



THAPAR UNIVERSITY
(Deemed University)
PATIALA-147004

ACADEMIC PROCEDURES MANUAL

TU/QMS/PR/ACAD

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Soft Copy



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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
• CONTROLLER OF EXAMINATION	COE
• CREDITS	CR
• DEPUTY DIRECTOR1	DD1
• DEPUTY DIRECTOR2	DD2
• DEPARTMENT	DEPT
• DEPARTMENT PLANNING AND POLICY COMMITTEE	DPPC
• DEAN OF ACADEMIC AFFAIRS	DOAA
• DEAN OF STUDENT AFFAIRS	DOSA
• DEAN OF PARTNERSHIPS AND ACCREDITATIONS	DOPA
• DEAN OF RESOURCE MOBILIZATION & ORGANIZATIONAL EFFECTIVENESS	DRME
• HEAD OF DEPARTMENT	HOD
• LECTURE	L
• MASTER IN COMPUTER APPLICATIONS	MCA
• MASTER OF ENGINEERING	ME
• OFFICER ON SPECIAL DUTY	OSD
• 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

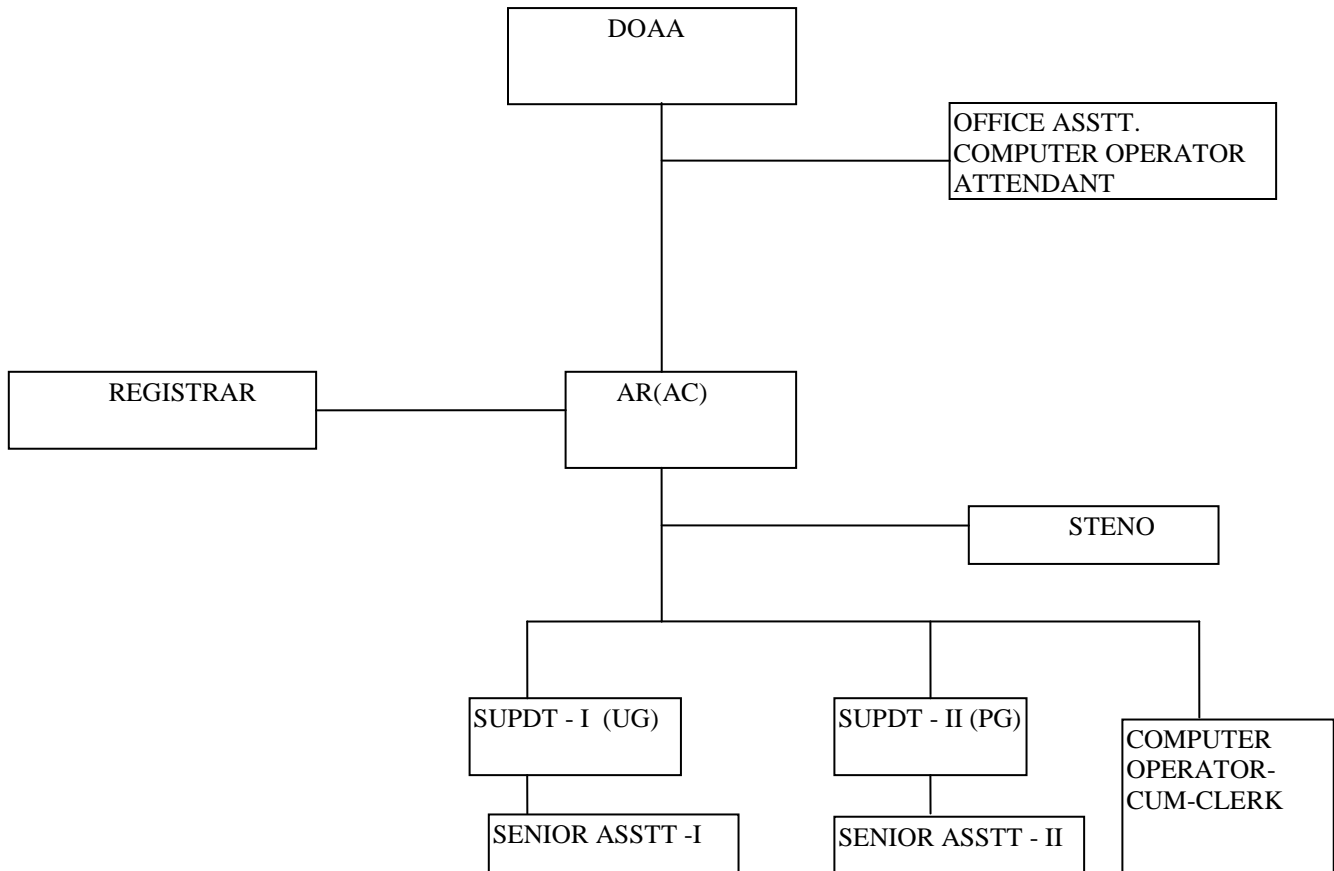


DISTRIBUTION LIST

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8.	Dean of Partnerships and Accreditations (DOPA)	dopa@thapar.edu
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25.	Head, School of Energy and Environment	hsee@thapar.edu
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27.	Head, Central Workshop	hcw@thapar.edu
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ORGANISATION CHART





THAPAR UNIVERSITY : PATIALA
(Deemed University)

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

The following 5-digit alpha- numeric coding will be followed for providing code numbers to courses in the B.E. scheme applicable w.e.f. the session 2000-2001.

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

Digits 1, 2 will have *alphabetical* representation as follows :

Courses	Digits 1, 2 Code A	Courses	Digits 1,2 Code A
CORE COURSES		PROFESSIONAL COURSES	
Engg. 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

Digit 3,4,5 will have *numeric* representation as follows :

CORE COURSES	Digit 3 Code (A)	Digits 4,5
First Year of B.E	1	Running number starting with 01 within code A
Second Year of B.E	2	-do-

	Digits 3,4,5
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



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



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. TU/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	TU/DOAA/ACD/FT/01(0) TU/DOAA/ACD/FT/02(0) TU/DOAA/ACD/FT/03(0) TU/DOAA/ACD/CL/03(1) TU/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	TU/DOAA/ACD/CL/03(1) TU/DOAA/ACD/CL/02(0)
5.	The proposal is put up for consideration to SUGC/SPGC -if SUGC/SPGC approves the proposal, its recommendations may be sent to the	DOAA/REGIS TRAR	TU/DOAA/ACD/FT/01(0) TU/DOAA/ACD/FT/02(0) TU/DOAA/ACD/FT/03(0)



	<p>SENATE/P&MB</p> <p>-if SUGC/SPGC recommends major modifications, the proposal may be sent back to the concerned department for resubmission of the proposal after due corrections.</p> <p>-if the SUGC/SPGC does not approves the proposal, it is dropped and the concerned HOD is informed</p> <p>.</p>		
6	<p>In case of additional infrastructure requirements for the proposed programme the recommendations of SUGC/SPGC are put up to P&MB</p> <p>-if P&MB approves the proposal, its recommendations may be sent to the SENATE</p> <p>-if the P&MB doesnot approves the proposal, it is dropped and the concerned Department/School/Sections is informed.</p>	REGISTRAR	<p>TU/DOAA/ACD/FT/01(0)</p> <p>TU/DOAA/ACD/FT/02(0)</p> <p>TU/DOAA/ACD/FT/03(0)</p>
7.	<p>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.</p> <p>-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.</p> <p>-If the SENATE recommends a major modification/reconsideration, the proposal is sent to SUGC/SPGC/BOS.</p> <p>-If the SENATE rejects the proposal, the concerned Department/School/Sections is accordingly informed.</p>	REGISTRAR	<p>TU/DOAA/ACD/FT/01(0)</p> <p>TU/DOAA/ACD/FT/02(0)</p> <p>TU/DOAA/ACD/FT/03(0)</p> <p>TU/DOAA/ACD/FT/22(0)</p>
8.	<p>- 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.</p> <p>- In case AICTE/UGC seeks clarifications/modifications, the same are met by the concerned HOD through the registrar, following steps 2 to 7.</p>	REGISTRAR	<p>TU/DOAA/ACD/FT/01(0)</p> <p>TU/DOAA/ACD/FT/02(0)</p> <p>TU/DOAA/ACD/FT/03(0)</p> <p>TU/DOAA/ACD/FT/22(0)</p>



	- 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.



TU/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

TU/DOAA/ACD/CL02(0)

CHECK LIST FOR LEARNING ENVIRONMENT REQUIRED FOR THE COURSE

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

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TU/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? (Should 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)
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 between 50-54hrs. 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? ($32 < x < 36$ 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)



TU/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.)

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

FORMAT FOR COURSE BLOW-UP

DEPARTMENT _____

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

Experiment List (if required)

(PREPARED BY)

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TU/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)



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

THAPAR UNIVERSITY : PATIALA
(Deemed University)

Aug 2, 2002

Subject : System/procedure for coding of PG courses.

The following 5-digit alpha-numeric coding will be followed for providing code numbers to courses in the M.E. scheme applicable w.e.f. the session 2001-2002.

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

Digits 1, 2 will have alphabetical representation as follows :

Professional Area	Digits 1,2 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
Mathematical & Computer Applications	CA
Mechanical Engg.	ME

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



TOPIC: Registration on computer at the beginning of each Semester

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	TU/DOAA/AC D/FT/04(0) TU/DOAA/AC D/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 NODUES card	DR(F&A) Cashier	TU/DOAA/CR W/FT/08(0)
3	a) Hosteler to obtain <u>NO DUES</u> clearance from the Concerned Warden. b) Day scholar to obtain NO DUES from the Co-ordinating Warden.	Concerned warden/ Coordinating warden	TU/DOAA/CR W/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	Student	TU/DOAA/AC



	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'.		D/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	TU/DOAA/AC D/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	TU/DOAA/AC D/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	TU/DOAA/AC D/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 to the respective students and teachers through the departments.	DOAA	



13	The Registration Nos./Roll Nos. are issued to the newly admitted students.	DOAA/ Academic Section	TU/DOAA/AC D/FT/21(0)
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TU/DOAA/ACD/FT/04(0)

FORMAT FOR ACADEMIC CALENDAR.

ACADEMIC CALENDAR 2000-2001

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 (30 days)

First Mid-semester Test

Teaching (31 days)

Second Mid-semester Test

Teaching (29 days)

End Semester Examination

Winter Break

Second Semester

Registration

Commencement of Classes

Last Date of Registration
(With late registration fee)

Teaching (30 days)

First Mid-semester Test



Teaching (31 days)

Second Mid-semester Test

Teaching (29 days)

End Semester Examination

Summer Break

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 UNIVERSITY: PATIALA
(Deemed University)

No. TA/DA/1

REGISTRATION SEMESTER - II, 2001-2002
(GUIDE LINES FOR STAFF ON DUTY)

During registration on 1.1.2002 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 1.1.2002 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 December 26, 2001 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 1.1.2002 will be done in the Computer Centre on 8.1.2002.

Dean, Academic Affairs

Copy to :

1. Director
2. Assistant Registrar (Academic)
3. Sh. S. P. Kataria, Supdt., Academic Section
4. Sh. Kamaljit Rana, Senior Assistant, Academic Section
5. Sh. Prem Kumar, Senior Clerk, Academic Section
6. Sh. Pardeep Kumar, Junior Assistant, SOM
7. Sh. Ishwar Batra, Senior Assistant, Academic Section
8. Sh. Sanjeev Guleria, SA, Computer Centre

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TU/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	
COOPERATIVE STORES	
ACADEMIC	
OTHERS	
ACCOUNTS	



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

Student Registration Form

Roll Number _____
 Password _____
 Resident Status _____
 NRI Yes / No

I want to register for Regular Course/ Backlog Course

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

Registration Slip sample

Thapar University, 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 UNIVERSITY, PATIALA
(Deemed University)

TI/DA/1

Dated: August 2, 2000

NOTIFICATION

The following students have been allowed to take additional backlog courses with in the credit limits in Semester I, 2000-2001. 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 Monday, 7. 8. 2000.

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

S.No.	Course No.	Course Title	Registration No.
1.	MA-102	Mathematics -II	BE-210/96 BE-218/96 BE-180/95 BE-209/95 BE-269/96 BE-55/96
2.	ES-205	Measurement Sci. & Instru.	BE-264/97
3.	ME-305	Dynamics of Mechanics	BE-13/96
4.	CE-406	Advanced High way Engg.	BE-159/096
5.	CE-454	Advanced Fluid Mechanics	BE-273/96
6.	EE-453	Electrical Machines-II	BE-114/96
7.	CH-353	Process Engg. Design	BE-269/96
8.	MA-201	Mathematics-III	BE-180/95
9.	EE-251	Electrical Power System -I	BE-69/94

Dean Academic Affairs

cc to : All Heads of Deptts
Notice Boards



THAPAR UNIVERSITY, PATIALA
(Deemed University)

**Ref.No.TI/DA/1/
January 04, 2001**

NOTIFICATION
ADD/DROP FACILITY

Subject:- REGISTRATION-2nd Semester Academic Year 2001-2002.

Students who got themselves registered from January 01, 2002 onwards and are desirous of dropping or adding any course are required to do so by January 12, 2002. 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 5.00 P.M. January 12, 2002. The forms must be accompanied by one photostat copy of the Registration slip/form available with the student.

Dean Academic Affairs

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



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.	TU/DOAA/A CD/FT/02(0)
2	Preparation of schedule for feeding of teaching load in computer	Time Table Committee	TU/DOAA/A CD/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	TU/DOAA/A CD/FP/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	

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



PERFORMA FOR SENDING THE TEACHING LOAD**DEPARTMENT** _____

<u>SNO.</u>	<u>TEACHER NAME(DESIGN)</u>	<u>COURSE CODE</u>	<u>L</u>	<u>T</u>	<u>P</u>
1.					

Total Load=

2.

Time Table Incharge

H.O.D.



TU/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.	-----	-----	-----

(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	<p>Date - Sheet Preparation</p> <p>a) Different sets of clash free courses are prepared in which no student is having more than one course.</p> <p>b) The CFS are mapped to different sessions available on the dates specified in the Academic Calendar to prepare the date sheet..</p>	DOAA	<p>Clash free sets (CFS)</p> <p>Academic Calendar Date Sheet (DS)</p>
2	<p>Seating Plan Preparation</p> <p>a) Rooms of required capacity are selected for room database. The room database specifies the capacity of each room in terms of rows & columns.</p> <p>b) All the students appearing in a session are arranged in CFSR using one of the following formats.</p> <p>1) Sequential (A,A,A,A,A,...) (A,A,A,A,A,...)</p> <p>2) Alternate (A,B,A,B,A,...) (B,A,B,A,B,...)</p> <p>3) Quad (A,B,A,B,A,...) (C,D,C,D,C,...)</p>	<p>DOAA</p> <p>DOAA</p>	<p>CFS Rooms (CFSR) Seating Plan (SP) {i) Detailed & ii) Summarized}</p>
3	<p>Invigilation Duties of Teachers</p> <p>a) List of teachers, who are available is prepared according to their seniority (not on long leave or academic leave)</p> <p>b) List of teachers teaching each of the courses is prepared.</p> <p>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.</p>	<p>AR(P)</p> <p>Chairman , Time-Table Committee</p> <p>DOAA</p>	<p>Available Teachers (AT)</p> <p>Course Teachers (CT)</p> <p>Exam Duties</p>



	<p>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.</p> <p>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.</p>	<p>DOAA</p> <p>DOAA</p>	<p>Exam Duties {1) Session-wise & 2) Teacher-wise}</p>
4	<p>Printing & Distribution of documents:</p> <p>a) Summarized Date Sheet - all deptts./notice boards/hostels</p> <p>b) Detailed Date-Sheet- do</p> <p>c) Day wise Duty Chart - all deptts & centre Supdt.</p> <p>d) Individual Duty Chart- all teachers trough deptts</p> <p>e) Attendance Sheets- centre Supdt.</p> <p>f) Seating Plan (room-wise)- Centre Supdt & notice board</p> <p>g) Centre-Course-Room wise allocation of candidates- notice board/Centre Supdt/</p> <p>h) Centre-Course-Day wise allocation of candidates- Centre Supdt</p>	<p>DOAA</p>	



TOPIC: **STUDENT RESPONSE SURVEY**

PURPOSE:

- To get feedback from students for the courses offered in a semester.
- To inculcate in the faculty a tendency of self-analysis, self improvement & development.

SCOPE:

All students of BE, MCA and ME 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	TU/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	TU/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	TU/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.	TU/DOAA/ACD/RP/05(0)