



Department of Computer Science

School of Engineering & Technology
Islamic University of Science & Technology
Kashmir, J&K - 192122

Academic Guidelines

For Course Instructors

Each faculty member of the Department of Computer Science shall strictly adhere to the following minimum guidelines during the academic session:

1. Head of Department is required to assign all the registered courses of the coming academic session to the respective course instructors at least one week before the commencement of classwork.
2. All the course instructors/faculty members of the department are required to prepare and upload lecture schedules of their respective assigned courses at least three days before the commencement of formal classwork. Furthermore, while preparing a lecture schedule, they need to follow the proper unitization policy wherein the minimum number of lectures for each unit of the course has been fixed as 10 irrespective of type of course.
3. Each faculty member is required to start his/her delivery of lecture with the **Lecture Title** strictly as per the lecture plan submitted and made available online.
4. Each faculty member is required to **mark the lecture as Delivered and mark the student attendance** through the online portal once the lecture is over.
5. After successful completion of 40% of the syllabus, each faculty member is required to submit a question paper in an approved/ agreed format for the conduct of Mid Term Examination.
6. In-case of availing any type of leave by a faculty member, he must prefer to communicate the same to academic coordinator timely so that the alternate arrangement can be explored to engage the session.