

IMS Engineering College Ghaziabad

Inter Office Note

From: IQAC

To: All HOD

Date: 03rd March, 2022

Ref No

The following is the action plan for criteria 1 (NAAC) for the current session.

All HODs are requested to implement the following:

1. For criteria 1.2 (Academic flexibility)

- a. Department should design Add-on courses in each semester. All courses must be designed with a proper syllabus, teaching plan, assessment procedure, and outcome of the courses. The number of lectures and tutorials/ lab sessions required must be mentioned for each course. The minimum duration of the course must be 30 Hrs. The course should be approved by HOD and Dean (A).
- b. Minimum of two approved courses must run in each semester.
- c. All courses will be open to the students of all branches.
- d. Feedback on the AKTU syllabus by students, teachers, employers, and alumni should be considered for designing the add-on course.
- e. The notification must be sent by the respective HOD to all concerned students and faculty (Notice boards, WhatsApp/email) and the course will be added to time table. After the completion of the courses, e-certificates must be provided to students.
- f. Students participating in different courses must be different.
- g. Proper documentation (including the hard copies of student attendance records physically signed by students) should be maintained at the departmental level. Also, all of the relevant information must be available on the website about all such courses and their conduction (including exact duration, etc.) for the entire session.

2. For criteria 1.3 (Curriculum Enrichment)

- a. Industrial visits/fieldwork in relevance (linked) to the syllabus must be planned for all students in each semester.

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- b. Guest/Expert lectures in each semester should also be planned.
- c. The department can run lab sessions for the subjects, not having a predefined lab in the syllabus.
- d. Proper documentation should be maintained at the departmental level. Also, all of the relevant information must be available on the website which- may include photos/videos/notices, etc.

20/02/2022
07/02/2022
Mr. Jaya Nidhi Vashishtha
Criteria 1 Head

P.K Paul
Dr. Prabir Paul
IQAC, Coordinator

Copy to: -

Respected Director sir for his kind approval

Approved
V. K. Paul
07.02.2022