Your Dreams Our Goal

POORNIMA UNIVERSITY

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

GUIDELINES OF LECTURES/PRACTICALS/TUTORIALS

1). Guidelines for Lectures:

a). Introduction & Conclusion: Each Course, unit and topic shall start with introduction & close with conclusion or summary. In case of the Course, it is Zero lecture.

b). Time Distribution in lecture class: - Time allotted: 60 min.

i. Faculty shall ensure giving attention towards students who were absent for last lecture or continuously absent for many days + taking attendance by calling the names of the students and also sharing any new/relevant information.
ii. Actual lecture delivery should be of 50 min. It should start with an agenda of topics, issues to be covered particularly important concepts.
iii. Either first 5 min. or last 5 min. of both the time should be utilized for Introduction/ recapping/ conclusion (as per need) of the topic preferably by the students
iv. After completion of a Unit/Chapter a short quiz (as a feedback of learning) should be organized.
v. During lecture students should be encouraged to ask questions**.**

Note: Pl. ensures that each student is having **Lecture Note Book**. Also write day and date, name of the teacher, name of Course with code, unit and lecture no. and topics to be covered on the black board at the beginning of each lecture and ensure that students write the same in lecture note book. Ask students to leave 4/5 pages blank for copying the note from fellow students in case they are absent in any particular lecture. This will train them in being systematic & meticulous.

2). Guidelines for Practicals:

- Minimum Two lectures shall be taken for explaining in brief about the experiments of rotor-1 & rotor-2 before start of each rotor.
- All the experiment must be performed by the faculty and TA before the start of lab.
- Lab manuals must be available in all the labs.
- Rotors shall be decided before start of practical classes and students shall be well informed about their experiment wise practical execution dates.
- **Pre lab system must be strictly followed.**
- Lab record shall be evaluated on each turn and marks must be displayed in the lab in the prescribed list.
- Lab record work shall also be carried out by students in the lab class (Not more than 30 Min in two Hrs.

3). Guidelines for Tutorial: - It is an essential component of Teaching- Learning process in Professional Education. Here the focus is an active learning with student doing & teacher facilitating.

Objective: - To enhance the recall mechanism.
To promote logical reasoning and thinking of the students.
To interact personally to the students for improve numerical solving ability.

a). *Tutorial processing:* - Tutorial sheet shall be provided to each students

I Part: - It is consisting of questions to be solved in the class assignment session in test mode on perforated sheet given in tutorial notebook and to be collected & kept by respective faculty for review & analysis (20 minutes).

II Part: - Indicating/Initializing the weak issues/ drawback and Evaluating and providing the grade. Making a group with good student for assisting the weak students to explain/solve questions by every student on plain papers given in tutorial note book (20 minutes).

III Part: - Solving/ explaining difficulties of lecture class and providing the new home assignment (20 minutes). To be done in tutorial note book.

b). Guidelines for *Home assignment shall comprise of two parts:*

Part (i) Minimum essential questions, which are to be solved and submitted by all within specified due date.

Part (ii) Other important questions, which may also be solved and submitted for examining and guidance by teacher.

c). Where feasible good students should be given opportunity to explain to class.

d). Guidance for attempting test/exam papers & marking criteria.