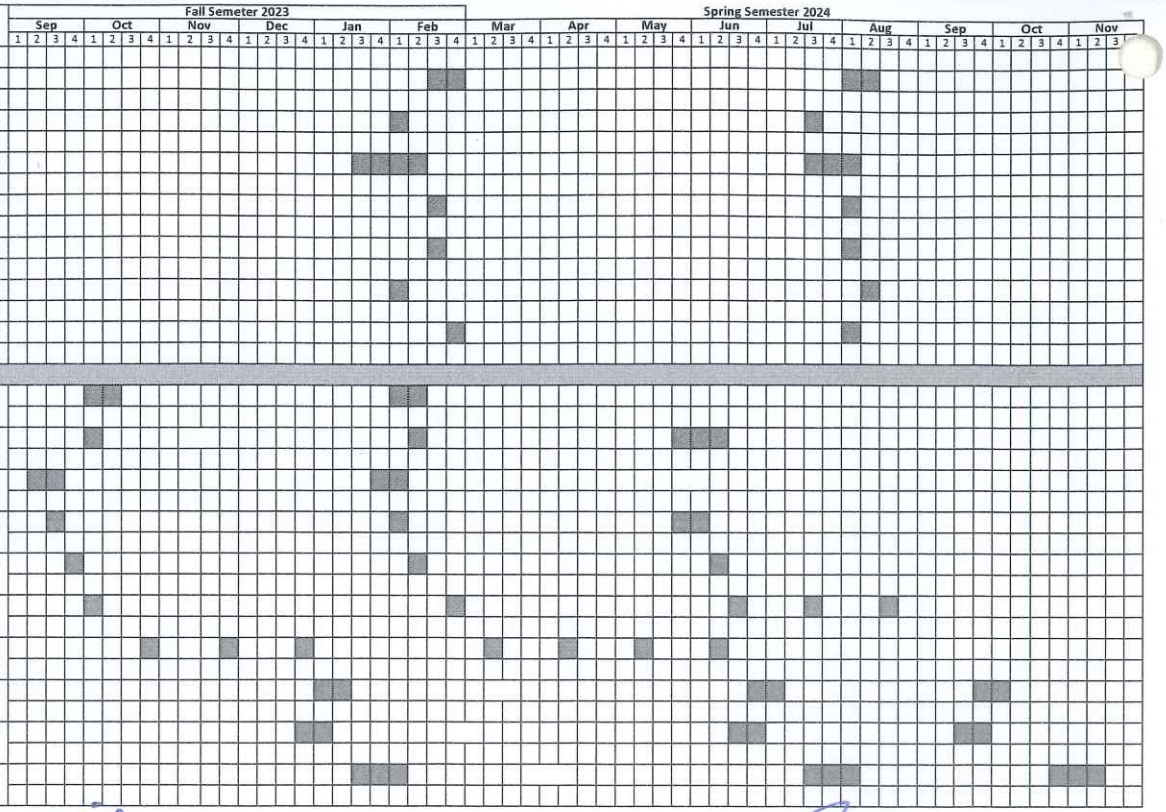
# NED University of Engineering & Technology

## Activities Tracker

Fall Semester 2023: Sep, Oct, Nov, Dec, Jan, Feb (weeks 1 2 3 4) — Spring Semester 2024: Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov (weeks 1 2 3 4)

| S. No. | Activity | Responsible Person | |
|---|---|---|---|
| **Undergraduate Programmes Activities** | | | |
| 1 | Development and approval of Academic Calendar | Deans/PVC/VC | Planned |
| | | | Actual |
| 2 | Preparation of Teaching Load | Chairperson | Planned |
| | | | Actual |
| 3 | Appointment of Class Advisors/ Project Administrartors | Chairperson | Planned |
| | | | Actual |
| 4 | Preparation of Time Tables, Approval and Display | Class Advisors | Planned |
| | | | Actual |
| 5 | Finalization and Communication of Teaching Load | Chairperson | Planned |
| | | | Actual |
| 6 | Registration of Students | Class Advisors | Planned |
| | | | Actual |
| 7 | Orientation for the first year students | Chairperson | Planned |
| | | | Actual |
| 8 | Reviewing and Updation of Workbooks | Faculty Members | Planned |
| | | | Actual |
| 9 | Assignment of Final Year Projects (FYP) | Project Coordinator | Planned |
| | | | Actual |
| 10 | Finalization and display of Book Bank Schedule | Class Advisors | Planned |
| | | | Actual |
| 11 | Proposal and approval of Visiting Faculty | Chairperson | Planned |
| | | | Actual |
| 12 | Consultation for shared courses/ codes | Chairperson | Planned |
| | | | Actual |
| 13 | Submission of Course Plans | Faculty Members | Planned |
| | | | Actual |
| 14 | Updation of list of text books | Deptt. Incharge Library | Planned |
| | | | Actual |
| 15 | Commencement of academic sessions | Class Advisors/Faculty Members | Planned |
| | | | Actual |
| 16 | Introducation of OBE System to students | Faculty Members | Planned |
| | | | Actual |
| 17 | Communication of Course Profiles/Sessional Marks and Consulting Hours to students | Faculty Members | Planned |
| | | | Actual |
| 18 | Review of students' attendance | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 19 | BOS Meetings/ Followups of KPIs | Chairperson/ Area Coordinator | Planned |
| | | | Actual |
| 20 | Mid-Term FYDP | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 21 | Short of Attendance Letters to Parents | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 22 | Panel of Examiners to Controller of Examinations (COE) | Chairperson | Planned |
| | | | Actual |
| 23 | Communication of Internships to students | Class Advisors | Planned |
| | | | Actual |
| 24 | Preparation of Exam Time Table and communicate to COE | Chairperson | Planned |
| | | | Actual |
| 25 | Conduct of Midterm exams | Chariperson/Factotum | Planned |
| | | | Actual |
| 26 | Assessment and communication of Midterm results to students | Faculty Members | Planned |
| | | | Actual |
| 27 | Display of Sessional Marks | Faculty Members | Planned |
| | | | Actual |
| 28 | Assignment of invigilation duties | Chairperson | Planned |
| | | | Actual |
| 29 | Students' Feedback Survey (Online) | Chairperson/ Area Coordinator | Planned |
| | | | Actual |
| 30 | Faculty, employer and alumni surveys | Chairperson | Planned |
| | | | Actual |
| 31 | End of classes and submission of online Faculty Course Review Rep | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 32 | OBE Data Submission to OBE Cell | Faculty Members | Planned |

| S. No. | Activity | Responsible Person | |
|---|---|---|---|
| 32 | OBE Data Submission to OBE Cell | Faculty Members | Actual |
| 33 | OBE CQI Activity | OBE Trained Faculty | Planned |
| | | | Actual |
| 34 | Condonation of attendance cases | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 35 | Conduct of Examination | Chairperson/ Class Advisors | Planned |
| | | | Actual |
| 36 | Timely assessment of scripts and submission to COE | Faculty Members | Planned |
| | | | Actual |
| 37 | Timely assessment of scripts by the ERC | Chairperson | Planned |
| | | | Actual |
| 38 | Communication of Final Year Project Examination Schedule to COE | Chairperson | Planned |
| | | | Actual |
| 39 | Assessment of Final Year Projects | Chairperson | Planned |
| | | | Actual |
| **Postgraduate Programmes Activities** | | | |
| 1 | Admission Process / Application / Merit List / Registration | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 2 | Registration in other Semester | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 3 | Teaching Load Finalization and Communication | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 4 | Time Tables Finallization and Display | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 5 | Course Plans Preparation and Submission | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 6 | Conduct of Classes | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 7 | Attendance Display (For at Least One Week) | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 8 | Students' Feedback Survey (Online) for each Semester | Area Coordinator | Planned |
| | | | Actual |
| 9 | Examination Time Table Proposal sent to COE | Chairperson/ Coordinator | Planned |
| | | | Actual |
| 10 | Conduct of Examinations | Chairperson/ Coordinator | Planned |
| | | | Actual |




Copy to: All Concerned

Prepared by: Director QEC
Date 30/10/2023

Approved by: Vice Chancellor
Date 30/10/23