INTERNAL QUALITY ASSURANCE CENTRE

24 January, 2023

All the head of the departments are informed to submit the class timetables of B.Tech /M.Tech / MBA for the academic year 2022 - 2023 along with the following documents.

Checklist for the approval of timetables:

1. Minutes of academic committee including the acceptance of the faculty assigned for the courses
2. Course allocation forms
3. Class timetables
4. Faculty workload
5. Minutes of Department Advisory Board (DAB) including the value-added courses identified for the semester
6. Minutes of Program Assessment and Quality Improvement Committee (PAQIC) including the OBE attainments of the odd semester (previous semester), the gap analysis, action taken report
7. Filled - in *course entry form* of B.Tech - even semester and *course exit form*s of B.Tech - Odd Semester for academic year 2022 - 2023
8. Course file of the courses of academic year 2021 - 2022
9. Classroom and laboratory occupancy reports of the even semester of academic year 2022 - 2023
10. Identification of *Long* and *Short* laboratories along with the list of experiments
11. Submission of course full-stack including course descriptions of academic year 2022 - 2023
12. Department activity calendar
13. Proposed list of co-curricular and extra-curricular activities to be conducted by the professional bodies and technical associations of the department during the even semester of 2022 - 2023
14. Recent minutes of department meeting along with the detailed agenda.

Copy to: **PRINCIPAL**

1. All the head of the departments
2. Dean, Academics
3. Dean of Learning and Educational Technologies
4. Dean of Planning, Monitoring & Continuing Studies
5. Dean of Student Services
6. Dean of Quality Content Delivery Standards (QCDS)
7. Office of IQAC