st Year					
1st Semester					
2nd Semester					
2nd Year					
1st Semester					
2nd Semester					
3rd Year					
1st Semester					
2nd Semester					
4th Year					
1st Semester					
2nd Semester					
5th Year					
1st Semester					
2nd Semester					
6th Year					
1st Semester					
2nd Semester					

No Dues at the time of completion of degree

H.O.D. CONCERNED	
COORDINATING WARDEN	
LIBRARIAN	
CENTRAL STORE	
ACADEMIC	
OTHERS	
ACCOUNTS	

TIET/DOAA/ACD/FM/01(0)

Student Registration Form

Roll Number   _____

Password   _____

Resident Status   _____

NRI   Yes / No

I want to register for <u>Regular Course</u>/ <u>Backlog Course</u>

TIET/DOAA/ACD/RP/01(0)

Registration Slip sample

Thapar Institute of Engineering & Technology, Patiala
Registration Slip -- Semester II, 1999-2000

Roll No: BE-019/99   Name: NAVEEN KUMAR
Hostel: Y   NRI: N   Branch/Group: A0 Session: 1999

Fee: Rs.19266   (Subject to verification)   Total Credits: 24.0

No.	Teacher	Course	Type	Credits	Course Title
1	SNS	CH-101	N	4.5	Chemistry
2	HNC	ES -102	N	4.5	Solid Mechanics
3	SSH	ES -103	N	3.5	Thermodynamics
4	KUR	HU -102	N	3.5	Behavioural Sciences
5	AKL	MA-102	N	4.0	Mathematics-2
6	HNG	TA- 102	N	4.0	Manufacturing Process

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA
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TI/DA/1   Dated: (MENTION DATE)

NOTIFICATION

The following students have been allowed to take additional backlog courses with in the credit limits in Semester I/II, (MENTION YEAR). The students are requested to meet the respective Head of deptts./teachers for sorting out their time table problem.

The HODs shall ensure that all components of these courses are held with effect from (MENTION DATE).

A copy of the schedule may please may be sent to this office for record.

S.No.	Course No.	Course Title	Registration No.

Dean Academic Affairs

cc to : All Heads
          Notice Boards

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA
(Deemed to be University)

Ref. No. TI/DA/1/
(MENTION DATE)

NOTIFICATION
ADD/DROP FACILITY

Subject:- REGISTRATION-2nd Semester Academic Year (MENTION YEAR).

Students who got themselves registered from (MENTION DATE) onwards and are desirous of dropping or adding any course are required to do so by (MENTION DATE). In case of any error observed in the registration slips, the same can also be got corrected through this add & drop facility.

No add or drop of course(s) shall be permitted under any circumstances after this date. The students must see that there is no clash of any period in the time-table of current semester while adding any course.

Add and Drop Forms for the said purpose shall be available in the office of the respective departments.

These forms, completed in all respects, should be submitted in the office of the respective departments latest by (MENTION TIME), (MENTION DATE). The forms must be accompanied by one Photostat copy of the Registration slip/form available with the student.
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Dean Academic Affairs

cc to:- Director
       Dy Director
       Deans
       Heads
       Registrar
       Assistant Registrar (Academic)
       NOTICE BOARDs: University, DS, Hostels, Deptts/Schools.

THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

PR/ACAD/PCL/01

Topic: Procedure for preparation of instructional schedule
Purpose: To prepare an instructional schedule to be followed by students and instructors in the ensuing semester
Scope: All academic programmes

S. No.	Activities	Responsibility	Reference No.
1	Compilation of teaching load by each department/School specifying Instructor-Course allocation	Head/Member Time Table Committee (TTC) of respective deptt.	TIET/DOAA /ACD/FT/02(0)
2	Preparation of schedule for feeding of teaching load in computer	Time Table Committee	TIET/DOAA /ACD/FT/03(0)
3	Department Teaching Load entered in computer on scheduled dates by members	Systems Analyst and TTC member	
4	Preparation of list of students having backlog courses.	DOAA	
5	Preparation of list of subjects to be scheduled together in the same slots.	Chairman, Time Table Committee	
6	Verification / modification of fed data.	Members, TTC	
7	Preparation of Time Table	System Analyst	
8	Verification of Time-Table	Concerned Member, TTC	
9	Printing of A) Master Time-Table B) Teacher-wise Time-Table C) Section-wise Time-Table D) Teachers Time-Table E) Room-Load Chart	Chairman, TTC	TIET/DOAA /ACD/RP/02(0)
10	Distribution a week in advance A) Master Time-Table B) Teacher-wise Time-Table C) Section-wise Time-Table D) Teacher's Time-Table	 DOAA DOAA Member, TTC Member, TTC	

TIET/DOAA/ACD/FT/02(0)

PERFORMA FOR SENDING THE TEACHING LOAD

DEPARTMENT_____

SNO.	TEACHER NAME(DESIGNATION)	COURSE CODE	L	T	P
1.					

Total Load=

2.

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Time Table In-charge

H.O.D.

TIET/DOAA/ACD/FT/03(0)

**PERFORMA FOR SCHEDULE OF FEEDING DEPARTMENTAL
LOAD SCHEDULE IN COMPUTER**

Sno.	Department	Date Schedule	Time Schedule
1.	Civil Engg.	-------	-----------
2.	------	-------	----------

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(DOAA)

CC to:
     i) All HODs

PR/ACAD/PCL/02

Topic:- Procedure for Scheduling of Exams
Purpose:- Conduct of Exams
Scope:-
☐ Mid Semester Examination
☐ End-Semester Examination

S. No.	Activities	Responsibility	Reference No.
1	**Date - Sheet Preparation** a) Different sets of clash free courses are prepared in which no student is having more than one course. b) The CFS are mapped to different sessions available on the dates specified in the Academic Calendar to prepare the date sheet..	DOAA	Clash free sets (CFS) Academic Calendar Date Sheet (DS)

2	**Seating Plan Preparation**
	a) Rooms of required capacity are selected for room database. The room database specifies the capacity of each room in terms of rows & columns.
	
	b) All the students appearing in a session are arranged in CFSR using one of the following formats.
	1) Sequential (A,A,A,A,A,...)
	                (A,A,A,A,A,...)
	2) Alternate (A,B,A,B,A,...)
	                 (B,A,B,A,B,...)
	3) Quad (A,B,A,B,A,...)
	                (C,D,C,D,C,...)
		DOAA
		
		DOAA
			CFS Rooms (CFSR)
			Seating Plan (SP)
			{i) Detailed &
			ii) Summarized}

3	**Invigilation Duties of Teachers** a) List of teachers, who are available is prepared according to their seniority (not on long leave or academic leave) b) List of teachers teaching each of the courses is prepared. c) According to the capacity of CFSRs it is decided about the number of teachers who have to do the duty in each of the room.	AR(P) Chairman , Time-Table Committee DOAA	Available Teachers (AT) Course Teachers (CT) Exam Duties

	d) Firstly the teachers in list of CT are assigned duties in one of the rooms where the students of that course are having seats in SP. e) Secondly the teachers in list of CT are assigned duties using reverse order of seniority, not assigning more than two duties to Professors & Visiting Professors.	DOAA DOAA	Exam Duties {1) Session-wise & 2) Teacher-wise}
4	Printing & Distribution of documents: a) Summarized Date Sheet - all deptts./notice boards/hostels b) Detailed Date-Sheet- do c) Day wise Duty Chart - all deptts & centre Supdt. d) Individual Duty Chart- all teachers through deptts e) Attendance Sheets- centre Supdt. f) Seating Plan (room-wise)- Centre Supdt & notice board g) Centre-Course-Room wise allocation of candidates- notice board/Centre Supdt/ h) Centre-Course-Day wise allocation of candidates-Centre Supdt	DOAA	

PR/ACAD/PCL/03

TOPIC: **STUDENT RESPONSE SURVEY**

PURPOSE:
- To get CLO measurement for the courses offered in a semester.
- To inculcate in the faculty a tendency of self-analysis, self improvement & development.

SCOPE:
All students of UG and PG who have attained attendance >75% in the courses offered in a semester.

S.No	Activity	Responsibility	Reference
1	Notification of schedule for participating in SRS on computer.	DOAA	
2	Filling of SRS form on computer by the students on the pre-announced schedule.	Student	TIET/DOAA/ACD/FM/02(0)
3	**Reports of SRS**		
3.1	Rating of faculty on Course, Instruction, Tutorial, Practical and Miscellaneous items in descending order of instructions	SRS team	TIET/DOAA/ACD/RP/04(0)
3.2	Teacher-Item wise analysis with mean & range for each item. The student comments/suggestions are also appended.	SRS team	TIET/DOAA/ACD/RP/05(0)
3.3	Seeking approval of SRS results from the Director.	DOAA	
3.4	Dispatch of report prepared to individual teachers (The report is sent to a teacher, if the participating students are >5).	DOAA.	TIET/DOAA/ACD/RP/05(0)

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