

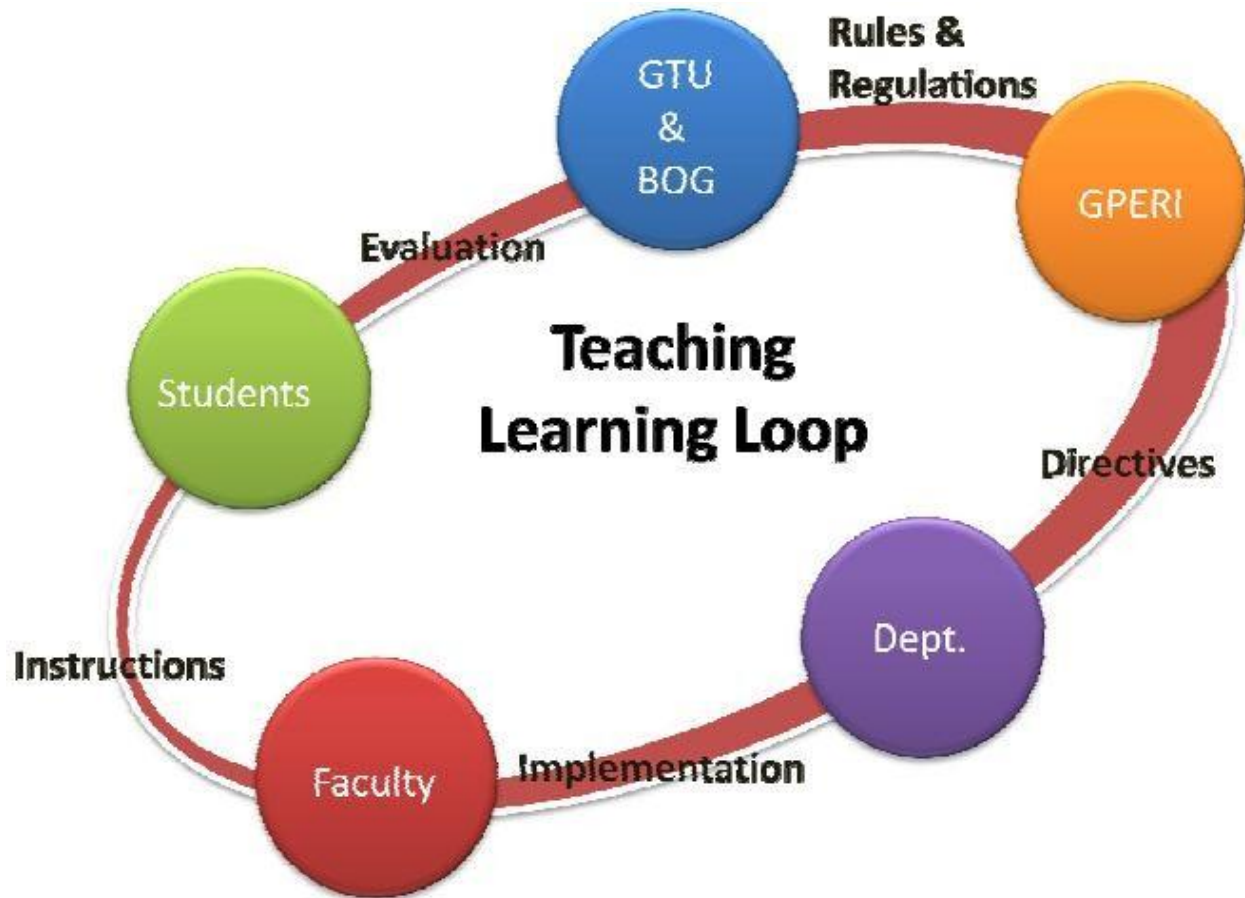
# Gujarat Power Engineering & Research Institute

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Teaching –Learning Process at Institute

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## Teaching Learning Loop



### Academic Calendar:

- The Institute follows the academic calendar as notified by the GTU.
- The Institute prepares detailed academic planer of each term considering GTU academic calendar that includes the dates of Mid-semester examination, result declaration, attendance reviews etc... The academic calendar is also notified to the student which is strictly followed.
- Every faculty member is also handed over the copy of the academic calendar to follow the academic and other activities in a cohesive manner at the Institute.

### Time Table:

- Time Table for each division of all the years is prepared by the Time Table committee and displayed on the student notice boards before the commencement of each semester.
- The copy of the same is given to the concerned department. The faculty, class room and laboratory time tables are also prepared by the committee and displayed at respective places.

**Orientation:**

- Orientation Program for senior students for each term is arranged by the department in order to give overview of the courses, list of practical, objectives of the course and other activities to be carried out in the course during the entire semester.
- Orientation Programme for new entrants is organized by the student activity cell in the beginning of the term to aware the students about objectives of the various branches and to acquaint them with the system of working at the Institute and University.
- The students are also briefed about the expectations from them and the set of rules and regulations of the Institute which they are supposed to follow. They are also informed about the GTU rules, regulations and the examination system. The copy of regulations on student discipline is also given to the students at the time of orientation.
- The program also includes sessions on stress management, time management, personality development, goal setting etc...
- The syllabus booklet, academic calendar and time table of the semester are given to all the students. The lesson planning and list of practical for each course is also notified on the Intranet.

**Attendance monitoring:**

- The Institute strictly believes that attendance monitoring is the key aspect for the student discipline. Minimum 75% attendance is compulsory as per the GTU rules and regulations which Institute follows. Undertaking for the same is taken from the student and his/her parents in the beginning of the semester.
- For the first one week, the attendance is monitored to keep a track of the attendance of all the students. For absenteeism in these days, penalty is imposed. All the faculty members are submitting attendance report to the concerned Head/coordinator of the department.
- Attendance is taken in each Lecture/Lab session/Tutorial for all the students. Attendance muster is kept with each faculty and the same is uploaded by the concerned faculty members or by the attendance entry operator on GTU web portal/Institute web portal.
- If student is remaining absent for a week continuously without intimation, the course coordinator informs to the counselor. The respective counselor informs to his/her parents for remaining absent from the lecture/laboratory.
- During the semester, two attendance reviews are carried out by each department. One before Mid-semester examination and second before End of term/filling the University examination form.
- If the attendance is less than 75% at the end of first review and second review respectively, the parents are informed regarding their wards attendance by Email/SMS and displayed on the Institute website.
- After the end of the semester term, the final attendance review is carried out and the lagging students and their parents are called to explain the reasons for lack of attendance in front of the Appeal Committee headed by the Director.

**Lesson Planning:**

- Lesson planning of each subject and list of practical are prepared by each course coordinator and notified to the students in the respective lecture and laboratory sessions.
- The Mid semester examination syllabus and the continuous evaluation scheme are also informed to the students in the beginning of the each semester.

**Mid – Semester and Remedial Examination:**

- As per the GTU course, each course has 30% weightage of Mid-semester examination.
- The Mid-semester examination is conducted as per the schedule of Institute academic calendar and as per the time table prepared by the time table committee.
- The course coordinator is responsible for evaluation for the Mid-semester examination that includes setting the question paper, assessment of the answer sheets, declaration and analysis of the result within 3 days of the examination.
- The department reviews the quality of the question papers and the result at the end of the Mid-semester examination. The result analysis report is sent to the Director by the Head/Coordinator of the department at the end of the Mid semester examination.
- The result of the Mid-semester examination is also sent to the parents by the department through Email/SMS and displayed on the Institute website.
- The remedial examination for the mid semester examination is conducted by the course coordinator in consultation with the Head/Coordinator of the department.
- The Mid-semester and remedial examination evaluation mark sheet is submitted by the course coordinator at the end of the semester to the Head/coordinator of the department.
- The final result of the Mid-semester/remedial examination evaluation analysis is sent to Director before uploading to GTU web portal.

**Continuous Assessment and Review:**

- As per GTU structure, each course has 50% weightage of continuous evaluation that is carried out by the course coordinators. The scheme for the continuous evaluation is decided by the course coordinator in consultation with Head/Coordinator of the department.
- The practical/assignment/tutorial are given to the students on continuous basis and are also assessed regularly. Each practical/assignment/tutorial is evaluated by the concerned teacher in the next laboratory/tutorial hours as per the time table.
- The numbers of practicals carried out in each laboratory are to be reviewed by the course coordinator as well as concerned Head/coordinator of the department.
- The submission of the term work at the end of semester is carried out by each laboratory teacher and marks are submitted to the concerned course coordinator.
- The course coordinator has to compile and submit the marksheet of the continuous evaluation at the end of semester duly endorsed by the Head/coordinator of the department to respective Head/coordinator of the department.
- The Head/coordinator of the department reviews the continuous evaluation result and takes necessary steps in consultation with the Director before uploading to GTU web portal.

**Counseling:**

- Batch wise counselor is appointed by the department and the same list is sent to the counseling committee in charge for proper coordination of the counseling sessions.
- The counseling is carried out through concerned faculty member during the term and the report of the same is sent to the Director by the counseling committee in charge.