

CIRCULAR

Sub: OBE - Make-up Lab Sessions - Faculty to guide students & ensure that they complete all stipulated experiments Reg.

As part of Outcome Based Curriculum (OBE) and Teaching Learning Process (TLP), it has been decided to implement Active Learning strategies to impart 21st Century skills to our students. In active learning strategy, the student has to complete the course work including laboratory sessions stipulated in the course.

If a student misses a lab session due to holidays or unforeseen circumstances / disturbance on genuine reasons, it leads to huge loss in students learning. To compensate for this loss, the administration has introduced **Make-up Lab Sessions** to the students. The lab course faculty has to guide their course students and arrange additional lab sessions, called **Make-up lab sessions**, beyond working hours of the institute (or) on Saturdays / Sundays by giving prior information to the students.

The lab course faculty has to ensure that make-up lab sessions are arranged in the following cases

1. to compensate for the lab sessions to be lost due to holidays
2. to compensate for the lab sessions to be lost due to unforeseen circumstances

The HoDs are requested for strict compliance on the following

- (i) course faculty & lab assistant should inform the students to submit their **make-up lab session request form**, in the given proforma. These forms should be made available in the department office.
- (ii) Lab assistant should maintain clear record of student's request, separately for every lab course conducted in that laboratory
- (iii) ensure the conduction of the make-up lab sessions and record the CIE.


PRINCIPAL

To
All HoDs

- for faculty circulation

Copy to: 1. Secretary & Correspondent
2. Dean, Academic Affairs
3. AO
4. WebTeam - Faculty Notice Boards