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**Teaching - Learning Processes**

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## TEACHING-LEARNING PROCESSES

### A. Academic Calendar

- A.1. Before the start of each academic session, the Academic Advisory Committee frames the academic calendar to strengthen and monitor the overall academic and other related activities of the Institute as per the guidelines and academic calendar given by the affiliating university.
- A.2. In this regard before the start of each academic session/semester, the Academic Advisory Committee will hold a meeting and put up the proposed academic/ other activities that should be included in the academic calendar for the upcoming session/ semester.
- A.3. After discussion on each issue raised, activities and corresponding dates will be finalized and then it will be put up to the Director. After adding the recommendations made by the Director it is then approved for dissemination.
- A.4. Director through IQAC will be responsible to implement the academic calendar in collaboration with all concerned HoDs of the department and related concerned persons. If there is any change all the above steps must be followed and further put up for approval.



## **B. Instructional methods and pedagogical initiatives**

- B.1. Each head of the department will express teaching methods and other academic-related activities at the time of joining of a new faculty member.
- B.2. Each faculty member will be responsible to teach the students by applying a simple approach to teaching methods.
- B.3. Faculty members will be trained on a regular basis by different Faculty Development Programs either organized by the Institute/department or by sending them to other academic institutions as required.
- B.4. Each faculty member will be responsible to encourage collaborative learning in the students by taking some real-life examples.
- B.5. It is required that at least 10 to 15% of the syllabus will be taught by using the latest teaching methodology such as ICT-based learning as per requirement in the syllabus.
- B.6. 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.



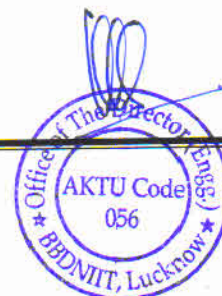
### C. Slow and Bright Learners (students)

#### For Slow Learners:

- C.1 After the completion of the first sessional exam concerned faculty will identify slow learners on the basis of internal assessments and previous academic records.
- C.2 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 to improve their performance.
- C.3 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.
- C.4 Respective HOD will manage the remedial classes of the students and he/she will communicate to the Director regarding the attendance & syllabus progress of the students.
- C.5 HoD will provide the complete analysis to Director for review and necessary action to be taken.

#### For Bright Learners:

- C.6. The top academic performers are encouraged, awarded and recognized in a year based on their performance after every semester. Bright



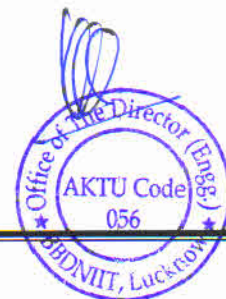
Students based on the University exams are also included in the “**Hall of Fame**” which is displayed on Institute notice boards and the website also.

C.7. 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.

C.8. 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.

C.9. Above parameters will be maintained by Department in collaboration with IQAC, a report must be given to the Director.

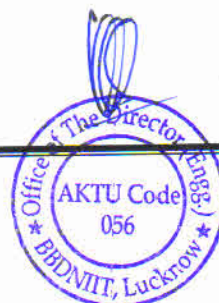


## **D. Classroom Teaching**

- D.1. Assigned Faculty members (Assistant Professor, Associate Professor & Professor) according to the timetable will take the lectures in the classroom/smart class.
- D.2. Lecture loads will be allotted as per the guidelines of affiliating university/AICTE.
- D.3. All teachers will ensure that they teach only relevant topics and not go to other topics which technically/emotionally disbalance the students.
- D.4. All teachers will ensure the course completion in due time, in case they need extra lectures, they will demand them from their respective HOD and after informing to the Director through HOD, he/she will arrange the extra classes.
- D.5. Lecture progress report/course completion report will be monitored by the respective HOD two/three times in a semester or whenever required and submit the report to the Director for further action.

## **E. Conducting experiments in laboratory courses**

- E.1. 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.
- E.2. Respective faculty members & lab instructors will be responsible to conduct all the experiments as prescribed by the affiliating university. In case of any type of discrepancy of instruments, it must be reported in



the Maintenance cell through the respective HOD. If required, separate practical classes will be arranged to complete the remaining experiment at a later stage.

- E.3. Respective faculty members will arrange the practicals by forming groups of students if required, and all practicals must be run by various groups at the same time.
- E.4. Faculty members will demonstrate the experiments and verify the observations taken by the group of students.

#### **F. Continuous assessment in laboratory courses**

- F.1. In every practical session the faculty will evaluate the student on the following parameters
- Practical work/ Write-up
  - Practical Completion/ Conduction
  - File checking/ Viva
- F.2. 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**

- G.1. Feedback is taken every semester by the Director's Office.

- G.2. The feedback form consists of various parameters for all faculties in which students rate them in various parameters between Poor and Excellent.
- G.3. 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.

#### **H. Continuous Evaluation**

- H.1. 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 Committee will be responsible to conduct the internal sessional exam including Question paper preparation and moderation.
- H.2. 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.
- H.3. All question papers will be prepared as per the given format & guidelines of the affiliating university.
- H.4. All answer books of the Sessional examination will be evaluated within three days after completion of the examination. Marks of each student





on each question will be mapped by faculty members with the course outcomes & BTL.

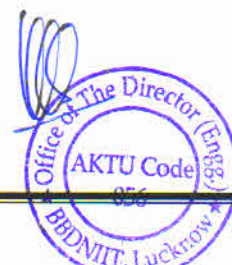
A model solution for each Sessional examination will be prepared by each faculty member of each subject and it will be discussed among the students.

### **I. Setting of semester question papers**

- I.1. Each faculty prepares question papers using a predefined format.
- I.2. The faculty needs to mention the course outcome (CO) covered at the end of each question.
- I.3. Bloom's Taxonomy of learning hierarchy should be used for deciding the learning level of each question.

### **J. Assignments**

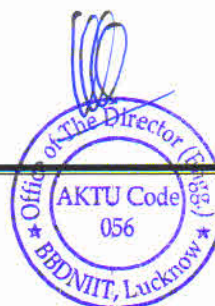
- J.1. Each faculty member will prepare at least one assignment per unit. After completion of a unit, he/she will provide the students to solve the assignment.
- J.2. Each assignment consists of five questions and will be of 25 marks, and each question should carry equal marks. Marks should be given on each question.
- J.3. Question of assignment should be framed to promote self-learning, understanding, analyzing behaviour & creativity in students.



- J.4. Faculty members will discuss the assignment in the class and get feedback on the questions, given to the students.
- J.5. The questions given in assignments should be mapped in respect of BTL with course outcomes. It will be supervised by the respective HOD and he/she will take necessary action.

### **K. Project Work**

- K.1. All HODs will advise the students at the end of the 6th semester (before going for summer training) that they will prepare the topic of the project and a one-page write-up on the project, which they will submit to their respective HOD at the beginning of the 7th semester.
- K.2. All HODs will form a committee in the department to allot the project & project guide. One faculty will guide at the most 5 – 6 groups of students and each group will consist of 2 – 4 students. All departments will schedule the presentation of each student.
- K.3. The projects will be evaluated on the parameters decided by each department and marks will be given group wise and students wise.
- K.4. Each project guide will be responsible to map the parameters with PO's & PSOs.



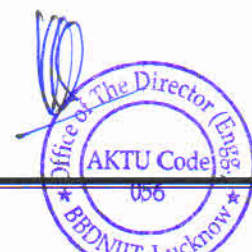
## **L. Guest lectures**

- L.1. All HODs will plan for guest lectures from academicians, industrialists, Trainers etc. as per the requirement of the syllabus or beyond the syllabus to fulfil the needs of students and present market scenario.
- L.2. HOD will get prior approval from the Director regarding the arrangement of guest faculty, his transportation and honorarium.
- L.3. HOD will communicate to the concerned Guest faculty regarding the approval of the Director.
- L.4. A feedback form will be filled out by the students after the completion of the seminar/guest lecture.
- L.5. A compilation of file of guest lectures per year will be prepared by the respective HOD/coordinator and it will be put up to the Director along with feedback for further necessary action.

## **M. Industry internship/summer training**

### **In-house industrial/technical training:**

- M.1. To strengthen & promote the technical part of students beyond the curriculum, various industrial training/technical training will be designed for 2nd, 3rd & 4th year students in all the branches of engineering.
- M.2. Each training course will be designed for at least 30 hours for a semester as per the demand of the industry and the present scenario.



M.3. There will be a system of feedback by students for each training course. It will be compiled by the HOD and put up to the Director for further necessary action.

**Industrial tour:**

M.4. All HODs will plan the industrial visit at least once in a semester as per the requirement of a particular branch & demand of the market scenario.

M.5. All HODs will first confirm the date & place of the industrial visit through email or any other resource and then put up the case to Director for approval.

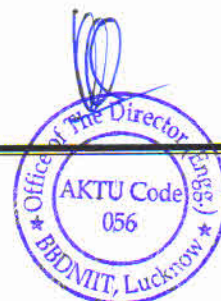
M.6. HODs will get the preapproval by the Director regarding transportation & other expenses.

M.7. Faculty members will define the objective of industrial visit and map to program outcomes.

M.8. HODs will compile all the reports regarding industrial visits along with the feedback and put up the complete file to the Director for further necessary action.

**N. Mini Project/ Summer training /Industrial training/Internship**

N.1. All HODs will circulate the notice to all the students of different semesters as applicable, according to the University curriculum, for submission of details of Mini Project/ Summer training /Industrial training/Internship in a given format in the department.



- N.2. Department will send all the details of the student to the Training & Placement cell for the verification of the place, company and also the required area of training. After verification, the training letters will be issued by the Training and Placement cell after getting approval from the Director.
- N.3. After completion of training/internship, all students will report to the respective departments along with the certificate & complete outcomes of training. HOD will arrange the presentation of each student and award the grade or marks as required by the affiliating university.
- N.4. HOD along with the co-coordinator will compile all the data and put up the complete file to the Director for further necessary action.

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