



Government Polytechnic Madhepura (Bihar)

Department of Science, Technology & Technical Education

At. - Dhuria, Kalasan, PO+PS - Chausa, Dist. - Madhepura, Pin-852213

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Ref.: 836

Date: 13 / 12 / 2025

-:NOTICE:-

In view of the upcoming academic semester (2nd, 4th & 6th semester), all concerned are hereby instructed to adhere to the following directives to ensure smooth commencement and execution of academic activities:

1. **Subject Allocation:** All Heads of Department (HoDs) are directed to distribute the subjects for the 2nd, 4th & 6th semester by Tuesday 16th December 2025.
2. **Class Routine:** Routine In-charges are directed to coordinate with all HoDs to finalize the class timetable for the upcoming semester by Friday, 19th December 2025.
3. **Course File & Lesson Plan:** Respective faculties are to be directed by their HoDs to complete their course file including lesson plans (in accordance with NBA criteria) by Saturday, 20th December 2025.
4. **Project Coordination:** Each HoDs is to nominate one faculty member as the Project Coordinator for the smooth functioning of Major and Minor Projects. Departmental project coordinator are advised to suggest their students for making model of their project.
5. **Laboratory Readiness:** All faculty members are directed to ensure the smooth functioning of their respective laboratories and Term Work arrangements before the commencement of classes on Saturday, 20th December 2025.
6. **Experiment List and Manuals:** Faculty members involved in laboratory and Term Work are directed to prepare the list of experiments and experiment manuals as per latest curriculum for the upcoming semester by Saturday, 20th December 2025.
7. **Laboratory Display Requirements:** Faculty members in charge of laboratories and Term Work must ensure the following:
 - o The list of experiments to be conducted must be prominently mounted on the laboratory wall.
 - o The names of apparatus/machines used should be clearly displayed within the respective laboratories.
8. **Stationery Requirements:** All HoDs must coordinate with Mr. Amit Kumar Gupta, Store In-charge, to procure necessary stationery items (if required) by Friday, 19th December 2025.

Note -

The commencement of classes for the Odd Semester (3rd & 5th semester) is scheduled from **Monday, 22nd December 2025**, as per the SBTE Academic Calendar (letter no 6477, dated 11.12.2025).

Your cooperation and timely action on the above points are essential for the effective commencement of the new semester. Kindly treat this matter with urgency and priority.

#Departmental Vision/Mission, PEOs, Pos, Course Objective, COs, Prerequisites, CO - PO Mapping, Teaching & Learning Scheme, Course Assessment Scheme, Syllabus/ Curriculum (TSOs/LSOs), Suggested Term Work and Self Learning, Course Evaluation Matrix, Specification Table, Instructional/Implementation Strategies, List of Major Laboratory Equipment, Tools and Software, Learning Resources, Rubrics (PTA/PLA/TWA), Time table Class/Individual, Student List, Lesson/Lecture Plan (Theory/ Practical/Term Work), Assignment, Tutorial Sheet, Previous Class Test Questions, Previous SBTE Questions, Course Material, Result Analysis, Quality Measurement Sheet.

Copy to -

1. All the HoD Incharge, Faculty Members & Staff
2. All Notice Board (Office, Departmental, Website)
3. Establishment Section

Prof. Manish Kumar Das

Academic In-Charge cum Dean

Principal

G. P. Madhepura