

Subject: Proposal for Improving Academic Performance of Weak Students under Equity Action Plan.

There has been an emphasis on the improvement of academic performance of the weak students through the Equity Action Plan (EAP) under TEQIP-II. It is therefore essential to identify the weak students, at first.

1 Identification of Weak Students

The students who are securing 'E' or 'U' grades in 40-50 per cent of subjects or year back students will be considered 'weak students'. However, if timely steps are taken right at the beginning, then the worst performance of such students can be avoided to large extent.

Since the course coordinator is in a better position to identify weak students; therefore, the course coordinator should identify weak students on the basis of class attendance, class performance, ability of the student to solve assignment and tutorial problems, and performance in class tests.

The Faculty Counsellors appointed in the Institute Counselling Cell can also obtain meaningful information (as stated above) about the weak students through batch-wise appointed Students' Counsellors.

At the start of the new academic session, the academic section of the institute will provide information in the following format, about the probable weak students among the new entrants, based on their marks/ rank in the entrance test, or on the basis of marks percent in the qualifying marks (say who have just got minimum requisite marks).

S. No.	Roll No	Name	Branch and Year	Category	10+2 Marks (%)	All India Rank

2 Appointment of Students' Mentors

The guidelines of the project emphasize on the appointment of 'Faculty Advisers' or 'Mentors' as one of the important student-centric strategies. Based on these guidelines, it is proposed that each faculty member (regular) may be allotted approximately 30 B. Tech. students for mentoring. There are about 3000 B. Tech. Students and 100 faculty members in the institute. *The faculty members from applied sciences and humanities may be appointed as FAs only to the first year students. The faculty of respective departments may be appointed as FAs from second year onwards till the completion of course. The FAs appointed in the first year would pass on the record of weak students to the FAs appointed in the second year.* The faculty adviser (FA) will give academic advice to the allotted students. In future, the faculty advisers would be allotted to the new entrants at the start of the first year of the students in the institute.

The course coordinator and the faculty counsellor will also provide information about weak students to the concerned faculty adviser or mentor as early as possible and would continue to provide updates at regular intervals (fortnightly) before their scheduled meeting day with FA. It is expected that the information about weak students should reach within one month from the start of the semester.

Each Faculty Adviser (FA) will obtain information about the past academic record of the allotted students, which is available in the respective departments from 3rd semester onwards, to identify weak students among allotted students by looking at their E or U Grades. The examination section would provide information in the above mentioned format to the respective Faculty Advisers who would be allotted first year students.

Further, FA will keep a track on the student's performance through periodic meetings that will usually be held fortnightly. Alternate Friday may be permanently fixed for these meetings. In the periodic meetings, the faculty adviser will also ask students about their progress i.e. class attendance, understanding of different subjects, marks scored in tests, ability to solve assignment and tutorial problems. A special monitoring will be carried out for students from the disadvantageous sections of society (SC/ST/OBC) and women students.

The provision of including Faculty Adviser (FA) in the ERP system should also be made in such a way that FA, with the help of login id, can have access to the past record of allotted students and can also track the performance of allotted students' at any point of time.

3 Role of Nodal Officer (EAP) and Concerned HODs

The respective faculty advisers would immediately provide information to the Nodal Officer (EAP) TEQIP. The Nodal Officer would consolidate information and classify into different subject groups. Accordingly, the concerned HOD would be requested to make arrangements for the conduct of special classes in the evening and on the weekends on the identified subjects with the help of internal and external resources persons. The resource persons may be given honorarium as per institute's norms for the guest faculty.

4 Immediate Action Plan

To begin with, during the current semester, it is proposed to allot faculty advisers to all the B. Tech. students with each faculty adviser having about 30 students. The Dean Academics/Associate Dean Academics (UG) may be requested to centrally allot and notify faculty advisors from the faculty of applied sciences and humanities departments on random basis for first year students, and through the respective HODs for second to final year students. The faculty advisers may call the first meeting with the allotted students in the third week of March, 2015 to identify weak students and their onward information in the following format for further action as per above stated process.

List of Weak Students

S. No.	Roll No	Name	Branch and Year	Category	Subject Codes and Subject Names

The course coordinators after assessment should also send the list of weak students to their Faculty Advisers. When the inclusion of FAs in ERP system takes place, then FAs can have the direct information about the weak students.

The academic section should provide details of respective students in the following format to those Faculty Advisers who would be allotted first year students.

S. No.	Roll No	Name	Branch and Year	Category	10+2 Marks (%)	All India Rank	SGPA in Previous Semester	CGPA

The FAs of respective engineering departments can refer to examination records available in departments to obtain information about the subjects in which allotted students have performed poorly (E or U grades) so far.

5 Soft Skills Training Programme

In the current teaching scheme for all B. Tech programmes, a provision has been made for an audit course on Soft Skills in the third year. However, difficulty is being faced in the search of appropriate faculty. The HOD Humanities and Management may be requested to appropriately re-draft proposal for the desired qualifications/experience and remuneration package, so that suitable people can be arranged for the training of the students. *The reimbursement to the faculty may be made from the funds available under EAP.* The educational bodies like British Council and Talent Sprint who have been associated with prestigious institutes like IITs for offering such programmes would also be consulted for specialized training, and their proposals would be considered on merit and appropriateness to our requirements.

6 Miscellaneous Matters

It is also pertinent to mention here that institute arranges summer and winter contact courses, which are attended by most of the weak students. The honorarium paid to the faculty may be reimbursed from TEQIP funds under provisions for EAP and no fee may be charged from the students attending these courses.

The proposal is being submitted for consideration and approval of the competent authority.

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Nodal Officer-EAP

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Director.

Approved in principle

Jup
15/3/15