

Instructions for Course Instructor

1. Instructions for Conducting Theory Course

- Course instructor must prepare/update their course outline with BL/CO/PO/KPA, Teaching-Learning-Activities and Assessment-Tools which needs to get approval from PSAC and this must be share with students at the first class of the semester.
- All course instructor must prepare/update (regular basis) their course materials and share with students at least a day before conducting the class. During delivery, instructor should ensure maximum understanding of each student and should show the possible model questions.
- Instructor must conduct at least $n+1$ class test (n =credit hour), one assignment and any number of sport-test/home-work and one presentation (if recommended).
- Every question must be OBE based satisfying BL/CO/PO/KPA where needed and especial focus must be given in case of addressing Complex Engineering Problem and/or Activities.
- Assignment/PPT/Home-Work Question must be (Class Test Questions should be) with marking rubric if it is PO attaining.
- In theory course Complex Engineering Problem must be assessed through Assignment/Course-Project where as Complex Engineering Activities must be assessed through Presentation/Case-Study where needed.
- All instructors should evaluate the answer scripts of Class Test/Assignment/Home Work and show to the students with their marks and clearly indicating their mistakes within 5 working days of test/submission.
- Instructors must use red pen for examining the all kind of answer script whereas all mistakes need to be highlighted and marks deducted due to that mistakes should be shown.
- Instructors must maintain attendance report carefully: depending on the situation 5 minutes late can be accepted, 15 minutes late should be marked as late and late more than 15 minutes should be marked as absent.
- Continuous especial focus must be given to weak students (GPA<3.00 and/or having failed course and/or attendance <80%).
- As per present instruction, there will be 04 (four) mandatory question sets 02 (two) in each section (A & B) of semester final exam. All such question must be the most standard and perfectly addressing BL/CO/PO/KPA where needed. In this case Q1 is not mandatory from chapter 1. The questions in a set such as (a), (b), (c)... will be in a such order of easy to difficult and low to high weight of mark. For mandatory questions, practical relevant diagram/abstract-scenario/graphical-view is highly recommended.
- In all cases, instructor should try to cover as more as of total mark by OBE based question.
- Any abnormal issues must be report to batch advisor and/or HOD (in especial case) if needed instructors may directly talk to guardian in academic issue.
- Instructors must submit complete course file within the week of semester final result publication with CO/PO attainment report, instructors feedback and all other related documents.



Dr. Md. Rubel Basar
Associate Professor & Head
Chairman, PSAC
Dept. of ICE, BAUET

Instruction for Course Instructor

2. Instructions for Conducting Sessional Course

- Course instructor must prepare/update their course outline with BL/CO/PO/KPA, Teaching-Learning and Assessment Process which needs to get approval from PSAC and this must be share with students at the first sessional class of the semester.
- All course instructor must prepare/update (regular basis) their Lab Manual and share with students at the beginning of the semester.
- Instructors should plan the experiments in such a way to effectively utilize full duration of each lab slot throughout the semester and ensure learning maximum lab skill by each student beside the assessment should be in such a way that final grade perfectly reflect their skill.
- In sessional course, Complex Engineering Problem (CEP)/Activity (CEA) must be assessed by lab-project/open-ended-project with the tools of project show-casing, project report writing, presentation (if needed) etc.
- Instructors should make sure clear understanding of students about which part of CEP (out of 7) they are solving in their project with clear reflection in project work, report, and presentation.
- Instructor should ensure that student must submit their project proposal within first two weeks and show their project progress weekly and finally they take part in project show-casing, submit project report and presentation (if needed).
- All instructors should mark the lab report (regular basis), project report, script of quiz, lab test using red pen and show to the students with their obtained marks clearly indicating their mistakes and mark deduction for that/those mistake(s).
- Instructors must maintain attendance report carefully: depending on the situation 5 minutes late can be accepted, 15 minutes late should be marked as late and late more than 15 minutes should be marked as absent.
- Continuous especial focus must be given to weak students (GPA<3.00 and/or having failed course and/or attendance <80%).
- In all cases, instructor should try to cover as much as possible of total mark by OBE based question.
- Any abnormal issues must be report to batch advisor and/or HOD (in especial case) if needed instructors may directly talk to guardian in academic issue.
- Instructors must submit complete course file within the week of semester final result publication with CO/PO attainment report, instructors feedback and all other related documents.



Dr. Md. Rubel Basar
Associate Professor & Head
Chairman, PSAC
Dept. of ICE, BAUET