



# उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उप्र) - 206130

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**Date:** 23/12/2022

## OFFICE ORDER

All Dean/HOD/Faculty members are instructed to prepare & maintain the following records and implement the guidelines in the aspect to strengthen teaching, learning, and evaluation process of our University.

1. Master Rotation Plan (MRP)
2. Master Activity calendar
3. Course Outline by Course (Subject) Incharge
4. Index of Course file (Course/Class coordinator File)
5. Evaluation
6. Lesson plan
7. Unit plan
8. Guidelines for Mentor Mentee System
9. Guidelines for identifying Slow, Good and Advance learners.
10. Attendance summary
11. Sessional/ Internal/Term Exam Result analysis

While being audited by concerned authorities from this Academic session, the Dean/HOD/faculty members should provide the prepared documents and records for the verification.

(Dr. Prabhat Kumar Singh)  
Vice-Chancellor

### COPY TO

1. Dean - Faculty of Medicine/Pharmacy/Nursing/Paramedical
2. Prof. Dr. Kamla Pathak - Chairman (NAAC committee)
3. Mr. Sembian N (NAAC Criteria Head II)
4. CAC Department- (For Uploading in the Website)

(Dr. Prabhat Kumar Singh)  
Vice-Chancellor