

Departmental Policy

Date: 16/01/2017

1. Induction program of newly admitted 1st year students to be carried out.
2. Portfolio distribution by Head of the Department.
3. Preparation of Timetable, distribution of hard copy of Timetable to all faculties and
Central timetable committee
4. If there is a need of visiting faculty, then proposal to be prepared and further process
to follow through
5. Preparation of lesson plan, lab plan and students Muster by faculties
6. Nominate subject Coordinators
7. Workload and syllabus to be carried out timely as per lesson plan
8. Make alternate arrangement if faculty is on leave
9. Subject coordinators should inform respective departments about less attendance
irregular students.
10. Submission and viva to be taken at the end of the semester
11. Result analysis after mid-sem exam and after end semester result is declared
12. Identify slow and Advanced Learner
13. Prepare schedule for Remedial classes.
14. Arrange Expert lectures if required.
15. Counselling of students to be done as per the requirement of subject Coordinators
16. List of consumable items to be prepared by Lab incharge

17. ICT tools and equipment requirements to be intimated to new item committee for its procurement and maintenance
18. Dead stock, furniture and consumable registers to be maintained and verified by HOD
19. Actions to be taken for regular maintenance of department computers and consumables
20. Focus on cleanliness and hygiene in department

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Internal Assessment Policy

Date: 18/01/2017

1. Unitwise Test to be arranged after the completion of each unit
2. 60% syllabus to be competed for Mid-sem exam conducted as per academic calendar
3. Subject teachers who share the syllabus to discuss about topics to be covered for mid-sem exam
4. Display syllabus of mid-sem on notice boards two weeks before the exam week
5. Communicate the blue print or paper style with students, also mentioning Cos
6. Prepare question paper as per Bloom's taxonomy
7. Verify and endorse through DQAC committee
8. Print and hand over to respective department
9. Result analysis and display on notice board
10. Identify the students who have scored less than 12marks in Mid-semester exam of 30 Marks, and prepare them for remedial exam
11. Remedial assessment can be taken in the form of exam or assignment as decided by the subject faculty
12. During the term based on the class test, mid-semester, attendance, overall attitude and behaviour, identify slow learner students and counsel them
13. Arrangement of extra lecture at department level during free slot as per the curriculum and subject scheme
14. Internal assessment which is taken in the form of submission of termwork and viva. Marks entry of the internal assessment to be done as soon as GTU notification/ links become live

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Feedback Policy

Date: 17/01/2017

1. Types of feedback to be taken :
 - a. Faculty feedback – twice in semester (after mid-sem exam and end of semester)
 - b. Course feedback – end of semester
2. If faculty feedback is less than 70%, faculty will be counselled by the HOD and DQAC
3. If course feedback is poor, action plan needs to be prepared by the faculty for forthcoming batches
4. Action plan prepared must be included and implemented for the forthcoming batch
5. Subsequently course exit survey to be done so as to compare if action plan was productive
6. If the action plan is not productive, make necessary changes and implement the change again

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Mentoring Policy

Date: 17/01/2017

1. Counselling forms is to be filled by faculty based on students who require counselling
2. Constant follow-up to access the improvement in respective students and to be conducted till improvement is observed
3. Counselling report to be handed over to respective department at the end of the semester
4. Subject faculty should be approachable in case students want to share their concerns, be it personal or related to studies
5. Faculty can invite parents to discuss about their ward's overall performance and improvement if required

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