

**Manual No. 4****Norms set for the discharge of function.**

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

**ILLUSTRATION**

<b>Sl. No</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Teaching of classes	Course curriculum and syllabus approved by DTTE/BTE/GGSIP University is complied in each semester of 16 weeks duration  Students evaluation of performance through (i) Internal Evaluation (ii) External Evaluation by BTE/GGSIPU.  Internal Evaluation by two tests conducted at regular interval in 16 weeks.  External Evaluation by semester end examination in May/June and December/January month of each year. Evaluation comprises paper setting, conduct of exams and compilation of marks and communication to students/parents/BTE	<b>NIL</b>
2.	Purchase of consumables and Non-consumables items, items for conduct of practical classes for day to day teaching	Purchasing after codal formalities completed before beginning of each session.	NIL

