



# MANUAL FOR ACADEMIC PLANNING AND MONITORING

(As Amended on 28.05.2016)

## **University Campus**

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# MANUAL FOR ACADEMIC PLANNING AND MONITORING

## 1. Introduction

Proper academic planning and monitoring is an essential element in providing consistent response to ensure a sustainable future for the University. Naturally it is important that academic planning and monitoring process is consistent and properly communicated down the line.

The planning and monitoring process therefore needs to be open and transparent in order to improve dialogue and understanding between all stakeholders of the University.

The objective of academic planning and monitoring process are as follows -

- To ensure quality teaching learning processes.
- To ensure that all departments have done proper planning before the start of semester for conduction of lectures, practical, and other co-curricular and extracurricular activities.
- To ensure using of proper pedagogical tools for effective and quality delivery.
- To ensure the all-round development of the students by implementing various activities.
- To ensure that effective teaching learning is taking place throughout the semester.
- To ensure that fair continuous assessment and evaluation is taking place to support teaching learning.
- To ensure quality in all academic processes by integration of stakeholder feedback.

## 2. Applicability

The provisions of this document for the Jagan Nath University Manual for Academic Planning and Monitoring will be applicable w.e.f the date of its approval by the BoM and it will replace the earlier policy of the University in this regard and this policy is applicable to all the teaching staff and students of the University.

## 3. Focus Areas

The manual describes the following constituent parts –

- Curriculum Design and Review
- Academic Planning and Monitoring Process
- Regulation Related to Process
- Documentation Requirements.
- Various Reports to ensure Effectiveness and Quality

## 4. Curriculum Design and Review

The design and review process begins with a need analysis which comprises of following inputs-

- (i) Needs based analysis on Stakeholder Feedback received
- (ii) Recommendations of BoS
- (iii) Recommendations from IQAC
- (iv) Relevant standards i.e. AICTE, UGC guidelines and SRA

The IQAC shall analyse the stakeholders' feedback every year and share with the Deans/HoDs of the faculty/department for further necessary action in terms of new course/program introduction or planning of co-curricular activities to bridge the gap. Through various reviews and verifications, it is ensured that the curriculum design input meets the design output requirements.

The design output includes:

- The skill and knowledge to be imparted
- Scheme of courses and the detailed syllabi
- Assessment and evaluation.

To ensure the skill and knowledge imparted for employability, in curriculum design is through –

- Involvement of industry professionals in curriculum development and revision
- Mandatory projects/internships for all UG and PG professional programs
- Regular interaction of students with stakeholders i.e. industry professionals, alumni.
- Planning and organizing experiential and participative learning pedagogical tools based activities as per the requirements of program curriculum

The general steps followed in curriculum development are as under:

- The need for starting a new program or course(s) may arise from interaction with Industry, Faculty, Students, Alumni AC/BOM, UGC/AICTE etc.
- The idea of proposed program is discussed by HoDs in the department and the Head of concerned department puts up a proposal to BOS.
- The BOS after deliberating on the proposal may make the desired modifications and then send the proposal to APMC for consideration.
- The proposal after review by APMC is put up for consideration to Academic Council and upon its approval the recommendations may be sent to the Board of Management.
- After the BOM approval, the proposal may be sent to concerned Department/Faculty for implementation from the upcoming academic session.

The curriculum design and development for all programs to be done once after three years to ensure the adequacy and effectiveness in achievement of University vision and mission. Apart from that, the University shall go by the guidelines received from UGC, AICTE and other regulatory bodies i.e. BCI, NCTE, COA etc. for developing/restructuring the curricula.

## **5. Process of Effective Academic Planning and Monitoring**

The process of academic planning and monitoring shall be carried out through a systematic procedure as follows:

### **5.1 Preparation of University Academic Calendar**

At the beginning of each semester the University Academic Planning and Monitoring Committee (APMC) shall finalize Academic Calendar and Guidelines about the dates of commencement of the semester, end of the semester, mid-semester and end-semester examinations, practical examinations, holidays, etc. and circulate it to the departments one month prior to the commencement of new session.

### **5.2 Preparation of Departmental Academic Calendar**

After preparation of University Academic Calendar, the same may be integrated in the departmental academic calendar. Each Head of the Department will prepare their Departmental Academic Calendar in consultation with faculty members in the department. Academic Calendars of departments must include tentative dates of extra and co-curricular student activities, mock practical, dates for submissions of assignments / projects, seminar, guest lectures, etc.

Planning of student activities both extra and co-curricular shall be done in co-ordination with respective department coordinators.

Course allocation is to be done by heads of departments by the end of previous semester in order to enable faculty members to start their preparation in advance for the courses allotted to them. The steps to be followed by departments are:

- Collecting electives choices from the final year students
- Collecting the course choices from faculty members
- Finalization of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- Calculation of theory and practical teaching hours as per the finalized electives and University structure
- Proper distribution of teaching load among all the faculty members of the department.

### **5.3 Preparation of Teaching Plan, Lab Plan**

The University prescribes the syllabus which specifies the number of lectures per week, list of recommended books and assessment scheme of internal and external marks. Every faculty member will prepare the teaching plan, lab plan of entire semester in-line with the syllabus, department's academic calendar and class time table. Detailed unit-wise and date-wise plan for theory as well as lab will be prepared as per format. Teaching plan shall be approved by Dean / Head of Department.

### **5.4 Preparation of Timetables (Class/Lab and Faculty Timetable)**

Preparation of all time tables including class / lab and faculty shall be completed by respective time table co-coordinators of the departments before the commencement of semester. Same shall be approved by head of department and dean.

Time tables must include two hours per week for training and placement activities, each slot on different days. The slots for training and placement activities shall be planned in co-ordination with training and placement cell.

### **5.5 Preparation of Course Files**

Every faculty member shall prepare the course file, which shall contain the following documents and get it approved by Dean/HOD, before the commencement of the semester:

- Teaching Assignment Form
- Syllabus
- Lesson Plan / Lab Plan
- Faculty Guidelines
- Academic Calendar
- Class Time Table
- Individual Time Table
- Assignment Schedule
- University Previous End-Term Question Papers
- Attendance Sheet
- Assignment / Class Test Evaluation Sheet
- Continuous Assessment Record
- Notes etc.

## **5.6 Curriculum Delivery (Theory and Practical Sessions)**

The effective implementation of curriculum shall be ensured by supplementing classroom teaching with Expert Lectures, Presentations/Seminars, Mini Projects, In-house and Industry Supported Projects, Tutorials, Group Assignments, Case Studies, Industrial Visits, Industrial Training, Internships, Hands-on-Sessions, E-learning, NPTEL Lectures, MOOCs, Assignments, Internal-Tests, any other Domain Specific Activities etc.

Contents beyond curriculum will be identified and taught both in the classroom and in the laboratory to expose student learning to recent trends in the industry.

## **5.7 Academic Monitoring**

Dean/HoD, Dean Academics and IQAC will monitor the progress of syllabus coverage. The number of lectures planned and the number of lectures actually conducted will be monitored, and necessary corrective actions will be taken for filling the gap from time to time. The quality teaching learning processes will be ensured by proper monitoring through various predefined report formats.

Following activities related to academic monitoring shall be carried out:

- Daily Class and Lab Session Monitoring
- Attendance Monitoring (Subject-wise, Class-wise)
- Slow and Advanced Learner Activity Monitoring
- Syllabus Coverage Monitoring
- Continuous Assessment Monitoring
- Internal Examination Schedule, Result Analysis
- Faculty to Develop and Upload Assignments, Videos on website/LMS
- Communication to Parents through Letters and SMS.

## **6. Roles and Responsibilities of Teaching Staff Involved**

Multiple teaching staff may be responsible for carrying out different aspects of an Academic planning and monitoring process as follows:

### **6.1 Dean of Faculty**

- There shall be a Dean of each faculty who shall be appointed by the President for a period of three years.
- The Dean shall convene meetings of the faculty, as and when required, in consultation with the President and shall preside over the same.
- The Dean shall formulate the policies and development program of the faculty and present the same to the appropriate authorities for their consideration and effective implementation.
- The Dean shall ensure to maintain complete harmony in the faculty.
- The Dean shall ensure the overall development of all the students, faculties and non-teaching staff associated with the Faculty.

### **6.2 Head of Department (HoD)**

The Head of Department shall be responsible for :

- Course Allocation to faculty
- Preparation of Departmental Academic Calendar

- Preparing Schedule of Industrial Visits, Guest Lectures.
- QIPs (Conferences, Seminars) if any
- Allotting Mentees to the Teachers.
- Overall Monitoring of Department and Corrective Measures (if any)
- Prepare Comprehensive Department End Semester Report and submit to the Dean/ Dean Academics

### **6.3 Role of Program Coordinator**

The Program Coordinator shall have the following responsibilities:

- Display of Class Time-Table, Timely Distribution of Individual Time-Table.
- Collection and Maintenance of Theory and Practical Attendance of Students and Monitoring.
- Monitoring Conduction of Lectures and Practical regularly and making alternative arrangements in case of faculty is on leave and see that same must be recovered by subject teacher taking extra lectures if required.
- Records of sending letters/SMS to the parents regarding their wards' performance.
- Display of Monthly Attendance, Unit Test Marks etc.
- To conduct Interaction with Subject Teachers (if required).
- Conduct CR feedback, End Semester Feedback, Course end Survey.
- Ensuring the Roll call list, batches, students' and their parents/ local guardians' data with address, mobile number, email ids etc. is in place.
- Record from Subject Teachers and to prepare Monthly Defaulter Students' List.
- Monitoring the Syllabus Completion (Theory and Practical) Fortnightly and Submitting the report to Dean/HoD and Dean Academics.
- Monitoring Leave and Late Reporting of Students.

### **6.4 Role of Subject Teacher**

Subject Teachers will be responsible for all the academic aspects as follows:

- Development of Teaching Material, Planning of Lessons, Setting-up Laboratories and Experiment,
- Preparing and Maintaining Course File, Taking Attendance for each Lecture / Practical.
- Maintaining the Daily Attendance Report.
- Providing Subject Notes, Question Bank, Assignments and Other Course Material to Students.
- Periodic conduction of Class Tests, Remedial Classes, Activities for Slow Learners and Advanced Learners etc.
- Handling unscheduled Teaching Activities such as Student Counselling, setting and evaluating Test Papers, Arranging and Conducting Tests, Conduct of University Examinations, Implementation and Evaluation of Project for Students.
- Preparation of Laboratory Manual for their Labs and Preservation of Sample Journal copy
- Conduct Mock Practical or Oral Examination for batch allotted to them.

- Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
- Student's activities i.e. Co-curricular and Extra- Curricular Activities.
- Administration which may be Departmental or Institutional as Member / Convener of some Committee.
- Conducting/Participating in Education and Learning Activities (FDP/ Seminars/ Workshops/Expert Lectures etc.) both as an Organizer and (or) as a Participant.

### 7. Expected Outcome

- Timely Conduction of Academic Activities
- Timely Maintenance of Records
- Improvement in University Result
- Enhance Involvement in Applied Research
- Ensure Quality Delivery in each Processes

### 8. Following reports to be maintained for effective and quality delivery throughout the session/semester as per the following schedule:

S.No.	Type of Report	Frequency of Maintain	Annexure Number
1	Activity Report	Regular	Annex. I(a) to I(i)
2	Event Calendar	Regular	Annex. II
3	Daily Second Period Attendance	Regular	Annex. III
4	Class Cancellation cum Adjustment Report	Regular	Annex. IV
6	Class Conduction Report	Regular	Annex. V
7	Class CR and Remedial Action Taken Report	Regular	Annex. VI
8	Academic Progress Report	Monthly	Annex. VII
9	Attendance Compilation	Monthly	Annex. VIII
10	Undertaking for Course Completion	End Semester	Annex. XI
11	Undertaking for Short of Attendance	End Semester	Annex. X
12	Stakeholder's Feedback	End Semester	Annex. XI
13	End Semester Report	End Semester	



**Present – Higher Study of Faculty Members**

S.No.	Name	Designation	DOJ	Experi ence	Educational Qualification-1 (Present)	Educational Qualification-2 (Higher from University/Organisation)

**FDP / Seminar / Workshop Participated by Faculty Members**

S.No.	Name of the Faculty	Refreshers Courses/Orientation Programme/Training Programme/ Conference Attended (Duration & Venue)

**Research Paper / Article / Book Published by Faculty Members**

S.No.	Name	Title/Research Paper/ Article/Book published	Name, Vol.of, Year of Journal

**List of Activities Conducted During Academic Year**

S.No.	Activity	Date

**Detailed List of Co-curricular Activities Conducted Outside the Campus  
during Academic Year**

S. No.	EVENT & VENUE	DATE OF EVENT	PARTICIPANTS	REMARKS

**FDP / MDP CONDUCTED DURING ACADEMIC YEAR**

S.No.	Date	Title of FDP/MDP	Guest

**INDUSTRIAL VISIT COUNDUCTED DURING ACADEMIC YEAR**

S.No.	NAME OF THE INDUSTRY	DATE	COURSE

**GUEST LECTURES COUNDUCTED DURING ACADEMIC YEAR**

S.No.	Name	Designation	Date of Guest Lecture	Topic

**SEMINAR / WORKSHOP / REFRESHER COURSES ORGANISED  
DURING ACADEMIC YEAR**

S.L No.	Date	Title of Workshop/ Seminar etc.	Convener/Trainers

**EVENT CALENDAR**

Programme : \_\_\_\_\_

Session : \_\_\_\_\_

Date	Day	Events

**DATE WISE STUDENTS STRENGTH IN II PERIOD**

Date / Strength	Sem I	Sem III	% Attendance	Sem V	% Attendance	Total	% Attendance	Reasons for Low Attendance
	1	2	3		(1+2+3)			

**Class Cancellation cum Adjustment Report**
**Programme :** \_\_\_\_\_

**Semester :** \_\_\_\_\_

Date	Day	Period	Faculty Name	Subject Name	Cancel	Adjustment	Reason

### Weekly Class Conduction Report

Programme : \_\_\_\_\_

Semester : \_\_\_\_\_

S. No.	Name of Subject	Name of Faculty	Date from which classes have been started by the faculties	Classes Scheduled as on 16/11/2013	Classes Held till 16/11/2013	% Variation	Adjustments till 16/11/2013	Remarks

### Remedial Action on CR Feedback Taken

Sem.	No. of CRs Feedback form Filled up	Points Noted Down by CRs in the Feedback forms	Intensity of problems	Any Repeated Case/Points of previous feedback	Remedial Action TAKEN

### Academic Progress Report

**Programme :** \_\_\_\_\_

**Semester :** \_\_\_\_\_

S.N.	Subject	Name of Faculty	Total No. of Classes Held	Course covered in % as per Faculty	No. of Class Test	No of Assignment given	Course covered in % as per Class CR	Need Extra Classes Y/N

### Attendance Compilation Report

S. N.	Enrollm ent Number	Subject Name	a	b	c	d	Total	Total %	REMARK
		Paper Code	101	102	103	104			
		Total No. of Classes							
		75% of Total Classes							



**UNDERTAKING for Course Completion**

The theory and practical Time-Table for End-Term Semester Examination has already been announced and displayed on the Notice board. We are satisfied with course coverage and ready to appear in the End-Term Semester Examination as per announced Time-Table.

Date :

Signature of CR

**UNDERTAKING by the Student (I Year) reg. Short of Attendance**

I.....son/daughter of .....  
.....,student of ..... program,  
.....branch, ..... semester hereby undertake that, in next semester,  
I will positively secure **minimum 75% attendance** in each subject, failing which  
I understand that I will not be allowed to appear in the next semester examination .  
I request you to kindly permit me to sit in the **End Term Examination**.

Place :

Date :

Student's signature

This is a confidential document and will be handled by the Director only.

### STUDENT FEEDBACK FORM

**Course:**

**Semester:**

**Objective:** The purpose of this feedback is to further improve the performance of the faculty with your cooperation. Kindly play the role of a counselor rather than that of a Judge. Your assessment should be unbiased and objective.

Please rate the Faculty, Coordinator and other facilities on a 6 point scale, ranging from 6 (very high rating) to 1 (very low rating). Indicate the rating on various attributes\* and overall competence.

<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Very Poor</b>

#### A. Faculty

Subject	Name of the Faculty	A Knowle dge	B Comm Skill	C Giving Assignmen ts	D Interactive Approach	E Control over the class	F Overall Rating

#### B. Coordinator

Name of the Coordinator	A Interaction	B Cooperation	C Control of Students	D Query Handling	E Behavior

Any Problem related to Faculty/ Coordinator

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C. Overall Facilities (Academic, Infrastructure, Co Curricular of JNU (on 6 point scale ) \_\_\_\_\_

**D. Library**

a. Subjects & Books Availability

b. Reference books availability

c. Library Timings

**E. Computer Lab**

a. Proper functioning of PCs

b. Speed of Internet

**F. Infrastructure**

a. Cleanliness of the class room

b. Cleanliness of toilets

**G. Canteen**

a. Quality of food at canteen

b. Variety of food available in the canteen

**H. Co-Curricular Activities**

a. Sports

b. Cultural Activities

**I. Complaints/ Suggestions:**

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**Note:** *Do not write your Name or Roll No. anywhere on the form.  
Please write suggestions (if any), for improvement overleaf.*