By E-mail

From
The Director General,
Technical Education Department, Haryana
Bays No. 7-12, Sector-4, Panchkula

To
The Registrar(s) affiliating Universities
1. Kurukshetra University Kurukshetra.
2. Maharishi Dayanand University.
4. Deen Bandhu Chhotu Ram Univ. of Sci. & Tech., Murthal, Distt. Sonepat
5. YMCA University of Sci. & Technology, Faridabad.
6. BPS Mahila University, Khanpur Kalan, Sonepat.
7. Chaudhary Charan Singh Haryana Agricultural University, Hisar.
The Director/Principal/Dean
2. Institute of Instrumentation Engg. K.U. Kurukshetra
3. Institute of Mass Communication & Media Technology, K.U. Kurukshetra
4. University Institute of Engg. & Technology Kurukshetra University, Kurukshetra
5. University institute of Engg. & Technology, Maharshi Dayand University, Rohtak.
7. State Institute of Engineering and Technology, Nilokheri.
10. All Govt./Society Polytechnics.
11. All Self Financing Engineering Colleges/Institutes, Haryana.
12. All Self Financing Polytechnics, Haryana.

Memo No. 192/1-4/9
Dated: 09/11/2012

Colleges

Subject: Regarding uploading of Lesson Plan of all faculty members on the web-site /web-portal of College/University and display on the notice boards.

Kindly refer to the subject cited above.

It is implicit that all teachers of the requisite institutes shall maintain systematic Lesson Plan of the courses being taught by them regularly. The purpose of this exercise is to inform students regarding the course contents to be delivered alongwith the timelines. I have been directed to convey that teacher wise lesson plans must be uploaded on the website of each college for the benefits of students, parents, public and officers at the head quarter during the 1st week of start of next semester from January, 2018 onwards. A copy of the same should also be put on display on the notice board of the Institute/University at the start of each semester. Lesson Plans must cover the complete duration of the semester.

You are requested to upload the summary of lesson plans of each teacher on the web site of the Institute/University in the format enclosed herewith during the 1st week of start of next semester under intimation to this effect immediately.

It is for your information and strict compliance of the above instructions please.

DA/as above

Deputy Director
for Director General, Technical Education
Haryana, Panchkula

Endst No. 194/1-4/8
Dated: 09/11/2012

Colleges

A copy of the above is forwarded to the following:
1. PS to PSTE for kind information of W/PSTE, please.
2. PS to DGTE for kind information of W/DGTE, please.
3. Secretary, HSBTE.
4. Additional Director (Univ.).
5. Joint Director (Academics)/Joint Director (Admn.-I)/ Joint Director (Admn.-II).
6. Deputy Director (IT) to host the above letter on the departmental web-site.
Lesson Planning for the semester started w.e.f. .................

Name of Institute : 

Name of teacher with designation : 

Department : 

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<th>Month</th>
<th>Class</th>
<th>Topic/Chapter covered</th>
<th>Academic activity</th>
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(Signature of the teacher concerned with date)