



---

# SOP FOR TEACHING LEARNING

---



PREPARED BY  
THE INTERNAL QUALITY ASSURANCE  
CELL,  
SILIGURI INSTITUTE OF TECHNOLOGY

A NAAC ACCREDITED INSTITUTION

July 2023

Dr. Debajyoti Misra  
Co-ordinator  
IQAC, SIT

Dr. Mithun Chakraborty  
Principal  
SIT



**SILIGURI INSTITUTE OF TECHNOLOGY,**

**HILL CART ROAD, P.O. SUKNA**

**SILIGURI – 734 009**

## **SOP FOR TEACHING LEARNING**

***“I will be the guide to your dreams and aspirations”.***

---

*(Signature)*

*(Signature)*  
Principal  
Siliguri Institute of Technology

---

## Index

- I. Standard Operating Procedure (SOP) for Course file
- II. Standard Operating Procedure (SOP) for Attendance Register
- III. Annexure

*(Signature)*

*(Signature)*  
Principal  
Siliguri Institute of Techno

# Standard Operating Procedure (SOP) for Course file

## Introduction:

As we are aware, the NAAC and NBA play a crucial role in ensuring the quality and standards of technical education of HEIs in our country. In line with the guidelines, it is imperative that we maintain comprehensive course files for each of our courses to demonstrate compliance with the prescribed parameters.

The course file (CF) serves as a vital document that showcases the quality and effectiveness of our teaching and learning processes. It is a comprehensive record that reflects our commitment to achieving the desired learning outcomes.

To ensure that our course files are complete and meet the necessary criteria, the following are the components/ parameters of consideration for preparing CF:

### **1. Syllabus:**

Include a detailed syllabus for the course (as specified by the MAKAUT) clearly outlining the topics to be covered in modular structure with the associated learning outcomes and the books (text/ reference) to be followed.

### **2. Course Handout:**

Course handouts are typically distributed before or during the class session to ensure that students have access to the material being covered.

It should have Course Title, Code and Description, Course objective and Course Outcomes (CO), all 12 POsCO-PO Mapping, syllabus, Required Textbooks& Reference book,

Include Mapping of Course Outcomes and Program Outcomes, Course delivery plan which include tabular form of contents such as Topics, Book or Page Nos, Teaching learning methods, Planned date, Execution dates and any additional instructions or guidelines that are essential for students to successfully complete the course.

*A sample Course handout template is annexed for reference (Annexure - I).*

### **3. TLO/ Time Table:**

Present a well-structured time table that outlines the distribution of topics, lecture hours, practical or lab sessions, tutorial sessions, and any other relevant activities conducted throughout the course.

  
Principal  
Siliguri Institute of Technology 4



#### **4. Session Documents:**

Maintain a record of session plans, including the topic, BT Level teaching learning methodologies, active learning, and assessment methods for each session. These documents should demonstrate the systematic and organized delivery of the course content, ensuring effective learning outcomes.

*A sample Session Document template is annexed for reference (Annexure - II).*

#### **5. Assignments:**

Include details of the assignments given to students during the course. Provide a clear description of each assignment, including the topic, objectives, guidelines, and the weightage assigned to each assignment.

#### **6. Continuous Assessment (CA1, CA2 & CA3):**

Description of the Continuous Assessment Approach, Breakdown of Assessment Components (Quizzes, Assignments, Presentations, etc.), Weighting or Percentage Allocation for Each Component, Criteria or Rubrics for Assessing Student Performance, Feedback and Grading Procedures.

#### **7. Results:**

Maintain a record of students' results for each assessment, including quizzes, assignments, and internal examinations. Include a summary of the overall performance of the students in the course. This helps in analysing the effectiveness of the assessment methods and identifying areas for improvement.

Result Analysis: Overview of Assessment Results, maintain attainment level, Statistical Analysis or Trends in Student Performance, Identification of Areas of Strength and Weakness, Reflection on Teaching Methods or Adjustments based on Results.

  
Principal  
Siliguri Institute of Technology

#### **8. Slow Learner and Fast Learner Identification Methodology:**

Describe the methodology adopted to identify slow learners and fast learners in the course. Include details of any remedial measures or additional support provided to slow learners and enrichment activities or advanced topics covered for fast learners.

*It is essential to maintain the course files up-to-date and accurate, reflecting any modifications or improvements made to the course content or delivery. The course files should be readily accessible and available for review during accreditation visits or as per the institution's internal quality assurance processes.*

#### **9. Syllabus Progress Report:**

By following this SOP for the Syllabus Progress Report, instructors can effectively monitor syllabus coverage, assess student understanding, make instructional adjustments, and foster better communication with their students. This process ensures a well-paced and comprehensive learning experience that promotes student success.

**Aim:** The aim of the Syllabus Progress Report is to monitor and assess the pace and effectiveness of syllabus coverage during the course delivery. It provides valuable insights into the progress of topics and learning objectives, allowing instructors to make necessary adjustments to ensure comprehensive and timely completion of the syllabus.

**Objectives:** The objectives of the Syllabus Progress Report are as follows:


##### **a. Monitoring Syllabus Coverage:**

- Track the progress of syllabus coverage against the planned schedule.
- Identify any deviations or delays in the teaching timeline.
- Ensure that all important topics and learning outcomes are addressed adequately.

##### **b. Assessing Student Understanding:**

- Evaluate students' grasp of the covered material and their ability to meet the learning objectives.
- Identify areas where students may be struggling or require additional support.
- Determine if any topics need to be revisited or reinforced to enhance student comprehension.

##### **c. Facilitating Communication:**



Principal  
Siliguri Institute of Technology

- Enhance communication between instructors and students regarding course progress.
- Encourage dialogue on challenges, clarifications, or additional learning opportunities.
- Strengthen the instructor-student relationship and support academic success.
- Communicate the reporting schedule to students at the beginning of the course, ensuring transparency and accountability.
- Compile the collected data in a concise and structured format for each reporting period.
- Include information on the topics covered, learning objectives achieved, and any notable observations or concerns regarding student understanding or engagement.
- Provide a summary analysis of the overall progress and highlight any modifications made to the syllabus or instructional methods.

**d. Reflect and Adjust:**

- Review the progress report findings and reflect on the effectiveness of the teaching strategies employed.
- Identify areas for improvement and make necessary adjustments to future lessons or instructional methods.

*A sample Syllabus Progress Report Template is annexed for reference (Annexure - III).*




Principal  
Siliguri Institute of Technology



## Standard Operating Procedure (SOP) for Attendance Register

An attendance register is a record-keeping document used to track the attendance of students in each class session. It helps monitor students' regularity and participation in the course.

### Aim of Attendance Register:

- Maintain an accurate record of student attendance.
- Encourage students' punctuality and regularity.
- Identify any patterns of absenteeism that may affect students' learning.
- Provide a basis for evaluating students' participation.

### a. Importance of Attendance:

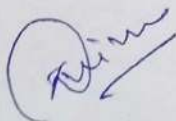
Attendance is a crucial aspect of student engagement and success. It allows us to monitor students' regularity, punctuality, and active participation in the learning process. Maintaining an accurate attendance record is essential for ensuring transparency, accountability, and effective academic management.

**b. Timely and Accurate Recording:** It is of utmost importance that you maintain an up-to-date and accurate attendance register for each class you teach. The register should include the following information:

- (i) Date of the class session
- (ii) Name of each student present
- (iii) Any relevant remarks (such as late arrival, early departure, or authorized absence)
- (iv) Signature of Faculty members at specified location.

**c. Consistency and Compliance:** This includes adhering to the prescribed formats, using standardized codes or symbols for specific attendance-related remarks, and calculating attendance percentages correctly.

**d. Regular Monitoring and Reporting:** Regularly monitor the attendance records and promptly identify any patterns of absenteeism or irregularities. It is essential to address any concerns regarding attendance promptly. If you notice persistently low attendance or any issues that may impact students' academic progress, please bring them to the attention of the respective department head.



Principal  
Siliguri Institute of Technology



- e. **Entry of Continuous assessment marks:** Include continuous assessment marks (CA1-CA4).
- f. **Supportive Approach:** Maintain a supportive and encouraging environment that motivates students to attend classes regularly. Foster open communication with students to understand and address any factors that may hinder their attendance or participation. Encourage them to take responsibility for their attendance and emphasize the correlation between attendance and academic success.

The institute trusts that all concerned will give due importance in maintaining the attendance register as per the directives provided. By doing so, the institute can collectively ensure the academic progress and overall development of our students.



Principal  
Siliguri Institute of Technology

## Course Handout for ..... Year B.Tech, ..... PROGRAM

Course Title :  
 Course Code :  
 L-T-P-S Structure :  
 Credits :  
 Pre-requisite :  
 Course Coordinator :  
 Team of Instructors :  
 Teaching Associates (For LAB only) :

## Course Objective:

.....

## COURSE OUTCOMES (COs):

CO No	Course Outcome (CO)	Blooms Taxonomy Level (BTL)	Target %
CO1			
CO2			
CO3			
CO4			

## PROGRAM OUTCOMES (POs):

PO Number	Description
1. Engineering Knowledge	Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. Problem Analysis	Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3.	Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate



  
 Principal  
 Stiguri Institute of Technology

PO Number	Description
Design/ development of solutions	consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. Conduct investigations of complex problems	Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. Modern tool usage	Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.
6. The engineer and society	Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. Environment and sustainability	Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. Ethics	Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. Individual and team work	Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. Communication	Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. Project management and finance	Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. Lifelong learning	Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.




Principal  
Siliguri Institute of Technology

Course Outcomes	Program Outcomes												PSOs	
	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	1.	2.

Mapping of Course Outcomes and Program Outcomes: (Sample Attached)

- 1 = courses in which the student will be exposed to a topic  
 2 = courses in which students will gain competency in that area  
 3 = courses in which students will master that skill

SYLLABUS:

TEXT BOOKS:

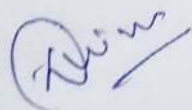
REFERENCE BOOKS:

COURSE DELIVERY PLAN FOR GR-A:

Week	Sess. No.	CO	Topic (s)	Book No [CH No][Page No]	Teaching-Learning Methods	Planned Date	Execution Date

LIST OF TUTORIALS: OPTIONAL

Tutorial session no	Topics	CO-Mapping



  
 Principal  
 Jyoti Institute of Technology



**WEEKLY HOMEWORK ASSIGNMENTS/ PROBLEM SETS/OPEN ENDED PROBLEM-SOLVING EXERCISES etc.**

Week	Assignment/Quiz	Topic	Details	CO

**COURSE TIME TABLE**

**REMEDIAL CLASSES:**

**Supplement course handout**, which may perhaps include special lectures and discussions that would be planned, and schedule notified accordingly.

**DELIVERY DETAILS OF CONTENT BEYOND SYLLABUS:**

Content beyond syllabus covered (if any) should be delivered to all students that would be planned, and schedule notified accordingly.

S.No	Advanced Topics, Additional Reading, Research papers and any	CO	POs & PSOs	ALM	References/MOOCs

**EVALUATION: AS PER MAKAUT GUIDELINES**

**Schedule for Continuous Assessment (CA):**

CA	Assessment By	Schedule
CA-I	Presentation, Quiz, Group Discussion	As per Academic Calendar
CA-II	Report writing	
CA-III	Class test in pen and paper mode to be conducted at the College Level	
CA-IV	Centralized online test to be arranged by the University	
PCA1	Rubrics based Evaluation and Viva -Voce	
PCA2	Rubrics based Evaluation and Viva -Voce	

**ATTENDANCE POLICY**

Every student is expected to be responsible for regularity of his/her attendance in class rooms and laboratories, to appear in scheduled tests and examinations and fulfil all other tasks assigned to him/her in every course. For Promotion, a Minimum of 50% of internal marks must be obtained. In every course, student has to maintain a minimum of 75% attendance to be eligible for appearing in Semester end examination of the course, for cases of medical issues and other unavoidable circumstances the students will be condoned if their attendance is between 60% to 75% in every course, subjected to submission of medical certificates, medical case file and other needful documental proof to the concerned departments.

**DETENTION POLICY**

Principal  
Siliguri Institute of Technology

In any course, a student has to maintain a minimum of 75% attendance and must secure a minimum of 50% marks in In-Semester Examinations to be eligible for appearing to the Semester End Examination, failing to fulfill these conditions will deem such student to have been detained in that course.

### PLAGIARISM POLICY

Use of unfair means in any of the evaluation components will be dealt with strictly, and the case will be reported to the examination committee.

### COURSE TEAM MEMBERS, CHAMBER CONSULTATION HOURS AND CHAMBER VENUE DETAILS:

Each instructor will specify his / her chamber consultation hours during which the student can contact him / her in his / her chamber for consultation.

S.No.	Name of Faculty	Chamber Consultation Day (s)	Chamber Consultation Timings for each day	Chamber Consultation	Signature of Course faculty

### GENERAL INSTRUCTIONS

Students should come prepared for classes and carry the text book(s) or material(s) as prescribed by the Course Faculty to the class.

### NOTICES

All notices will be communicated through the institution email.

All notices concerning the course will be displayed on the respective Notice Boards.

Signature of COURSE COORDINATOR:

HEAD OF DEPARTMENT:

Approval from: Head of the Institutions  
(Sign with Office Seal)

Principal  
Siliguri Institute of Technology



## SESSION WISE TEACHING – LEARNING PLAN

TEACHER NAME

COURSE NAME

PROGRAM NAME ..... SEM

## Session No. 01 (Date)

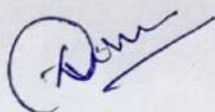
Session Outcome: 1. Learner will understand what Digital Signal Processing is.

Time(Min)	Topic	BTL	Teaching Learning Method	Active learning method
30	Pre requisite from Semiconductor devices, Diode, Number system, Logic gate	1	Discussion	Students are doing a 10 minutes group discussion on topic signals.
20	Describe the basic concepts of analog and digital electronics	1	Chalk & talk	NA

## Session No. 02 (Date)

Session Outcome: 1. Learner will get to understand the signal representation.

Time(Min)	Topic	BTL	Teaching Learning Method	Active learning method
20	Describe about different number conversion techniques and doing lots of exercises	2	Chalk & talk	Sample warm-up short answer questions
30	Describe the remaining part of conversion technique and binary addition and subtraction	2	Chalk & talk	think-pair-share, peer teaching



Principal  
Siliguri Institute of Technology

Syllabus Progress Report			
Course Name:			
Teacher Name:			
Department Name:			
LTP Structure:			
Total No. of classes Allotted:			
Total No. of classes conducted:			
% of syllabus covered:			
Module No.	Topics Covered	Methodology Used	No. of Lectures conducted



  
 Principal  
 Siliguri Institute of Technology